



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 *Social Protection for Migrant Workers and Refugees*

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 (PPKS)*

SUPERVISION

Direct Supervision by:

*Karuna Pal, Head, Programming, Partnerships and Knowledge-sharing Unit,
Universal Social Protection Department (SOCPRO), pal@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. The Junior Professional Officer will be working in the Universal Social Protection Department under the direct supervision of the Head of the SOC/PPKS Unit, Universal Social Protection Department (SOCPRO) and technical guidance of the Social Protection Officer for migrant workers, refugees and other forcibly displaced persons and in collaboration with the Labour Migration Branch and Action Programme Crises.

INTRODUCTION

Social security is a basic human right. Yet, despite progress, 3.8 billion individuals worldwide do not have access to any social protection benefits, this represents 47.6 per cent of the entire global population – including millions of migrant workers, refugees, and their families.

It is widely recognized that migrant workers provide essential contributions to economies and societies of home and host countries. It is therefore essential to ensure that they benefit from inclusive and equitable access to social protection. Social protection is key to ensuring income security for all, reducing poverty and inequality, achieving decent working conditions, reducing vulnerability and social exclusion and it contributes to economic growth and sustainable development.

Migrants are more likely than nationals who work throughout their life in one country to face legal and practical obstacles to the exercise of their right to social security and effective access to social protection benefits, including healthcare. For example, they may be denied access to social protection coverage in the host country because of their status or nationality, insufficient duration of their periods of employment and residence, inconsistency between social security and migration laws or lack of administrative and financial coordination between the social security schemes of their home and host countries. Their access to social protection may also be hindered by a lack of information about their rights and obligations and by linguistic and cultural barriers. Women migrant workers in particular face multiple forms of discrimination when they seek access to social protection and are at higher risk of exploitation and abuse, including sexual and gender-based violence.

The importance of extending social protection to all, including women and men migrant workers, is reflected in the 2030 Agenda for Sustainable Development, the 2018 Global Compact for Safe, Orderly and Regular Migration and the 2018 Global Compact on Refugees as well as several International Labour Conference Resolutions.¹

In fulfilment of this mandate, the ILO has adopted several Conventions and Recommendations that give effect to the principle of equal treatment for migrant workers in respect of social security and promote a rights-based approach to labour migration. In its support to its constituents, the ILO is providing technical advisory and capacity building services as well as an enhanced knowledge base to support policy development at the regional and country level. For this purpose, the Office has published a Guide for policy makers and practitioners was drafted on “Extending social protection to migrant workers, refugees and their families” to provide, as well as drive the implementation of national and regional strategies and frameworks on the extension of social protection to migrant workers, refugees and their families.

The ILO’s 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 also with SDG 1.3 but also contributing to SDG 3.8, 5.4, 8.4 and 10.4. This includes promoting enhanced coverage and effectiveness of social protection for all through comprehensive, efficient and sustainable social protection systems including social

¹ the Resolution concerning the recurrent discussion on social protection adopted by the International Labour Conference at its 109th Session in June 2021 and its accompanying Plan of Action for 2021-26 endorsed by the Governing Body (GB) in 2021, as well as the agreed outputs of the labour migration Plan of Action adopted by the GB in 2017 as a follow up to the Resolution concerning fair and effective labour migration governance adopted at the ILC in 2017

protection floors, in line with provisions of the Recommendation concerning national floors of social protection, 2012 (No. 202) and other ILO social security standards.

