



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](mailto:jpo@ilo.org).*

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

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in – *Workers engagement in 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:** *Programming, Partnerships and Knowledge-sharing Unit (SOC/PPKS)*

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### SUPERVISION

#### Direct Supervision by:

*Karuna Pal, Head, Programming, Partnerships and Knowledge-sharing Unit,  
Universal Social Protection Department (SOCPRO), [pal@ilo.org](mailto:pal@ilo.org)*

#### Content and methodology of supervision:

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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### INTRODUCTION

Social security is a human right as well as a social and economic necessity. However, only at its 101st session (2012), the International Labour Conference adopted the Recommendation concerning National Floors of Social Protection, 2012 (No. 202) which calls on its Members to progressively ensure at least basic social security guarantees to all in need throughout the life-cycle and to gradually provide higher levels of protection in line with Convention No. 102 and other social security standards, to as many people as possible, reflecting economic and fiscal capacities of Members, and as soon as possible. It further states that the formulation of national social security extension strategies should be based on national consultations through effective social dialogue and social participation. The Recommendation specifically calls on the tripartite participation of representative organizations of employers and workers in the development, implementation and monitoring of national social protection floors and national social security strategies.

The ILO Universal Social Protection Department (SOCPRO) contributes to the achievement of the ILO's mandate "to enhance the coverage and effectiveness of social protection for all" by supporting the creation of comprehensive social security systems including social protection floors, in line with SDG 1.3 but also contributing to SDG 3.8, 5.4, 8.4 and 10.4. This includes support for the development of national social protection strategies, and support for the design, implementation and good governance of schemes. 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.

To increase the ILO's support to the extension of social protection including floors, the ILO has launched a Global Flagship Programme on Building Social Protection Floors for All. This Programme is designed to contribute to countries' efforts to realize the Sustainable Development Goals, particularly SDG 1.3 on "implementing nationally-appropriate social protection systems and measures for all, including social protection floors."

The Global Flagship Programme on Building Social Protection Floors develops its activities through partnerships with social partners, UN agencies, development partners, the private sector, academic institutions and civil society. In this context, the Social Protection, Freedom and Justice for Workers Network (hereafter the Workers Network) was initiated in 2017 by the ILO and the International Trade Union Confederation (ITUC), in collaboration with members of the Global Coalition for Social Protection Floors. The Network aims to support workers' organizations in the promotion and defence of the right to social protection. It aims at building the capacities of workers' organizations to advocate for social protection, promote Convention 102, Recommendation No. 202 and other social security standards, contribute to the design and implementation of social protection floors, educate their members and a wider audience, and monitor so that governments are accountable for the enforcement of social protection floors. Various countries are currently undertaking reforms of their social security systems and in particular their pension schemes. In many situations these reforms are being done to implement austerity measures and budget cuts in social protections schemes thus negatively impacting coverage and/or adequacy of benefits.

The Network also aims at facilitating the exchange of experiences and learning resources among participants via an online platform. In this framework, the Network will carry out case studies where workers have mobilized to support and monitor social protection programmes.

The Network serves the ILO Global Flagship Programme on Building Social Protection Floors for All by providing a platform for unions to contribute to the implementation of SPFs, and make the right to social protection a reality for all.

The JPO will be located in the Universal Social Protection Department and more specifically in the Programming, Partnerships and Knowledge-sharing Unit. The JPO will work under the supervision of the head of the Unit and the technical guidance of the Social Protection Officer.

The JPO will contribute to the ILO's Global Flagship Programme on Building Social Protection Floors for All. The JPO will also contribute to the social protection outcomes of the ILO, namely 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.

