



International
Labour
Office

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Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in Monitoring SDG Indicators on Social Protection

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Universal Social Protection Department (SOCPRO)

Organisational unit: Public Finance, Actuarial and Statistics Unit (SOC/PFACTS)

SUPERVISION

Direct Supervision by:

Helmut Schwarzer, Head SOC/PFACTS, Universal Social Protection Department (SOCPRO), schwarzer@ilo.org

Content and methodology of supervision:

A time-bound annual overall work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled once every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for necessary technical inputs and work procedures.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary-

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The Universal Social Protection Department (SOCPRO) undertakes research that supports the extension of social protection. It also develops good governance tools for social protection systems, carries out knowledge development and supports national capacities in the field of social protection promoting stronger national social protection systems.

The Department is responsible for promoting enhanced coverage and effectiveness of social protection for all through comprehensive, efficient and sustainable national social protection systems, including floors, in line with provisions of the Recommendation concerning national floors of social protection, 2012 (No. 202) and other ILO social security standards, and reflected in the SDGs. It provides, at the request of member States, technical advice for the formulation of national policies, the design of social protection systems, including floors, as well as for their implementation and monitoring. This support is provided through assessments of social protection systems and the provision of technical advice, as well as through training and capacity building of governments, social partners, and other stakeholders.

The Public Finance, Actuarial and Statistics Unit (SOC/PFACTS) is responsible for providing financial, actuarial and statistical advice to constituents applying the principles and values of ILO social security standards. The unit leads work on articulating ILO positions on social security reforms, as well as costing and financing of schemes, providing options for fiscal space and financial governance of social protection schemes. The unit is also responsible for the collection, statistical processing and production of global social protection data through the Social Security Inquiry (SSI).

Extending social protection coverage to all is also a fundamental part of the UN's 2030 Agenda as articulated in the Sustainable Development Goals (SDGs) under target 1.3 to "implement nationally appropriate social protection systems and measures for all, including floors." Timely, reliable, accurate and comparable data are crucial for the formulation, implementation, monitoring, evaluation and impact assessment of social protection policies and programmes at the national and global levels. Accordingly, social protection statistics – as well as other information and monitoring indicators, in particular SDG Indicator 1.3.1 on social protection floors – were identified as a critical

area for national capacity development. The Department has developed an online data compilation tool – SSI online – for monitoring SDG 1.3.1 and other indicators for the [World Social Protection Report](#) and [World Social Protection Database](#).

The Junior Professional Officer (JPO) will assist in the maintenance of the World Social protection database and in the process of data collection and validation. The incumbent will also assist in the process of Social Security Inquiry application, national capacity building, trainings and other activities aimed at direct data collection.

The JPO will contribute to Outcome 7 on *Universal Social Protection* within the ILO's Programme and Budget for the biennium 2024-25 and subsequent biennia, and ILO's Strategic Plan for 2022-25.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the head of unit, the JPO will perform the following duties and responsibilities:

- 1) Compile data necessary for periodic update of SOCPRO's databases;
- 2) Liaise with the specialists in the field and national institutions to promote effective data compilation;
- 3) Analyse data for assessments and research studies of social security schemes;
- 4) Analyse data for the SDG 1.3.1 reporting;
- 5) Assist in the organisation of national and regional trainings;
- 6) Assist in the maintenance and coding of the World Social Protection Database;
- 7) Assist in the data visualization for the World Social Protection Data Dashboards;
- 8) Assist in the data collection of measures of poverty and inequality;
- 9) Assist in the data collection on social protection financing;
- 10) Assist in data compilation and assessment of benefit adequacy levels
- 11) Draft components of global, regional, and country analyses for reports on social security statistics;
- 12) Assist in technical backstopping, implementation and monitoring of development cooperation projects as a junior desk officer;
- 13) Participate in technical missions for research and fact finding.

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree in Economics, Statistics, development studies or a related field. Advanced university degree in either of those disciplines would be an advantage.

Work experience:

Two to three years of working experience, preferably in the area of planning and research of social security policies in national governments, a social security institution or an academic and/or research institute. Experience should be in quantitative analysis, statistics, or M&E frameworks of social security schemes, either at the national or international level. Experience in international organisations is an asset.

Skills required for the assignment:

Good knowledge of Microsoft Office products, particularly Microsoft Excel and Power Bi.

Good computer skills with programming experience, ideally in a language used for data science (e.g., Python, Pandas, R, etc.).

Familiarity with any statistical software (e.g., Stata, SPSS, Mathematica) is an asset.

Languages:

Excellent command of English. A good knowledge of a second ILO official language (French and/or Spanish) would be an asset.

ILO competencies:

- Very good quantitative analytical skills;
- Ability to take initiatives;
- Ability to communicate effectively both orally and in writing;
- Ability to carry out assignments in accordance with instructions and guidelines;
- Ability to conceive, plan, coordinate and conduct simple quantitative research;
- Ability to draft press releases, discussion papers, reports.

TRAINING COMPONENTS AND LEARNING ELEMENTS**Training components:**

The incumbent will assist senior experts in the collection and analysis of statistical data on social security schemes, especially SPFs and the possible impacts on income and poverty for ILO member States. S/he will also assist senior experts in the preparation of training materials and participate in training sessions on quantitative methodologies and techniques.

Learning components:

The incumbent will gain experience in drafting technical reports for governments of ILO member States. The incumbent will learn about the principles which should guide the development and extension of national social security systems.

BACKGROUND INFORMATION

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

At present, approximately 30 middle- and low-income countries have already taken measures to introduce elements of an SPF. Their experience has shown that social security schemes are a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The Universal Social Protection Department assists government agencies and autonomous social protection organisms to develop their own capacity for quantitative planning, and improve the management and governance of their social protection schemes.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non- and under-represented countries.

The ILO has a smoke-free environment.