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International
Labour
Office

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 associateexperts@ilo.org.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICER (JPO) Job Description – Geneva, Switzerland

GENERAL INFORMATION:

Title: Fair Recruitment Officer

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Conditions of Work and Equality Department (WORKQUALITY), International Labour Organization, Geneva headquarters

Organizational unit: Labour Migration Branch (MIGRANT), in collaboration with FUNDAMENTALS

SUPERVISION

Direct Supervision by:

Maria Gallotti, Labour Migration Specialist, MIGRANT

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor within the first 2 weeks of the assignment.

Regular meetings between the JPO and the supervisor about work progress and quality will be scheduled every week. Any amendments and additions to the workload will occur in an organized and clear manner that will be discussed during these meetings.

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify accuracy and the appropriate development of projects. Coordination meetings with the Branch co-leading the Fair Recruitment Initiative (FUNDAMENTALS) will be regularly organized to ensure coordination and exposure to the forced labour technical area.

The JPO will accompany and assist the supervisor in any relevant 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 Labour Migration Branch (MIGRANT), within the Conditions of Work and Equality Department (WORKQUALITY). MIGRANT is co-leading the ILO Fair Recruitment Initiative (FRI) with the Fundamental Principles and Rights at Work Branch (FUNDAMENTALS).

Since its launch in 2014 the FRI has been critical to ILO work in the area of the national and international recruitment of workers and added renewed impetus and visibility to this important topic and recognising, among others the critical link between abusive recruitment practice and higher risk of forced labour.

The initiative is grounded in international labour standards, global guidance, and social dialogue between governance institutions and actors of the labour market

The four-pronged approach of the FRI is implemented in close collaboration with governments, representative employers and workers' organizations, the private sector and other key partners:

Pillar 1: Enhancing, exchanging and disseminating global knowledge on national and international recruitment processes

Pillar 2: Improving laws, policies and enforcement to promote fair recruitment

Pillar 3: Promoting fair business practices

Pillar 4: Empowering and protecting workers

Its centrepiece is the General Principles and Operational Guidelines for Fair Recruitment (GPOG), adopted in 2016 and complemented by the Definition of Recruitment Fees and Related Costs, adopted in 2018. These two documents constitute the most up-to-date, internationally agreed guidance in the area of recruitment.

2024 will mark the 10th anniversary of the launch of the FRI, which offers the opportunity to show progress, lessons learned and promising practices on fair recruitment, in line with ILO general principles and guidelines for fair recruitment, as well as to identifying gaps that remain to be addressed. This will also imply the need to make more visible the linkages of fair recruitment with other thematic areas related to labour migration and the eradication of forced labour, including in the context of the 10th anniversary of the ILO Forced Labour Protocol, P29. 2024 is therefore a critical year for the ILO to show progress on fair recruitment globally, identify emerging challenges and possible solutions and set the agenda for the years to come.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Migration Policy Specialist, and in close collaboration with FUNDAMENTALS' Specialist on Forced Labour, the JPO will perform the following duties and responsibilities:

Knowledge generation and technical advisory services on fair recruitment:

- Contribute to the development of technical materials (studies, guidelines, briefs, policy analysis, data collection and analysis activities) on different topics/priorities areas and directed at different audiences (e.g. governments, including legislators and enforcement authorities, workers organizations, business, media professional, academics);
- Assist in the review of relevant laws and policies, in light of ILO standards and the General principles and operational guidelines for fair recruitment.
- Support the development of capacity building and training materials on Fair recruitment and forced labour, directed to government, trade union and employers organizations and contribute as resource person to relevant training and capacity building events
- Assist in the technical backstopping of relevant projects related to fair recruitment, forced labour and labour migration
- Support the coordination of the FRI and its Advisory Committee and Interdepartmental working group on FR
- Assist in development of project proposals and resource mobilization efforts around fair recruitment related work

Advocacy, knowledge sharing and communication.

- Support the maintenance, functioning and expansion of the Global FRI Knowledge Hub and support functioning and content.
 - Support in conceptualizing relevant events/materials to mark the follow up to the 10th anniversary of the FRI, including the launch of a new FRI Strategy.
 - Support the FRI communications strategy – including coordination with internal and external stakeholders, writing and disseminating communication products in coordination with DCOMM and BRAND, among other tasks;
 - Ensure regular communication with various internal and external partners, including ACTRAV and ACTEMP focal points, colleagues in DCOMM and FUNDAMENTALS and EMPLOYMENT, and field staff to ensure that fair recruitment-related products and events are featured on the website
 - Support the organization of the annual Global Media Competition on Labour Migration, including developing communication material, coordination among panel of judges, announcement of winners and disbursement of prizes
 - Perform others task that may be assigned by the supervisor and in line with MIGRANT priorities
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

An advanced university degree (Masters) in one of the following areas: migration studies, political science, economics, sociology, law, development studies, or other relevant discipline.

Work experience:

Minimum:

- At least two years of experience at the national or international level human rights law, labour law, labour migration or forced labour or a relevant area, at the national / international level

Desirable:

- Prior experience in research on labour migration or human rights of migrant workers, forced labour and trafficking of human beings, responsible business conduct, would be desirable.
- Experience in working with the United Nations or regional organisations on migration or forced labour related areas, or vulnerable groups of workers. will be an asset.
- Experience working on external dissemination/ communications would be an advantage

Skills required for the assignment:

Minimum:

- Excellent writing skills and keen attention to detail
- Proven ability to communicate effectively to different audiences
- Excellent organizational and administrative skills
- Ability to work effectively in a team and excellent interpersonal skills
- Ability to adapt to change and to propose action accordingly
- Solid computer and social media skills

Desirable:

- Technical knowledge of digital communication/media platforms and approaches

Languages:

Minimum: Excellent command of English.

Desirable: Good knowledge of a second working language of ILO (French or Spanish) 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 and time sensitive environment, and gender-sensitive behaviour and attitudes are also required.

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

Through playing a central role in the development of the FRI hub and other global FRI activities, the JPO develop a sound knowledge about the FRI objectives, modes of operation and impact.

Additionally, when available the JPO will be encouraged to attend relevant workshops or training sessions.

Learning elements:

Throughout the term, the JPO will:

- Become more familiar with ILO's institutional and informal coordination mechanisms, in particular internal coordination to better effectively exchange information between headquarters and the field offices.
- Enhance their technical knowledge about key concepts concerning decent work for migrant workers and how multilateral organizations are coordinating to further fair recruitment for migrant workers through different approaches.
- Have a deep sense of the ILO's mandate on fair recruitment, migrant workers and labour migration and how to communicate messages on these issues to a wider audience.
- Interact with other organizations that are working on fair recruitment and labour migration as to collaborate best practices in communicating relevant knowledge to the world.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Further their skills in the areas of project implementation and evaluation, writing and communications, and monitoring and evaluation.

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.