



International  
Labour  
Office

Post number: 2104  
Month of issue: February  
2025

*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

---

### GENERAL INFORMATION:

**Title:** Junior Professional Officer on Climate Change, Decent Work and Just Transition

**Duty station:** Bangkok, Thailand

**Duration of the assignment:** 12 months, renewable

**Grade:** P2

**Department/ Field Office:** Bangkok Decent Work Technical Team (DWTT), Regional Office for Asia and the Pacific (ROAP)

**Organisational unit:** Priority Action Programme on Just Transitions

---

### SUPERVISION

#### Direct Supervision by:

Fredy Guayacan, Senior Environment and Decent Work, DWT-Bangkok

#### Content and methodology of supervision:

The supervision will involve daily interaction with the designated specialist and supervisor, along with participation in meetings related to the Just Transition Thematic Area, the Decent Work Technical Team (DWTT) in Bangkok, the Regional Office for Asia and the Pacific, Country Offices, Headquarters, and the Action Programme on Just Transitions at HQ. The position follows a guided learning-by-doing methodology, emphasizing participation in knowledge-intensive service activities and active engagement in planning, designing, and implementing technical initiatives within the Just Transition area, with appropriate supervision and technical guidance from the supervisor. The Junior Professional Officer (JPO) will collaborate closely with the supervisor and the Priority Action Programme on Just Transitions and, where

appropriate, will be entrusted with delegated tasks, with the opportunity to take ownership of achievements through tangible outputs.

For professional development purposes, the supervisor will prepare a comprehensive work plan and training plan, which will be discussed with the JPO and regularly monitored and updated.

The JPO will receive standard ILO introductory training, along with a specific induction to the Action Programme on Just Transitions. Additionally, the JPO will accompany and assist the supervisor during missions and workshops organized by the DWTT-Bangkok, the ILO Regional Office for Asia and the Pacific, and the Action Programme on Just Transitions. Under the guidance of the supervisor, the JPO will develop skills and knowledge in applied research, project design and management, communications, policy advocacy, and fundraising.

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

---

## **INTRODUCTION**

The JPO will work in the Asia-Pacific region, a region that has demonstrated resilience in the face of increasing natural disasters and a changing climate. New challenges in transitioning to a low-carbon economy, aimed at making communities healthier, safer, and even more resilient, can create opportunities for the future of work. Ensuring that this transition generates green and decent jobs is directly linked to the well-being of workers and communities, as well as the sustainability of economies and societies in the region. This evolving dynamic underscores the importance of viewing the transition as a process that enables the greening of economies and production, rather than a simple dichotomy between discontinuing unsustainable jobs and creating sustainable ones.

The ILO's Action Programme on Just Transition promotes decent work and a just transition for all in the context of climate and environmental change, as part of the shift towards a more sustainable, low-carbon development path.

The conclusions and resolution adopted by the 2023 International Labour Conference's general discussion on a just transition, including considerations of industrial policies and technology towards environmentally sustainable economies and societies for all, and the follow-up Governing Body decision of November 2023 provide the framework for the ILO's work on just transition. The Strategy and Action Plan for a Just Transition, adopted by the ILO Governing Body in November 2023, define the Organization's priorities for achieving effective coordination and integration of its policies and activities. Guided by social dialogue and international labour standards, the strategy enables the ILO to deliver more comprehensive and effective assistance to constituents at the country level. It also promotes the implementation of the ILO's Guidelines for a Just Transition towards Environmentally Sustainable Economies and Societies for All.

The Guidelines, developed through a tripartite consensus among representatives of governments, employers' organizations, and workers' organizations, provide a policy framework and a practical tool to guide the transformation towards low-carbon and climate-resilient economies, while considering social and employment-related dimensions. A key aspect of the ILO's work is to support its constituents in developing a comprehensive understanding of the nature and scale of labour market changes resulting from climate and environmental change, alongside the policy responses adopted by countries.

This professional position aims to strengthen the analytical, coordination, and capacity-building role of the Just Transition thematic area, particularly as countries in the region adopt concrete actions on just transition in the context of their Nationally Determined Contributions, engage in joint activities with other UN organizations, and increasingly seek ILO support in this area. The focus is on country-level support, including through technical cooperation as part of Decent Work Country Programmes, support to ILO constituents, and the Priority Action Programme on Just Transition as key mechanisms for achieving decent work outcomes in climate policies.

The work to be undertaken will contribute to enhancing evidence-based knowledge on just transition strategies and tools, as well as understanding the implications of climate change for the world of work. It will highlight both the quantitative and qualitative dimensions of the impact on and the role of social partners, enterprises, and jobs in the transition to greener economies.