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## **DUTIES AND RESPONSABILITIES**

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

- 1) Assist in the management of the Social Protection, Justice and Freedom for Workers Network, including the organization of annual meetings, in collaboration with the Bureau for Workers' Activities (ACTRAV).
- 2) Support efforts to strengthen the Network, including through continued engagement with and additional mobilization of union participants in the Workers' Network and the development of new partnerships.
- 3) Assist in the organisation and the coordination of the different activities and initiatives undertaken by the members of the Network, in collaboration with the Bureau for Workers' Activities (ACTRAV).
- 4) Map and document experiences of workers organizations to promote and defend the right to social protection or to support the design, implementation or monitoring of social protection.
- 5) Contribute to the development of thematic briefs with technical and policy arguments to support workers organizations to promote and defend the right to social protection based on international labour standards (C102, R202)
- 6) Contribute to designing training modules for strengthening workers' capacities to promote and defend the right to social protection and their involvement in social protection policy debates.
- 7) Assist in mobilizing resources for development cooperation projects in the area, which includes development of project proposals, identifying and liaising with development partners, and backstopping development cooperation projects.
- 8) Assist both internal and external communication efforts on the Social Protection, Justice and Freedom for Workers Network, including also the maintenance of the website, the designing of communication materials and animation of social networks.
- 9) Perform others task that may be assigned by the supervisor.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

University degree (Master's level or Post Graduate diploma) in economics, political sciences, sociology, development studies, or social science.

### **Work experience:**

#### **Minimum:**

At least two years of experience in social security/protection issues at the national/international level

#### **Desirable:**

Work experience in a developing country in the field of social protection, or working with workers' organizations in the promotion, implementation or monitoring of social protection.

### **Skills required for the assignment:**

#### **Minimum:**

Strong analytical and research skills in social security/protection, poverty reduction development economics, or related issues;  
Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;  
Ability to work independently and plan complex activities;  
Good listening and dialogue skills;  
Ability to work in a team, share ideas and resolve challenges, as well as take initiative;  
Ability to establish and facilitate partnerships;  
Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;  
Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;  
Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.

### **Languages:**

#### **Minimum:**

Excellent command of English

Desirable:

Good knowledge of a second working language of the ILO would be an asset (French or Spanish).

**ILO competencies:**

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Through the work in the department, seminars, workshops and interaction with specialists in the field, the JPO will get trained on providing advisory services in the field of social protection and its technical application.

Through guidance of the supervisor and senior colleagues, the JPO will get trained on policies, strategies and approaches for the extension of social protection, with a focus on rights-based implementation, progressive universalization of protection, social dialogue and tripartite participation, coherence across institutions for the delivery of social protection floors, linkages with active labour-market and other policies, and project design, implementation, monitoring and evaluation.

**Learning elements:**

The JPO will have the opportunity: to enhance his/her technical knowledge in the field of the extension of social protection as well as in the design and implementation of social protection floors;

To gain knowledge of international legal social security instruments and their practical implementation, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202) and the ILO Social Security (Minimum Standards) Convention, 1952 (No.102);

To enhance his/her knowledge on the role of workers' organizations in social protection dialogue, implementation and monitoring.

To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and

disseminating of this information, communicating, connecting actors and conducting training sessions;

To improve his/her professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;

To improve his/her professional skills in technical cooperation project design, implementation, monitoring and evaluation as well as partnerships with development partners and other partners;

To become familiar with the ILO's mandate and institutional functioning;

To get acquainted with the UN system; its regional bodies, coordination and inter-agency mechanisms and frameworks, and in its inter-action with government counterparts and other development partners;

To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.

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## **BACKGROUND INFORMATION**

The Social Protection, Justice and Freedom for Workers Network webspace. Available at: <https://workers.social-protection.org>

ILO Programme and budget for 2024-25 - Outcome 7: Universal social protection. Available at: [Programme and budget for 2024-25 | International Labour Organization \(ilo.org\)](#)

ILO's Strategic Plan for 2022–25. Available at [https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---relconf/documents/meetingdocument/wcms\\_757564.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_757564.pdf)

[Building the Future of Social Protection for a Human-Centred World of Work](#), 2021

[Resolution concerning the second recurrent discussion on social protection \(social security\)](#), 2021

ILO Flagship Programme on Building Social Protection Floors for All. Available at: <https://www.social-protection.org/gimi/Flagship.action>

ILO Recommendation concerning national floors of social protection (Social Protection Floors Recommendation), 2012 (No. 202). Available at: [http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS\\_183286/lang--en/index.htm](http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS_183286/lang--en/index.htm)

[World Social Protection Report 2024-26: Universal social protection for climate action and a just transition | International Labour Organization \(ilo.org\)](#)

For more resource documents and publications: [www.social-protection.org](http://www.social-protection.org)

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.