



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 ... *Partnerships in the multilateral system for social protection*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Universal Social Protection Department (SOCPRO)*

Organisational unit: *Programming, Partnerships and Knowledge-Sharing Unit (SOC/PPKS)*

SUPERVISION

Direct Supervision by:

Valérie Schmitt, Deputy Director, SOCPRO schmittv@ilo.org

Content and methodology of supervision:

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

A time-bound work plan will be agreed between the JPO and the supervisor on the workplan.

Regular meetings between the JPO and the supervisor about the tasks will be scheduled.

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

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify for technical soundness.

The JPO will accompany and assist the supervisor as relevant in 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 ILO Universal Social Protection Department (SOCPRO) contributes to the achievement of the ILO's mandate "to enhance the coverage and effectiveness of social protection for all" by supporting the creation of comprehensive social security systems including social protection floors, in line with provisions of the ILO Recommendation concerning national floors of social protection, 2012 (No. 202) and other international social security standards. This includes support to the development of national social protection strategies, and support to the design, implementation and good governance of schemes.

The 2030 Agenda for Sustainable Development recognizes the vital role of social protection in combating poverty and reducing inequality, and identifies it explicitly as a target to be met for the achievement of Sustainable Development Goals (SDGs) notably, SDG target 1.3 which commits countries to "implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable". Social protection is further identified as a means to achieve decent work targets, specifically target 8.5 and 8.b but also targets 3.8, 5.4, and 10.4. While the 2030 Agenda is a responsibility shared by all actors of society, the development of social protection systems including floors requires a strong commitment by a variety of actors and stakeholders.

The International Labour Conference at its 109th Session in June 2021 unanimously adopted the Resolution and Conclusions concerning the Recurrent Discussion on social protection (social security), which highlighted the urgency of establishing universal social protection systems adapted to the developments in the world of work. To achieve this, it called on the ILO to reaffirm its mandate and leadership in social protection in the multilateral system and promote policy coherence, by further engaging in inter-institutional cooperation mechanisms and partnerships to advance the achievement of the vision and principles embedded in ILO's social security standards. It also gave the ILO the mandate to explore the feasibility of a new

international financing mechanism, such as a Global Social Protection Fund to complement and support domestic resource mobilization efforts for achieving universal social protection.

The objective of creating and extending comprehensive social security systems, including floors, can only be achieved through the joint efforts of the multilateral system with the United Nations at its core. “Working as One” to promote social protection floors is an important priority for the UN development system and mobilizes the collective support of UN agencies and development partners. The ILO currently works in over 30 countries “as One” with other UN agencies, to provide policy and technical support in designing national social protection policies, assessing fiscal space and identifying financing sources and supporting the implementation of national social protection systems. This includes working with UNICEF as part of an EC INTPA funded project on increasing linkages between social protection and Public Finance Management, or collaboration with UNDP on Integrated National Financing Frameworks mechanisms. At the global level, a number of partnerships have been established to extend social protection systems and floors, complementing One-UN work in increasing policy coherence and building a “common roadmap” for universal social protection. These include the [Social Protection Inter-Agency Cooperation Board \(SPIAC-B\)](#) and the [Global Partnership for Universal Social Protection \(USP2030\)](#).

A new partnership is similarly under development with the International Monetary Fund (IMF) to ensure that adequate fiscal space for social protection can be secured at the national level, to support the establishment of social protection floors and progressively move towards universal social protection. Partnerships with development banks (global, regional or bilateral) as well as with the European Union through its budget support are also being developed in selected countries to set up a financing architecture conducive to national investments in social protection.

The JPO will contribute to strengthening the partnerships for social protection in the multilateral system, at the global, regional and country levels.

The JPO will be located in the Universal Social Protection Department. The JPO will be located more specifically in the Programming, Partnerships and Knowledge-sharing Unit of the Universal Social Protection Department. The JPO will work under the supervision of the Deputy Director of the Universal Social Protection Department.

By working for the Flagship Programme on Building Social Protection Floors for All, the JPO will contribute to the social protection outcomes of the ILO. The JPO will contribute to Outcome 7 on Universal social protection within the ILO’s Programme and Budget for the biennia 2022-23 and subsequent biennia, and ILO’s Strategic Plan for 2022-25.

