



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 ... *Development Cooperation on International Labour Standards*

**Duty station:** *Geneva, Switzerland*

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

**Grade:** P2

**Department/ Field Office:** *International Labour Standards department, HQ*

**Organisational unit:** *International Labour Standards Department*

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### SUPERVISION

#### Direct Supervision by:

#### Content and methodology of supervision:

*Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below*

A time-bound work plan will be agreed between the JPO and the supervisor on the implementation of Development Cooperation on International Labour Standards. Meetings between the JPO and the supervisor will be scheduled regularly, at least every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the technical support to the DC project and contribute to the expected outcomes.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify timely delivery of support and products related to the project implementation.

The JPO will accompany and assist the supervisor in the overall activities in support of the implementation of the DC project (missions, seminars, workshops, meetings)

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

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## **INTRODUCTION**

The International Labour Organisation (ILO) is a specialized agency of the United Nations which has a unique "tripartite" structure bringing together representatives of governments, employers' and workers on an equal footing to address issues related to labour and social policy. The ILO's broad policies are set by the International Labour Conference which adopts International Labour Standards (ILS) – international Conventions and Recommendations- covering all matters related to work, including fundamental rights. International Labour Standards are the result of discussions among governments, employers and workers, in consultation with experts from around the world. They represent the international consensus on how a particular labour problem could be tackled at the global level and reflect knowledge and experience from all corners of the world. Governments', employers' and workers' organisations, international institutions, multinational companies and non-governmental organisations can benefit from this knowledge by incorporating the standards in their policies, operational objectives and day-to-day action.

ILS are backed by a supervisory system, unique at the international level, that helps to ensure that countries implement the conventions they ratify. The ILO regularly examines the application of standards in member States and identifies areas for improvement. If there are any problems in the application of standards, the ILO seeks to assist countries through social dialogue and technical assistance. The ILO has various means of supervising the application of Conventions and Recommendations in law and practice following their adoption by the International Labour Conference and their ratification by States. The International Labour Standards Department (NORMES) is – within the ILO - the permanent secretariat for ILS related activities (supervisory mechanism; technical assistance and development cooperation).

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## **DUTIES AND RESPONSABILITIES**

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

- Carry out a range of activities to support project staff towards the effective implementation of project objectives and activities, and in accordance with ILO

programming guidelines and country-action programs, and administrative and financial procedures. This includes delivering in a timely manner support and assistance to ensure conformity with ILO and EU internal rules and procedures for project monitoring and reporting.

- Under the supervision of the DC Team Leader and in collaboration with the DC Team members, monitor project implementation; compile and analyse data related to the project implementation, draft comments/reports on designated aspects of project progress.
- Establish and/or maintain a database for monitoring and evaluation aimed at tracking progress against Key Performance Indicators.
- Assist on operational matters related to the review of projects with ILO Offices, ILO Units, and the donor (i.e. logistical support for workgroup and Video-Conference and reporting).
- Assist in consulting with relevant ILO programmes and projects, ILO units and responsible ILO offices and DWT as appropriate, to obtain technical inputs, good practices and lessons learned.
- Participate with other team members in meetings and workshops in relation to the projects.

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

- Regular meeting with donor, ILO country offices and technical units in HQ on the implementation of the project.
- Reports on implementation of projects.
- Communication activities on project implementation and its deliveries.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree in the relevant field or equivalent in Law or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Law.

**Work experience:****Minimum:**

At least twelve months of experience in law and/or project management and evaluation concepts and procedures or a relevant area, at the national / international level

**Desirable:**

Work experience in Law in the Asian and/or African regions or in an international organisation.

**Skills required for the assignment:****Minimum:**

Excellent skills in drafting reports and briefs; strong ability to conceptualise and conduct straightforward research work and reports, in particular in the legal field; excellent computer skills.

