



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 [associateexperts@ilo.org](mailto:associateexperts@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 on Gender-responsive Social Protection Policies*

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

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

**Grade:** *P2*

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

**Organisational unit:** *Social Policy Unit (SOC/POLICY)*

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### SUPERVISION

**Direct Supervision by:**

Christina Behrendt, Head SOC/POLICY, Universal Social Protection Department (SOCPRO),  
[behrendt@ilo.org](mailto:behrendt@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.

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### INTRODUCTION

Located in the Social Policy Unit (SOC/POLICY) of the Universal Social Protection Department (SOCPRO), this position will support the ILO's work on gender-responsive social protection policies, to ensure equal access to social protection and adequate benefit levels, based on a rights-based approach.

SOCPRO undertakes research and policy development to underpin strategies for the extension of social protection to those not yet covered, including those in the informal economy; develops good governance tools for social protection systems; carries out knowledge development; strengthens national capacities in the field of social protection; and undertakes promotion and advocacy in order to strengthen national social protection systems. SOCPRO contributes to the achievement of the ILO's mandate "to enhance the coverage and effectiveness of social protection for all" by promoting and ensuring that member States give high priority to providing social protection to their populations through effective, efficient and sustainable social protection systems, including nationally-defined social protection floors in line with the Social Protection Floors Recommendation, 2012 (No. 202). This Recommendation highlights the commitment of governments, employers and workers in the ILO's 187 member States to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security. Its horizontal dimension focuses on the rapid implementation of national social protection floors, which guarantee that all in need have access to at least essential health care and basic income security throughout their life cycle. Its vertical dimension provides for progressively higher levels of protection, guided by the ILO up-to-date social security standards, in particular the Social Security (Minimum Standards) Convention, 1952 (No. 102), to as many people as possible as soon as possible.

The incumbent will assist in the ILO's analytical and policy development work on various aspects of gender-responsive social protection policies, including on maternity protection, parental leave, child benefits and care services, the gender pension gap, extension of coverage to those currently not adequately protected, as well ensuring the overall design and implementation of social protection systems is made more gender-responsive. This work will include the development of research and background papers on various aspects of social protection and gender, including work-family policies; contributions to technical reports; contributions to the development of policy guidance and capacity-building material, based on an in-depth qualitative and quantitative analysis of relevant information and data.

The incumbent will work under the direction of the Director of the Universal Social Protection Department under the supervision of the Head of the Social Policy Unit, Universal Social Protection Department (SOC/POLICY), and in close collaboration with other units within SOCPRO, including the Public Finance, Actuarial and Statistical Services (SOC/PFACTS) unit, the Programming, Partnerships and Knowledge Sharing unit (SOC/PPKS), as well as other departments and branches, including the Gender, Equality, Diversity and Inclusion Branch (GEDI) in the Conditions of Work and Equality Department. These activities also contribute to the ILO Global Flagship Programme on Social Protection Floors for All and to the UN Global Accelerator on Jobs and Social Protection for Just Transitions.

The incumbent will contribute in particular to the outcomes on Universal social protection and gender equality in the Programme and Budget for the biennia 2024-25 and subsequent biennia, and the respective areas under the ILO's Strategic Plan.

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## **DUTIES AND RESPONSABILITIES**

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

- (1) Compile and analyse relevant quantitative and qualitative information necessary for the assessment of the social protection policies at the national, regional and international level, including on maternity protection, paternity and parental leave benefits, child benefits and care services, pension policies and other issues related to gender and social protection;
- (2) Prepare research and background papers on various aspects of social protection with a strong gender lens;
- (3) Draft components of global, regional and country analyses for reports and publications on various aspects of gender-responsive social protection policies, in particular with respect to policy development, implementation, monitoring and impact analysis;
- (4) Contribute to the development of policy guidance and capacity-building material;
- (5) Assist in technical backstopping, project implementation and monitoring and as a junior desk officer;
- (6) Participate in technical missions for research, training and fact finding;
- (7) Assist in organising workshops and seminars.
- (8) Perform others task that may be assigned by the supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

Advanced university degree in social policy, economics, political science, sociology, law or related subject or the equivalent professional experiences.

### **Work experience:**

#### **Minimum:**

Two to three years of work experience in the development, implementation, monitoring and analysis of social protection policies with a good understanding of gender equality issues in a national government institution, research institution or international organisation would be an asset. Experience in working with household survey data would also be an asset.

#### **Desirable:**

Experience in working with household survey data would be an asset.

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

#### **Minimum:**

Strong analytical, research and drafting skills in social security/protection, poverty reduction development economics, or related issues;

- Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;
- Ability to work independently and plan complex activities;
- Good listening and dialogue skills;
- Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
- Ability to establish and nurture partnerships;

- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
- Good skills in the use of word processor, presentation and spread-sheet calculation software such as Microsoft Word, Power-Point and Excel.
- Knowledge of statistical packages, such as SPSS or STATA, as well as database applications such as Microsoft Access would be an asset

#### **Languages:**

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second working language of the ILO would be an asset (English, French or Spanish).