---

## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Senior Specialist Environment and Decent Work, the JPO will perform the following duties and responsibilities:

- Provide technical support to strengthen the ILO's global knowledge base on just transition strategies within the context of responsive climate policies.
- Assist in the formulation of country-specific and regional technical cooperation projects related to just transition and support the mobilization of required resources.
- Contribute to the publication of gender-responsive reports, Green Employment Diagnostics, Rapid Situational Analyses, policy briefs on just transition, and working papers on country-level experiences.
- Assist, in close collaboration with various partners, including the ILO/ITC Turin, in promoting and implementing ILO staff development and capacity-building programmes for both ILO constituents and staff, ensuring that just transition becomes a central component of the ILO's country strategies.
- Participate in the coordination of the Just Transition Thematic Area in the Asia-Pacific region, contributing to the Action Programme on Just Transition and other ILO initiatives, in collaboration with ILO units at headquarters, regional, and country levels, as well as key external partners, including UN agencies, social partners, and the private sector.
- Assist in the preparation of knowledge products, including policy briefs and presentations, and develop training materials for capacity building among

constituents and stakeholders.

- Provide support to ensure that the ILO's work on just transition advances gender equality by promoting and applying gender-responsive principles, practices, and analyses.
- Assist in preparing for and participating in meetings of relevant climate change working groups within the United Nations, particularly the Asia-Pacific Issue-Based Coalition on Raising Ambitions on Climate Action, the Coal Phase-Out Working Group, the Partnership on Action for the Green Economy (PAGE), and other partnerships related to just transition in which the ILO participates.
- Assist in organizing and participating in national and international seminars and conferences on just transition, climate change, and the world of work.
- Support the communication of ILO positions and technical inputs through publications, the Just Transition in Asia and the Pacific website, and other ILO social media platforms.
- Undertake additional activities related to the ILO's work on just transition in Asia and the Pacific, including engaging and interacting with relevant stakeholders.

The JPO training programme includes the following learning elements:

- Become familiar with the mandate and functions of the ILO, its tripartite structure, and its Governing Organs (International Labour Conference and Governing Body).
- Develop skills in preparing policy papers, technical cooperation project proposals, training materials, and public presentations under the guidance of the supervisor and senior colleagues.
- Understand the context of the Just Transition agenda in the Asia-Pacific region, including its linkages with economic, social, and environmental policies.
- Gain experience in promoting decent work in the context of climate change, with a focus on gender-responsive policies in the socio-economic context of the Asia-Pacific region.
- Understand the connections between just transition and related areas such as social protection, occupational safety and health (OSH), employment, skills development, MSMEs, and labour rights.
- Learn about the opportunities and challenges for decent work in the transition to environmentally sustainable economies and societies.
- Gain knowledge and experience in knowledge management and policy advocacy related to Just Transition.
- Build experience in communication and capacity-building activities on just transition.
- Become acquainted with the work of a multidisciplinary and multicultural team.

---

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

Advanced university degree (Masters) in one of the following areas: Economics, Business Management, Social Sciences, Agriculture/Forestry, Environmental Studies or Development Studies.

Desirable:

Research methods training will be an advantage.

Experience in project management will be an advantage.

Previous working experience with UN organisations, INGOs, or Government institutions will be an advantage.

**Work experience:**

Minimum:

2 years of professional experience in the subject field, particularly in development cooperation, and experience with partnerships in an international setting and/or within the environmental field.

Desirable:

- Prior experience in countries with developing or emerging economies, preferably in Asia or in an international organisation on the intersection of environment and gender issues; or on just transition would be an advantage.
- Experience in formulation of project log-frames will be an advantage.

**Skills required for the assignment:**

Minimum:

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as to gender equality and sustainability issues. Ability to work with Microsoft Office programmes. Knowledge of how to utilise Artificial Intelligence tools. Good research skills.

Desirable:

Familiarity with spreadsheet tools such as Excel and statistical analysis tools such as STATA or SPSS would be an asset.

**Languages:**

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second working language of the ILO or an Asian language would be an asset.

**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 a regional and international team, the JPO will be trained to develop, build-up and manage new programs and conduct gender-responsive research on environmental and sustainability issues,
- Through guidance of the supervisor and senior colleagues, the JPO will be trained in fund raising, the formulation, design, implementation, monitoring and evaluation of field projects,
- Through training seminars, the JPO will improve their knowledge of sustainable development issues, including adaptation to climate change with particular attention on the links with labour and social dimensions,
- Through participation in knowledge intensive service activities, the JPO will receive direct high-level training oriented to engagement with constituents and beneficiaries responding to demand for technical assistance.

