



International  
Labour  
Office

Post number: 2130  
Month of issue: January  
2025

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

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### GENERAL INFORMATION:

**Title: Junior Professional Officer in:** Decent Work in the Circular Economy

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department:** Sectoral Policies Department (SECTOR)

**Organisational unit:** Extractives, Energy and Manufacturing (E<sup>2</sup>M)

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### SUPERVISION

#### Direct Supervision by:

Casper N. Edmonds, Head of Unit, Extractives, Energy and Manufacturing (E<sup>2</sup>M),  
Sectoral Policies Department (SECTOR), edmonds@ilo.org

#### Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the department work plan to advance decent work in the circular economy.

Regular meetings between the JPO and the supervisor will be scheduled every two months to discuss progress of work.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor throughout the assignment.

The JPO will accompany and assist the supervisor or another assigned staff member in selected missions, seminars, workshops and meetings.

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

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## **INTRODUCTION**

The Sectoral Policies Department (SECTOR) is the ILO's platform for addressing all aspects of work in various sectors of economic activity. It provides an important window on the world of work, bringing together ILO constituents at the international, regional and national levels. This approach integrates all of the ILO's strategic objectives and allows for real, practical outcomes to the ILO's work in specific sectors. SECTOR's workplan includes research, tripartite meetings, national activities, standards promotion, and cross-sectoral activities. Sectoral social dialogue provides the ILO's constituents with opportunities for interaction on issues of concern in their sector.

SECTOR leads Office work on Output 2.4. - Increased capacity of Member States to apply sectoral international labour standards, codes of practice and guidelines, as well as well as Output 3.2. Increased capacity of Member States to formulate and implement policies and strategies for creating decent work in the rural economy.

## **DUTIES AND RESPONSABILITIES**

The work of SECTOR encompasses some of the most important policy debates concerning the attainment of the Sustainable Development Goals, particularly Goal 8 on inclusive growth and decent work, but also Goal 12 on responsible production and consumption, Goal 13 on climate action and Goal 17 on partnerships for the goals, among others.

Recognizing that action to advance decent work in the circular economy requires integrated policy advice and joint action on the ground, the ILO is an active member of the Platform for Accelerating the Circular Economy (PACE), the UN E-Waste Coalition and the UN Alliance for Sustainable Fashion.

The circular economy is an increasingly important source of jobs. According to the 2018 ILO World Employment and Social Outlook, a sustained 5 per cent annual increase in recycling rates for plastics, glass, wood pulp, metals and minerals can generate around 6 million additional jobs across the world. The waste management and recycling sector already employs over 500,000 people in Brazil and about the same number of workers in Bangladesh. The majority are women.

Sustainable enterprises and innovative business models play an increasingly important role in the transition from a linear to a circular economy. The largest employers' association in Mexico is actively promoting an enabling environment for sustainable e-recycling enterprises. The Ikeja and Alaba markets in Nigeria are home to some 5,500 micro, small and medium-sized repair and refurbishment enterprises.

However, the sad reality is that the handling of plastic waste, e-waste, used clothing and other fast-growing solid waste streams, remains part of the informal economy in many countries. Workers face serious decent work deficits, such as work-related hazards, discrimination, stigmatization, violence and harassment, low earnings and long working hours.

To address these challenges, the ILO is developing and implementing a growing portfolio of country projects to advance decent work and circularity, including in sectors such as forestry, e-waste, textiles and clothing, automotives, ship recycling, retail and waste management.

In this regard, the solutions that SECTOR offers are rooted in reality and help governments, employers and workers make a concrete difference on the ground – be it action-oriented research, innovative business models, more sustainable enterprises or stronger engagement of trade unions, employers’ associations and other labour market institutions in the implementation of approaches that improve the way we use, refurbish, reuse and recycle materials and products in the emerging circular economy.

The JPO will contribute to advancing decent work in the circular economy, initially focusing on the sectors in which the ILO is working most intensively.

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

- Assist in the promotion and implementation of the ILO Guidelines for a just transition towards environmentally sustainable economies and societies for all in specific sectors;
- Participate in and help coordinate the ILO’s engagement in PACE, the UN E-Waste Coalition and the UN Alliance for Sustainable Fashion and other innovative partnerships and inter-agency efforts;
- Contribute to the new PACE circular electronics programme that the ILO is co-leading with Apple and to the new World Bank-Circle Economy-ILO initiative to monitor jobs in the circular economy
- Assist in the development and implementation of programmes and projects to advance decent work and circularity in forestry e-waste, textiles & clothing, plastics, automotives and ship recycling as well as in retail and waste management;
- Conduct research and contribute to building the ILO’s knowledge base on challenges and opportunities to advance circularity in these sectors;
- Help organize strategic dialogues with ILO constituents and partners to raise awareness and to develop guidance for advancing decent work opportunities in the circular economy;
- Develop guidance and tools for ILO constituents and colleagues to integrate circularity into new and existing ILO policies, programmes and projects;
- Contribute to global conferences and discussions about decent work in the circular economy, including the World Circular Economy Forum at the World

Economic Forum's Annual Meeting, the United Nations Environment Assembly, the High-Level Political Forum, and others;

- Contribute to the coordination of the ILO's work to advance decent work in the circular economy through support to the Circular Economy Team in SECTOR and the ILO Task Force on the Circular Economy;
- Organize meetings, knowledge-sharing events and webinars;
- Prepare presentations, briefs and other materials;
- Perform other tasks that may be assigned by the supervisor or a designated staff member.