#### **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:**

The incumbent will assist senior experts in the analysis of national social protection systems, with a specific emphasis on maternity protection, child and family policies, and their impact on social and economic development, including on the impact on employment, gender equality, household incomes, poverty and inequality. S/he will also assist senior experts in developing policy guidance and training materials for ILO member states on various areas of social protection, based the ILO labour standards as well as good practices identified in ILO member States.

#### **Learning elements:**

The JPO will have the opportunity:

- To enhance his/her technical knowledge on quantitative and qualitative analysis of gender-responsive social protection, with particular emphasis on maternity protection, child and family policies and the development of policy guidance for ILO member States;

- To learn about the principles which should guide the development and extension of gender-responsive national social security systems which include the social protection floor guarantees;
- To gain knowledge of international social security instruments and their practical implementation, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202) and the ILO Social Security (Minimum Standards) Convention, 1952 (No. 102);
- To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and disseminating of this information, communicating, connecting actors and conducting training sessions;
- To improve his/her 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;
- To become familiar with the ILO's mandate and institutional functioning;
- To get acquainted with 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;
- To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.

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## **BACKGROUND INFORMATION**

The Social Protection Floors Recommendation, 2012 (No. 202) highlights the commitment of governments, employers and workers in the 187 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security. In its horizontal dimension through a rapid implementation of national social protection floors which introduce sets of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle. And in its vertical dimension providing progressively higher levels of protection, guided by the ILO up-to-date social security standards, including the Social Security (Minimum Standards) Convention, 1952 (No. 102), to as many people as possible as soon as possible.

At present, more than 30 middle- and low-income countries have already taken measures to introduce elements of a SPF in their national social security systems. Their experience has shown that social protection is a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes. Effective policies to promote maternity protection, child and family policies are one of the key elements of such policies, and broader policies to promote decent work for women and men, gender equality and non-discrimination.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The ILO's Universal Social Protection Department assists government agencies and autonomous social protection organisms to develop their own capacity for policy design, policy planning and monitoring, and improve the management and governance of their social protection schemes. Maternity protection is essential for protecting the health and safety of mother and child, for gender equality and women's enhanced participation in the labour force, helping to expand the pool of talent available to the economy. All women, in all forms of employment, in small

and medium-sized enterprises, in the informal economy and those in social groups that are most at risk, should enjoy protection without discrimination, as provided for in the Maternity Protection Convention, 2000 (No. 183). Financing maternity benefits through general taxation or social security, rather than placing the liability on the employer, can mitigate disincentives to recruit women. Closing the coverage gap requires the design and implementation of viable strategies, including building national social protection floors and adapting workplaces and processes, for the gradual extension of maternity protection to all women.

Maternity leave, together with paternity or parental leave, childcare services and family-friendly working arrangements, are part of a broader set of work–family reconciliation measures for both men and women workers. These range from public policies and collective bargaining to workplace initiatives. The Workers with Family Responsibilities Convention, 1981 (No. 156), provides relevant guidance to this effect.

Child and family benefits provided in cash or in-kind combined with essential services are critical for realizing children’s rights. They play a critical role in improving children’s health and well-being, helping all children realize their full potential, thereby preventing or breaking vicious cycles of poverty and socio-economic vulnerability. Approximately a quarter of children enjoy access to child benefits. Much more needs to be done to close protection gaps and ensure all children can enjoy their right as part of an integrated systems ensuring child wellbeing.

#### Key documents

- [ILO Social Protection Floors Recommendation](#), 2012 (No. 202)
- [ILO Social Security \(Minimum Standards\) Convention](#), 1952 (No. 102)
- [ILO Centenary Declaration for the Future of Work](#), 2019
- [Global call to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient](#), 2021
- [Resolution concerning the second recurrent discussion on social protection \(social security\)](#), 2021
- [Together to Achieve Universal Social Protection by 2030 \(USP2030\) – A Call to Action](#), 2019
- [Building the Future of Social Protection for a Human-Centred World of Work](#), 2021
- [Building Social Protection Systems: International Standards and Human Rights Instruments](#), 2021
- [World Social Protection Report 2020-22: Social Protection at the Crossroads – in Pursuit of a Better Future](#), 2021
- [World Social Protection Report 2024-26: Universal social protection for climate action and a just transition](#), 2024
- [Extending Social Security Coverage to Workers in the Informal Economy: Lessons from International Experience](#), 2021
- [Plan of Action on Social Protection 2021-26](#)
- [Programme and budget for 2024-25 - Outcome 7: Universal social protection](#)

For more resource documents and publications: [www.social-protection.org](http://www.social-protection.org)

An information booklet for JPOs including useful links and information on housing and living arrangements will be provided when assigned to the position.

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.