The incumbent will contribute to the ILO's Flagship programme on Building Social protection floors for all. In the framework of the ILO's Programme and Budget 2024-25, the incumbent will contribute in particular to Outcome 7 on Universal social protection and Outcome 6 on Protection at work for all, and more specifically output 6.4 on increased capacity of Member States to develop fair and effective labour migration frameworks.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor and technical guidance of the Social Protection Officer for migrant workers, refugees and other forcibly displaced persons, and in collaboration with the Labour Migration Branch and Action Programme Crises, the JPO will contribute to the development and operations of the thematic work on extending social protection to migrant workers, refugees, other forcibly displaced persons and their families. The duties include to:

- 1) Support efforts on the thematic area at global, regional and country level to assist ILO members with the extension of social protection to migrant workers, refugees, other forcibly displaced persons and their families, in line with ILO's Strategy.²
- 2) Undertake research and analysis to support the update and development of additional modules to the ILO global guide on *Extending Social Protection to Migrant Workers, Refugees, and their Families: Guide for Policymakers and Practitioners (2021)* and related Intervention models (on specific groups and themes).
- 3) Identify and document experiences and practices on how countries have or are extending social protection to migrant workers, refugees, other forcibly displaced populations and their families in line with international labour standards, including through multilateral, bilateral and unilateral measures, in collaboration with ISSA, ILO country offices and HQ colleagues.
- 4) Capitalize on these experiences to facilitate cross-country learning and contribute to the formulation of policy advice in response to country requests.
1. Contribute to data collection efforts, including through the [ILO Social Security Inquiry \(SSI\)](#) aimed at systematically collecting information on coverage of non-nationals in social protection schemes and programmes, and application of the SSI in various countries.
2. Contribute, update and review the mapping of legal social protection coverage of migrant workers and refugees and ratification and application of relevant international labour standards for migrant workers' social protection. This mapping will provide useful information for the ratification campaign for Convention No. 102 and the promotion of the key principle of equality of treatment.
- 5) Support internal and external communication efforts on the topic, including systematic knowledge management, organisation of events and the design and

² ILO 2024 [ILO Strategy on extending social protection to migrant workers, refugees and their families](#) | [International Labour Organization](#)

dissemination of communication materials and campaigns through various channels (ILO web platform, social-protection platform, social media, UN initiatives, the Flagship Programme on Social Protection Floors, the UN Network on Migration, inter and intra- regional dialogues etc.).

- 6) Attend/follow meetings on related technical issues and draft summary reports and related materials, including but not limited to the Social Protection Inter-agency Cooperation Board working group on Humanitarian (Cash) Assistance. Follow up on the implementation of delegated actions and initiatives.
- 7) Contribute to building the capacity of tripartite constituents through amongst other the strengthening and updating of the training modules and related guiding materials in the area of work, and in collaboration with the International Training Centre in Turin.
- 8) Assist resource mobilization efforts in the area of work, including through the development of concept notes and project components, and assist in technical backstopping of relevant components of development cooperation projects.
- 9) Contribute to reporting in accordance with ILO Programme & Budget (outcome 7, output 6.4), monitoring and communication efforts including under the Flagship Programme, and its thematic and country pages, data dashboards and the results monitoring tool as relevant.
- 10) Perform other relevant duties that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced University degree (Master's level or Post Graduate diploma) in law, economics, political sciences, sociology, development studies, or social sciences.

Desirable:

Degree on labour migration, forced displacement, crisis responses and/or social protection issues specifically would be desirable.

Work experience:

Minimum:

At least two years of experience in social security/protection issues or migration or crisis responses at the national/international level.

Desirable:

Work experience in the field of social protection or labour migration in a developing country or in a public entity responsible for social protection or labour migration issues, or crisis responses would be an advantage.

Skills required for the assignment:

Minimum:

Strong analytical and research skills

Excellent writing skills and keen attention to detail

Proven ability to communicate effectively, both written and verbal, to different audiences with varying degrees of knowledge on social protection and/or labour migration concepts, terminology and approaches;

Excellent organizational and administrative skills, and demonstrated professionalism, including ability to meet deadlines.

Ability to work effectively in a team and excellent interpersonal skills

Ability to adapt to change and to propose action accordingly

Solid computer and social media skills, including proficiency in Microsoft Office

Desirable:

Technical knowledge of digital communication/media platforms and approaches

Languages:

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second working language of the ILO (English, French or Spanish) 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:

Indicate which activities will be used to structure/manage learning

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, labour migration and crisis responses.

