



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.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: *Junior Professional Officer on Universal 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: *Social Policy Unit (SOC/POLICY)*

SUPERVISION

Direct Supervision by:

Christina Behrendt, Head SOC/POLICY, Universal Social Protection Department (SOCPRO),
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.

INTRODUCTION

Universal social protection is recognized as a key element of social justice and decent work, not least in view of its role in the policy response to the COVID-19 pandemic. However, despite the universal recognition of social security as a fundamental human right and as an essential component of social and economic development, the majority of the world's population (53%), that is 4 billion people, does not benefit from any social protection. Only 29 per cent of the

global population enjoy access to comprehensive social security systems. While there has been some progress in the extension of social security coverage in some parts of the world, in others stagnation and even contraction have occurred which has been exacerbated by the ongoing crisis.

Strengthening national social protection systems, including floors, is key for the realization of human rights, the eradication of poverty, addressing inequalities, and enhancing inclusive economic growth and social stability. For this reason, social protection is widely embraced among UN (United Nations) agencies and development partners in their efforts to support the achievement of the Sustainable Development Objectives.

The ILO Social Protection Floors Recommendation, 2012 (No. 202) highlights the commitment of governments, employers and workers of the ILO's 187 member countries to step up their efforts to extend social protection coverage through a two-dimensional strategy. In its horizontal dimension through a rapid implementation of national Social Protection Floors (SPFs) guaranteeing access to essential health care for all and basic income security over the life cycle. And in its vertical dimension providing progressively higher levels of protection, guided by the ILO up-to-date social security standards, to as many people as possible as soon as possible. The importance of social protection has also been reaffirmed in the ILO Centenary Declaration for the Future of Work in 2019 and the Global Call to Action 2021.

SPFs should be comprised of at least the following four guarantees:

1. Access to essential health care;
2. Basic income security for children providing access to nutrition, education, care and any other necessary goods and services;
3. Basic income security for persons of working-age who are unable to earn sufficient income due to sickness, unemployment, maternity, disability;
4. Basic income security for older persons (pensions and other benefits)

SPFs should be nationally defined through an effective social dialogue, be (financially) sustainable, based on legal entitlement and allow for people to live life in dignity.

The Universal Social Protection Department (SOCPRO) undertakes research and policy development to underpin strategies for the extension of social protection; 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 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).

The JPO will be located in the Social Policy Unit of SOCPRO, which collaborates closely with the regional, sub-regional and country offices of the ILO to respond to the growing demand for social protection policy and other experts to support national development processes. Technical and policy advice is provided in collaboration with national counterparts and tripartite representatives relying on the ILO for high-quality expertise in the field of social protection and in line with international standards and good practices, with a particular emphasis on national dialogue processes and rights-based public social protection schemes aiming at universalizing effective access to health care and ensuring income security for all. The ILO works closely with UN Country Teams, international organisations and bi- and multilateral aid agencies, including in the context of the Global Partnership for Universal Social

Protection (USP2030) and the Social Protection Interagency Cooperation Board (SPIAC-B), which are both co-chaired by the ILO and the World Bank. The JPO will further contribute to the Departments' evidence base on social protection through the production of knowledge, policy briefs and guides to support country level implementation and advocacy efforts aimed at ensuring social protection is prioritized in global, regional and national agendas and development plans.

The JPO will contribute to the social protection outcomes of the ILO, including the ILO's Global Flagship Programme on Building Social Protection Floors for All, in particular Outcome 7 on Universal social protection in the Programme and Budget for the biennium 2024-25 and subsequent biennia, and contribute to realizing the SDGs, in particular SDG 1.3.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Social Protection Policy Specialist and the Head of the Social Policy Unit, the JPO will perform the following duties and responsibilities:

- (1) Support global partnerships in the area of social protection, in particular the Global Partnership for Universal Social Protection (USP2030) and the Social Protection Interagency Cooperation Board (SPIAC-B).
- (2) Undertake research and draft high-quality inputs to ILO documents, including reports, background papers and policy papers/briefs, including the compilation and analysis of relevant quantitative and qualitative information necessary for the assessment of the social protection policies at the national, regional and international level.
- (3) Contribute to the development of policy guidance and capacity-building material in line with ILO standards by identifying and documenting good practices and country experiences; contributing to the development of technical guides and capacity-building tools on technical areas related to the design, development, coordination and delivery of social protection policies and programmes, monitoring and evaluation of public social protection interventions as well as on linkages and cross-cutting themes (e.g. food security, rural populations, extension of coverage to workers in the informal economy, active labour market policies, etc.);
- (4) Assist in providing technical advice to ILO constituents in close collaboration with field specialists, including backstopping, project implementation and monitoring of development cooperation projects and country programmes on different aspects of social protection systems, including floors;
- (5) Provide relevant and concerted support to UN country teams on strengthening national social protection systems, including floors, through the preparation of toolkits, training curricula, and fostering knowledge sharing (across countries and regions);
- (6) Support the development of new methodologies and tools to assess various aspects of social protection policies and programmes, and their impact on poverty reduction, the creation of employment and other dimensions in close collaboration with academic institutes and/or other departments of the ILO;