**Desirable:**

Knowledge of ILS and the ILO supervisory system; Knowledge of roles and interrelationships among international organisations and Governments in DC processes. Exposure to ILO work on ILS or on DC projects would be an asset.

**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:

- Good communication skills, both written and verbal.
- Ability to draft clearly and concisely, and to prepare project proposals and reports.
- Good analytical skills.
- Ability to work on own initiative as well as a member of a team.
- Ability to carry out assignments in accordance with instructions and guidelines.
- Ability to use analytical tools and qualitative and quantitative techniques.
- Ability to conceptualise, plan, and conduct straightforward research work and reports.
- Good computer skills.
- Ability to deal with people with diplomacy.
- Ability to work in a multicultural environment. A gender-sensitive behaviour and attitudes are also required.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through the work in NORMES get trained to develop knowledge of the International Labour Standards and supervisory system of the ILO. Through guidance of the supervisor and senior colleagues get trained in the development and implementation of DC projects of the Office to support member States on the implementation of ILS.

### **Learning elements:**

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular in relation to the elaboration and implementation of DC projects
- Become familiar with ILO's mandate in relation to International Labour Standards.
- Interact with technical units and field offices working on International Labour Standards related matters.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize with the functioning of the UN system.
- The JPO will gain in-depth knowledge of International Labour Standards and will further develop programming skills

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## BACKGROUND INFORMATION

The ILO and the European Commission have established a longstanding and productive partnership, through specific projects, to support EU trading partners (through a free-trade agreement, a GSP+ or an EBA status) effectively implement International labour standards (ILS). The objectives of both organisations are to support the beneficiary countries towards the ratification of and the effective compliance with international labour and human rights conventions, e.g. ILO Fundamental Conventions and related protocols. In 2019, both organisations launched the “Trade for Decent Work” project, designed to address flexibility needs, for the benefit of both the ILO and the EU, with a multiannual global facility that supports chosen countries and global activities chosen year by year, based on joint criteria and assessment of results. The main work of NORMES on DC is presently under the current project financed by the European Commission, joined by the Government of Finland in 2021. In 2023, the European Commission and Finland renewed their engagement with the project. In 2024, the project is operating in the following selected countries: Bangladesh, Mongolia, Philippines, Viet Nam, Cabo Verde, Côte d’Ivoire, Ghana, Madagascar and Mozambique. The project is also developing specific ad hoc support in other countries in 2024. The project runs until December 2027.

The project’s objectives are focused on four overarching components:

- Strengthening the capacity of constituents to actively participate in national processes to comply with International Labour Standards (ILS), particularly the Fundamental Conventions.
- Consolidating the institutional capacity of the Governments and social partners to fulfil reporting obligations regarding ILS, and concurrently abiding by its commitments to the EC to accept regular monitoring in accordance with international conventions.
- Strengthening institutional frameworks to facilitate social dialogue, conflict resolution and industrial relations in order to enhance the implementation of ILS. Ensuring uptake of the recommendations put forward in the ILO Tripartite Declaration of Principles concerning Multinational Enterprises (MNE) and Social Policy (1997, most recently updated in 2017).
- Enhancing the capacity of tripartite constituents and other stakeholders such as the judiciary, parliamentarians, civil society organizations, human rights institutions, to advocate on the promotion and implementation of ILS.

In the implementation of the project, ILO field Offices and appointed project coordinators, with the support of ILS field Specialists, are responsible for the national coordination, planning, implementation and reporting (including identification, the recruitment and supervision of the national external collaborators) of the activities planned; and for informing and keeping close working relations with the EU delegations in the implementing countries. NORMES is responsible for the overall programme planning and coordination of the action and ensures the coherence of the various national interventions with the programs objectives and expected results.

NORMES coordinates the support of the technical units in HQ to the project. NORMES is responsible for the overall reporting on the implementation of the project to the donors (European Commission and the Government of Finland), including through the organisation of the Steering Committee of the project, which meets once year.

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.