Through guidance of the supervisor and the Social Protection Officer for migrant workers, refugees and other forcibly displaced persons (in the Universal Social Protection Department), as well as other senior colleagues, and in collaboration with the Labour Migration Branch and Action Programme Crises, the JPO will be trained on policies, strategies and approaches for the extension of social protection for all including migrant workers, refugees, forcibly displaced persons and their families, with a focus on rights-based implementation and relevant ILO Conventions and Recommendations, progressive universalization of social protection, social dialogue and tripartite participation, coherence across institutions for the

delivery of social protection floors, the development and implementation of multilateral and bilateral social security agreements, gender, equality of treatment, linkages with active labour-market and other policies, and project design, implementation, monitoring and evaluation.

Learning elements:

The JPO will have the opportunity: to enhance his/her technical knowledge in the field of social protection as well as labour migration and crisis responses including the design and implementation of social protection floors with a focus on migrant workers, refugees, other forcibly displaced persons and their families.

To gain knowledge of international labour standards relevant for migrant workers as well as refugees and other forcibly displaced persons' social protection, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202), the ILO Social Security (Minimum Standards) Convention, 1952 (No.102), the Equality of Treatment (Social Security) Convention, 1962 (No. 118), the Maintenance of Social Security Rights Convention, 1982 (No. 157), Migration for Employment Convention (Revised), 1949 (No. 97), the Migrant Workers (Supplementary Provisions) Convention, 1975 (No. 143), and the related Recommendations, amongst others.

To enhance his/her knowledge on the role of employers' and workers' organizations in social protection and labour migration dialogue, implementation and monitoring.

To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection, labour migration and forced displacement, and recording, capitalizing on, and disseminating this information, communicating, networking, 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 improve his/her professional skills in development cooperation project design, implementation, monitoring and evaluation as well as partnerships with development partners and other partners.

To become familiar with the ILO's mandate and institutional functioning.

To become 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.

BACKGROUND INFORMATION

Extending social protection to migrant workers, refugees and other forcibly displaced persons is part of ILO's Strategy and framework in the area of labour migration and social protection and it will contribute to the Programme and Budget for 2020-21 (Output 6.4 and in particular Outcome 7). Furthermore, the Resolution concerning the recurrent discussion on social protection adopted by the International Labour Conference at its 109th Session in June 2021 and its accompanying Plan of Action for 2021-26 endorsed by the Governing Body (GB) in 2021, as well as the agreed outputs of the labour migration Plan of Action adopted by the GB in 2017 as a follow up to the Resolution concerning fair and effective labour migration governance adopted at the ILC in 2017, have reinforced this commitment. Furthermore, one of the 16 thematic areas of ILO's Global Flagship programme on Building Social Protection Floors for All is dedicated to securing migrant workers' access to social protection.

For more information see:

[Social protection for migrant workers \(Labour migration\) \(ilo.org\)](#)

[ILO | Social Protection Platform \(social-protection.org\)](#)

Some key resources:

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

ILO Programme and budget for 2024-25 - Outcome 7: Universal social protection. Available at: <https://www.ilo.org/resource/other/programme-and-budget-2024-25>

[ILO 2024 ILO Strategy on extending social protection to migrant workers, refugees and their families | International Labour Organization. Available at: https://www.ilo.org/publications/ilo-strategy-extending-social-protection-migrant-workers-refugees-and-their-families](#)

ILO. 2021. Extending Social Protection to Migrant Workers, Refugees, and their Families: Guide for Policymakers and Practitioners. [Available at: https://www.ilo.org/publications/extending-social-protection-migrant-workers-refugees-and-their-families](#)

ILO Resolution concerning the second recurrent discussion on social protection (social security). Adopted by the Conference on 19 June 2021. Available at: https://www.ilo.org/ilc/ILCSessions/109/reports/texts-adopted/WCMS_806099/lang--en/index.htm

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

ILO. 2020. *Social protection for migrant workers: A necessary response to the COVID-19 crisis*. Available at: <https://www.ilo.org/publications/social-protection-migrant-workers-necessary-response-covid-19-crisis>

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

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.