



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 – *Communication and education 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: *Programming, Partnerships and Knowledge-sharing Unit (SOC/PPKS)*

SUPERVISION

Direct Supervision by:

*Karuna Pal, Head, Programming, Partnerships and Knowledge-sharing Unit,
Universal Social Protection Department (SOCPRO), 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.

INTRODUCTION

Social security is a human right and as a social and economic necessity. 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 at least progressively ensure 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 when formulating and implementing these national social security extension strategies, countries should raise awareness about their social protection floors and their extension strategies and undertake information programmes, including through social dialogue.

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 also with SDG 1.3 but also contributing to SDG 3.8, 5.4, 8.4 and 10.4. This includes support to the development of national social protection strategies, and support to 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 advocacy, awareness raising, training and capacity building of governments, social partners, and other stakeholders including citizens.

To increase 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, and particularly SDG 1.3 on "implementing nationally appropriate social protection systems and measures for all, including social protection floors." The Global Flagship Programme is based on four pillars: (1) country support, (2) thematic support, (3) knowledge development and (4) partnerships. It produces good practices guides to support national and international partners in the design of strategies and the implementation of activities aiming to the extension of social protection to all. It designs and implements awareness raising and communication actions for policymakers, practitioners, development partners and beneficiaries and supports countries to design and implement social protection awareness raising and education programmes through the development of training tools and through direct support in the framework of development cooperation projects.

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 Communication and Public Information Officer.

The incumbent will contribute to the ILO's Flagship Programme on Building Social Protection Floors for All and the social protection outcomes of the ILO, in particular the Outcome 7 on *Universal social protection* within the ILO's Programme and Budget for the biennia 2024-25,

and subsequent biennia, and ILO's Strategic Plan for 2022-25. The JPO will also contribute to the Plan of action on social protection for the period 2021-26.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will contribute to the development and implementation of communication and awareness-raising on social protection and perform the following duties and responsibilities:

- 1) Assist in mapping and documenting national and regional experiences on awareness raising, communication and education on social protection.
- 2) Contribute to the drafting of a technical note on the role of communication and education in building social protection systems; as well as countries briefs sharing good practices in fostering a culture on social protection.
- 3) Assist in the creation and animation of a network of actors involved in the design and implementation of national awareness raising activities to enhance support for social protection and communication campaigns aimed at extending social protection coverage.
- 4) Assist technically ILO constituents and ILO specialists in the field in developing communication and advocacy strategies for national social protection policies and programmes .
- 5) Assist in mobilizing resources for development cooperation projects in the area of social protection communication and education, which includes development of project proposals, identifying and liaising with development partners, backstopping development cooperation projects.
- 6) Support both internal and external advocacy and communication activities of the Global Flagship Programme on Building Social Protection Floors for All, including the production of videos, the animation of social media networks, the design of communication material, the design and maintenance of websites, etc.
- 7) Support the drafting of press releases, blog posts and web content for disseminating knowledge products and events of the Department.
- 8) Support the organization of meetings and events, particularly the Development Partners meeting.
- 9) Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree (Master's level or Post Graduate diploma) in political sciences, sociology, development studies, social science, communication, journalism social science or other relevant field.

Work experience:**Minimum:**

At least two years of experience related to social security/protection at the national/international level.

Desirable:

Work experience in a developing country in the field of social protection, or in the development or implementation of communication and education activities for a national policy or programme.

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.

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 be 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, the design, implementation, communication and education on social protection systems including 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 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 development 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.

BACKGROUND INFORMATION

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 Plan of action on social protection for the period 2021-26. Available at:
https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_822356.pdf](#)

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

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

Global Flagship Programme on Building Social Protection Floors for All - Strategy for the second phase (2021-2025). Available at: <https://www.social-protection.org/gimi/Media.action?id=18603>

ILO Social Protection Platform. <https://www.social-protection.org/gimi/Workers.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

[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

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.