



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 Responsible Business/Due Diligence

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [ENTERPRISES](#)

Organisational unit: Multinational Enterprises and Responsible Business Conduct unit

SUPERVISION

Direct Supervision by:

Githa Roelans, [Head of Unit, MULTI](#), roelans@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the Head of Unit on a yearly basis as part of the overall biennium workplan of the unit and in conjunction of the individual workplans of the unit staff members.

Regular meetings between the JPO and the Head of Unit about concrete deliverables and learning opportunities will be scheduled in addition to the participation of the JPO in the unit's biweekly staff meetings.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor as well as the senior technical staff member(s) in the unit with whom the JPO will be working on concrete deliverables.

The Head of Unit will ensure a good balance of assignments and opportunities for the associate expert based on his or her background, capacities and interests; and ensure that the workload is manageable

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

INTRODUCTION

The Multinational Enterprises and Enterprise Engagement unit (MULTI) is central to the ILO's work on responsible and sustainable business, and broader ILO engagement with MNEs on social policy and the decent work related SDGs. The unit contributes to the ILO's mandate on the promotion of sustainable enterprises, as outlined in outcome 4 of the ILO's Strategic Framework and Programme and Budget.

The unit provides policy advice and technical support on the application of the ILO instrument in the area of responsible business —the *ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy* (MNE Declaration)—at the global, regional, and country-level.

It builds capacity of governments, employers' and workers' organizations in this area and provides technical assistance at the country-level, through direct support and development cooperation projects in the areas of responsible supply chains and responsible business conduct.

To enhance international policy coherence on the labour/employment dimension of Responsible Business, it collaborates with other international organizations with instruments and initiatives in this area, in particular the the UN Guiding Principles on Business and Human Rights, the OECD MNE Guidelines and the UN Global Compact. Through the ILO Helpdesk for Business on international labour standards, it directly support companies that seek to align their policies and practices with principles of the MNE Declaration/international labour standards, including in their overall operations and with business partners in global supply chains.

The MNE Declaration, most recently updated in 2017, includes the responsibility of enterprises to carry out due diligence to identify, prevent, mitigate and account for how they address actual and potential adverse impacts with which they may be involved either through their own activities or as a result of their business relationships. This process should involve meaningful consultation with potentially affected groups and other relevant stakeholders including workers' organizations, as appropriate to the size of the enterprise and the nature and context of the operation. For the purpose of achieving the aim of the MNE Declaration, this process should take account of the central role of freedom of association and collective bargaining as well as industrial relations and social dialogue as an ongoing process (paragraph 10 of the MNE declaration).

The ILO has developed specific trainings and tools to support governments and enterprises in this due diligence process. In view of the many developments in relation to due diligence, including mandatory due diligence legislation, this JPO post will contribute to the further development of ILO tools to support due diligence processes. This will also involve engagement and coordination with other international organizations that have developed guidance and tools on due diligence, more specifically the OECD and the OHCHR.

DUTIES AND RESPONSABILITIES

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

- Compile an overview of due diligence initiatives related to labour rights in ILO member States and the way the impacts have been measured in terms of improvements of respect for labour rights in business operations
- Participate in the development of new tools and trainings on the labour dimension of due diligence
- Track the development of mandatory due diligence legislation in ILO member States
- Collaborate with other ILO policy departments, the ILO International Training Center in Turin and other international organizations to develop and implement trainings on due diligence
- Prepare drafts for ILO inputs when consulted by member States on due diligence initiatives
- Assist with updating the ILO Helpdesk for Business website and expanding its visibility in ILO member States
- Draft case studies of due diligence processes in which meaningful consultations with workers' organizations play a key role.
- Perform others task that may be assigned by the supervisor.

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

- ILO participation in forums on responsible business/due diligence
- Development cooperation projects related to responsible business

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Master's or Post Graduate Diploma in law, economics, business administration, political sciences, industrial relations, corporate sustainability or related fields

Work experience:

At least two years of practical experience in the area of responsible business/due diligence, at the national or international level (government, enterprise, business association, trade union,

Skills required for the assignment:

- Strong analytical and research skills
- Good communication skills
- Eagerness to learn and share knowledge/insights with others
- Ability to identify resource gaps and develop concept notes for new products

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. 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:

Indicate which activities will be used to structure/manage learning

Through the work the JPO will get trained on international policy making and the interaction between public and private policies/hard and soft law. The JPO will also get trained on developing concrete tools to support implementation of such policies – public and private policies. Through guidance of the supervisor and senior colleagues get exposure to the way the ILO operates as a tripartite organization and engages with other international organizations as part of international policy coherence on responsible business. Through seminars, workshops and interaction with specialists the JPO will be trained on specific technical areas of the labour dimension of due diligence.

More formal training will depend on the particular interests and training needs of the JPO and the needs of the unit.

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the promotion of the MNE Declaration among governments, social partners and enterprises following the guidance and decisions by the ILO Governing Body (POL/MNE segment) and the International Labour Conference.
 - Become familiar with ILO's mandate in the area of responsible business, including the interaction between hard (international labour standards/national law) and soft law (MNE Declaration and similar international instruments directly targeting enterprises)
 - Interact with other international organizations working on the labour dimension of responsible business
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Familiarize yourself with the functioning of the UN system, especially the collaboration with OHCHR, UNDP, FAO, UNCTAD on responsible business
 - The JPO will gain in-depth knowledge of international policy making and its application at the national and regional level
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BACKGROUND INFORMATION

The ILO's work on the promotion of the MNE Declaration can be consulted on:
www.ilo.org/mnedeclaration

The ILO Helpdesk for Business on international labour standards can be consulted on:
www.ilo.org/business

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.