- (7) Contribute to the dissemination of information through enhancing and regularly updating relevant internet platforms, in particular the ILO Social Protection Platform (www.social-protection.org) and sharing information through social media, trainings, events, communities of practice and other communication tools;
- (8) Foster knowledge sharing, partnerships and South-South collaboration in various policy and technical areas, including through the organization of technical advisory missions and knowledge sharing events;
- (9) Support the drafting of project proposals, contribute to the resource mobilization strategy of the Department and its implementation as well as partnerships with UN agencies and other development partners;
- (10) Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree (Master's level or Post Graduate diploma) in economics, social policy, political sciences, sociology, law, development studies, or degree from a management or business school/graduate school of social science.

Work experience:

Minimum:

At least two years of experience in working on social security/protection issues at the national / international level.

Desirable:

Work experience in a government, social security institution, an international organisation, or consulting firm in the field of social protection. Experience in working and living in a developing country would also 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;
- Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.

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:

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 guidance of the supervisor and senior colleagues, the JPO will acquire a solid knowledge 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 interventions for the delivery of social protection floors and linkages with active labour-market and other policies.

Through the work in the department, seminars, workshops and interaction with specialists in the field, the JPO will be exposed to the work of an international environment, and acquire a solid knowledge on various technical aspects of social protection systems and the provision of advisory services in the field of social protection.

Learning elements:

The JPO will have the opportunity:

- to enhance his/her technical knowledge in the field of the extension of social protection as well as in the design and implementation of social protection floors;
- 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.

BACKGROUND INFORMATION

Following the adoption of the Social Protection Floors Recommendation, 2012 (No. 202), and subsequent resolutions, and In line with the Plan of Action 2021-2026, the work of the Office as outlined in the Programme & Budget (P&B), aims at delivering the ILO's mandate at the global and regional levels, in order to have a positive impact on people's lives in all countries.

The ILO:

- supports national scale-up. The ILO works closely with government counterparts, as well as social partners and other stakeholders, to support effective scale-up of national social protection schemes and programmes, including assessment of financing options and fiscal space.
- Promotes the realization of the human right to social security, including minimum income guarantees and access to health care, in policy reforms that are being undertaken in crisis/austerity affected countries.
- provides technical support and critical policy advice in the design, legal framework, costing, implementation and/or monitoring and evaluation of social protection systems and programmes and supports capacity development promoting social inclusion worldwide.
- encourages national social dialogue to ensure that development decisions are socially-responsive and have national ownership.
- supports integrated approaches to promote decent work and social justice, including by contributing to the worst forms of exploitation such as child labour, promoting the extension of social protection to people in rural areas and the informal economy, with particular attention to vulnerable groups such as domestic workers, migrant workers, persons with disabilities and chronic illnesses (including HIV and AIDS), as to ensure that they are included in development.
- advocates for social protection systems, including floors, in various fora. For example, ILO is co-leading the Social Protection Interagency Cooperation Board (SPIAC-B), endorsed by the G20, as well as the Global Partnership for Universal Social Protection (USP2030) to forge alliances and bring together key partners, raise awareness and ensure that social protection is at the forefront of the development agenda.

The outputs delivered by the JPO are part of and will thus contribute directly to Outcome 8 of the Programme and Budget 2022-23, Outcome 7 for the biennium 2024-25, and the respective area of the ILO's Strategic Plan 2022-25.

In light of these developments and as part of the Office's work plan, material has to be produced in English, and other languages. The development of relevant material, policy and country briefs, quantitative and qualitative studies, tools and other material will feed into the evidence base on social protection and support implementation of social protection floors at the country level.

The key tool for knowledge management and information sharing of the department is the web-based Social Protection Platform. The platform aims at facilitating the exchange of information and ideas, capture and document experiences, identify knowledge gaps, create knowledge and promote innovation (see www.social-protection.org). The JPO will contribute directly and indirectly to the Social Protection Platform and social media through the regular updating and production and identification of knowledge to be disseminated.

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
- [ILO 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](#)
- [ILO's Strategic Plan for 2022–25](#)
- [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 and www.ilo.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.