During the period of assignment, the JPO will contribute to the following key outputs:

- Awareness raising briefs and tools on decent work opportunities and challenges in the circular economy;
- Research and policy documents on decent work in the circular economy;
- New development cooperation programmes and project to advance decent work in the circular economy;
- Joint reports and country level action under PACE, the UN E-waste Coalition and UN Alliance on Sustainable Fashion.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

An advanced university degree, Master's degree, Post Graduate Diploma or equivalent in economics, environmental or social science, law or other relevant and related field.

### **Work experience:**

Minimum: Relevant work experience of two to a maximum of four years either at national or international level.

Desirable: Work experience in one of the above-mentioned sectors, think tank, academia or in an international organization would be an advantage.

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

Minimum: Strong analytical and research skills in industrial policy, economics, business and human rights, or other relevant fields; good skills in the use of qualitative and quantitative research methods; good computer skills.

Desirable: Good knowledge of challenges and opportunities concerning climate change, decent work, a just transition to environmental sustainability, circular economy and circular business models 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 would be an asset.

**ILO competencies:**

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

1. Sensitivity to diversity: Is sensitive to, and adapts own behaviour to accommodate, the differences found in diverse work environments; treats all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, physical disability or political conviction.
2. Communication: Communicates in a clear and effective manner, adapting language, tone and style to match the audience; ensures messages are understood; is attentive to others, and encourages open, two-way communication.
3. Quality orientation: Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.

In addition, the candidate should have:

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 guidance of the supervisor and senior colleagues the JPO will get trained in preparing policy papers, concept notes and work plans, conducting policy-oriented research and implementation of projects.

**Learning elements:**

- Become familiar with the mandate and functions of ILO, its tripartite structure and governing organs (International Labour Conference and Governing Body);
- Learn about the opportunities and challenges regarding the future of work, the circular economy and decent work;
- Gain experience on the promotion of decent work in the circular economy;
- Gain experience on policy oriented research, including the future of work, the circular economy and decent work;
- Gain experience in consensus building through facilitation of dialogue and negotiations; and
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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**BACKGROUND INFORMATION**

A circular economy is an economy that keeps pollution and waste out of the system, maintains products and materials in use, and regenerates natural resources. It promotes resource and energy efficiency, reduces food waste along the whole supply chain, builds sustainable infrastructure, and provides access to basic services, green and decent jobs, supporting a better quality of life for all.

The transition from a linear to a circular model is still at a very early stage. The Circularity Gap Report launched in Davos in January 2019, revealed that today, less than 10 per cent of the global economy is circular. The twin challenges before the international community is to advance the transition to a circular economy and ensure that the opportunities that are created for enterprises and workers are decent.

While there is growing recognition that the transition to a circular economy is critical to mitigate climate change, it will be neither easy nor automatic. It will require deep changes to production and consumption in all countries and sectors. Which in turns makes it critical to engage the most important actors from the outset – consumers and policy makers – as well as factory owners, employers and their associations, and workers and their organizations.

The ILO is already moving forward. At the International Labour Conference in June 2019, its 187 member States adopted the ILO Centenary Declaration for the Future of Work, which clearly and unequivocally recognizes that environmental and climate change are among the key forces transforming the world of work. The Declaration states that, to live up to its constitutional mandate, the ILO must ensure “a just transition to a future of work that contributes to sustainable development in its economic, social and environmental dimensions”.

The ILO has since launched and is spearheading the Climate Action for Jobs Initiative. It has convened its first-ever discussion among ILO constituents – governments, employers and workers – on how the world of work can address both challenges and opportunities in the circular economy. During the Global Dialogue Forum in April 2019 on advancing decent work in e-waste management, the constituents of the ILO developed concrete recommendations for how the governments, employers and workers can tackle informality, improve occupational safety and health, promote sustainable enterprises and engage employers and workers in future strategies to tackle e-waste.

The ILO has given priority to a just transition to environmental sustainability and a circular economy in its Programme and Budget for 2022-23. At the country level, the ILO will support its constituents in: “developing or revising policies to promote quality employment and productivity in environmentally efficient and circular economies and to support enterprises and workers during transitions”. At the global level, it will: “... share knowledge, lessons learned and good practices on advancing decent work in the circular economy in selected strategic economic sectors”.

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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.