**Learning elements:**

- Practice applied inter-disciplinary research on sustainable development.
- Learn to extract policy messages and policy advice from applied research.
- Translate and adapt global research findings and policy messages into a specific country context.
- Present and communicate research findings through presentations and publications.
- Become familiar with institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs.

- Become familiar with ILO's mandate and with its integrated approach to Decent Work.
- Acquire knowledge of climate change negotiations, actors, processes and relation and relevance to the mandate and mechanisms of the ILO.
- Interact with ILO constituents, other UN agencies, NGOs, universities, research centres etc. working on the promotion of decent and productive work in general and on sustainability issues specifically.
- Get acquainted to the work of a multi-disciplinary and multi-cultural team.
- Apply ethical standards and collaboration principles with sensitivity to a multicultural/gender inclusive setting.

---

## BACKGROUND INFORMATION

This position contributes to the strategic [Green Jobs](#) and [Just Transition](#) agenda of the ILO in the Asia-Pacific region. The JPO will contribute towards regional planning and coordination instruments such as the [Asia-Pacific Environment & Employment Factsheets](#), the Asia-Pacific Environment & Decent Work Action Plan and the [UN's Issue Based Coalition \(IBCs\) on Raising Ambitions on Climate Action and Building Resilience](#). The JPO will contribute to Asia-Pacific regional & country development cooperation projects, such as the [Decent Work in Garment Supply Chains Asia](#) project, the [Climate Action for Jobs Initiative](#), the [Partnership on Action for Green Economy \(PAGE\)](#), the ASEAN Green Jobs Forum and the Blue Pacific Knowledge Sharing Platform.

The [Paris Agreement](#) on climate change adopted in 2015 notes the imperatives of a just transition and the creation of decent jobs in national contexts and circumstances as essential aspects of responses to climate change. In the same year, ILO constituents adopted the Guidelines for a just transition towards environmentally sustainable economies and societies for all through consensus among representatives of governments, employers and workers. The Guidelines offer a unique policy framework and a practical tool to guide the transformation to low-carbon and climate-resilient economies taking into account the social and employment-related dimensions.

A just transition to sustainable development can power a human-centred approach to the future of work that transforms economies and societies, maximizes opportunities of decent work for all, reduces inequalities, promotes social justice, and supports industries, workers and communities. Just transition matters for all countries, at all levels of development.

At the United Nations Climate Action Summit 2019, some 46 countries (co-led by countries Spain and Peru) made commitments to support a just ecological transition. They would do so by formulating national plans for a just transition through social dialogue, creating decent work as well as green jobs, thus enabling ambitious action toward a sustainable future of work. An adequate understanding of the social and

employment impacts of climate action would guide national plans for a just transition. The plans would foster social dialogue and the inclusion of the representatives of enterprises and workers in skills development and upgrading measures, sustainable enterprise development, investment in policies and measures that support workers through transitions in labour markets, and inclusive social protection, in particular for the vulnerable.

To turn this human-centred agenda into concrete action, United Nations Secretary-General Antonio Guterres announced the CA4JI and identified the International Labour Organization to spearhead its implementation. The Initiative provides a roadmap to boost climate action, ensuring that people's jobs and well-being are at the centre of the transition to a carbon-neutral and climate-resilient economy. The Initiative brings a programmatic response and technical support for countries making commitments on just transition to achieve ambitious climate change mitigation and adaptation goals, while enhancing job creation and economic diversification, and ensuring a transition that is fair and inclusive. In the Asia-Pacific region two countries are part of the Initiative: Samoa (Vice-Chair of the International Advisory Board) and Indonesia (Board member). The 10 ASEAN Member States are also following the Initiative through the ASEAN Green Jobs Forum Programme. Work on the CA4JI is expected to advance significantly over the next few years.

*This position will contribute towards ILO P&B Outcome 3: Economic, social and environmental transitions for full, productive and freely chosen employment and decent work for all, Output 3.3 Increased capacity of member States to formulate and implement policies for a just transition towards environmentally sustainable economies and societies, and Indicator 3.3.1. Number of member States with policy measures to facilitate a just transition towards environmentally sustainable economies and societies through decent work.*

The position will be based in the ILO's Regional Office for Asia and the Pacific (ROAP) and Decent Work Technical Team (DWTT) located in the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) building in Bangkok, Thailand.

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.