DUTIES AND RESPONSABILITIES

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

- 1) Support the development, in collaboration with several agencies and the UN Development Coordination Office, of a manual on universal social protection for UN Resident Coordinators (UNRCs), UN Country Teams (UNCTs) and UN agencies.
- 2) Assist in the development of courses for UNRCs and UNCTs, in collaboration with ITC ILO Turin and UN Staff College.
- 3) Assist in training activities for building the capacity of ILO experts and office managers in One UN collaboration on social protection.
- 4) Support USP2030, in particular on the pathfinder initiative, which aims at jointly supporting countries in their path towards universal social protection.
- 5) Participate in the assessment and design of social protection schemes through inter-agency cooperation.
- 6) Liaise and collaborate with the UN SDG Multi Partnership Trust Fund Office and participate in the development and implementation of a Technical Support Facility (TSF) to support countries in assessing financing gaps for social protection, identifying financing sources, monitoring the use of additional fiscal space for social protection, supporting the development of universal and sustainable social protection systems, including through joint UN projects on social protection.
- 7) Collaborate with UN INFO to develop linkages between the UN INFO tool for monitoring UN country work and the ILO's Results Monitoring Tool. Support the implementation of the Results Measurement Tool in One UN projects.
- 8) Prepare preliminary studies on the creation of a global solidarity mechanism for social protection
- 9) Organize exchanges with governments, workers' and employers' organisations on the establishment of an international solidarity mechanism to support low-income countries and complement their efforts to increase fiscal space for social protection
- 10) Participate in the development of research, technical studies and tools for monitoring progress in social protection.
- 11) Organize meetings with the IMF and development banks on monitoring the use of the IMF's Special Drawing Rights.
- 12) Participate in the development of national dialogues on social protection financing.
- 13) Participate in the development and backstopping of development cooperation projects to provide advisory support to countries in the development and implementation of national social protection systems. This includes formulating project proposals, liaison with development partners, implementing, monitoring and reporting on projects.
- 14) Perform others task that may be assigned by the supervisor.

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

- Manual on universal social protection for UN Resident Coordinators (UNRCs), UN Country Teams (UNCTs) and UN agencies.
- Studies on the creation of a global solidarity mechanism.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

An advanced university degree in economics, development studies, or social policy or a related field.

Work experience:

Minimum:

At least two years of experience in the development, implementation, monitoring and analysis of social protection policies, at the national and/or international level.

Desirable:

Work experience in an international organisation.

Skills required for the assignment:

Minimum:

Excellent computer skills; Strong analytical and research skills; Good communication skills; Ability to work independently and plan complex activities; Ability to establish and facilitate partnerships

Desirable:

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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the work in the department, seminars, workshops and interaction with specialists in the field, the JPO will be trained on providing advisory services in the field of social protection and its technical application and in developing partnerships.

Through guidance of the supervisor and senior colleagues, the JPO will be trained on policies, strategies and approaches for the extension of social protection, with a focus on rights-based implementation, progressive universalization of protection, social dialogue and tripartite participation, coherence across institutions for the delivery of social protection floors, linkages with active labour-market and other policies, and project design, implementation, monitoring and evaluation.

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
- Become familiar with ILO's mandate in the field of social protection as well as in the design and implementation of social protection systems, including floors
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize with the functioning of the UN system, its regional bodies, coordination and inter-agency mechanisms and frameworks, and in its inter-action with government counterparts and other development partners

- Familiarize with the broader multilateral system.
- Work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting
- Improve professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;;
- Gain professional skills in technical cooperation project design, implementation, monitoring and evaluation as well as partnerships with development partners and other partners

BACKGROUND INFORMATION

ILO Programme and budget for 2024-25 - Outcome 7: Universal social protection. Available at: [Programme and budget for 2024-25 | International Labour Organization \(ilo.org\)](https://www.ilo.org/public/---ed_norm/---relconf/documents/meetingdocument/wcms_757564.pdf)

[ILO's Strategic Plan for 2022–25. Available at https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_757564.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_757564.pdf)

[Building the Future of Social Protection for a Human-Centred World of Work](#), 2021

Resolution concerning the second recurrent discussion on social protection (social security). Available at: https://www.ilo.org/ilc/ILCSessions/109/reports/texts-adopted/WCMS_806099/lang--en/index.htm

ILO Flagship Programme on Building Social Protection Floors for All. Available at: <https://www.social-protection.org/gimi/gess/Flagship.action>

ILO Recommendation concerning national floors of social protection (Social Protection Floors Recommendation), 2012 (No. 202). Available at: http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS_183286/lang--en/index.htm

[World Social Protection Report 2024-26: Universal social protection for climate action and a just transition | International Labour Organization \(ilo.org\)](#)

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.