



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](mailto:jpo@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 in *Women's entrepreneurship, climate change adaptation and just transition*

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** SME Unit, Enterprises Department

**Organisational unit:** SME Unit (WED programme)

#### **SUPERVISION**

##### **Direct Supervision by:**

Ms Judith van Doorn, Coordinator Women's Entrepreneurship Development Programme; [roselosada@ilo.org](mailto:roselosada@ilo.org)

##### **Content and methodology of supervision:**

In line with the general ILO performance management procedures, the Direct Supervisor will support the JPO within their first month to outline and establish outputs and measurement criteria for the length of the assignment. Areas for staff development and competency reinforcement will be included. This Beginning of Cycle will be recorded and officially updated halfway through the 12-month process.

In addition, the JPO will be integrated into the bi-weekly SME unit meetings, the weekly Inclusive Entrepreneurship huddles and the ILO-WED's weekly planning and problem meetings.

As part of the onboarding process, the Direct Supervisor will ensure the JPO has induction meetings with relevant technical staff as well as the finance and admin staff.

The Direct supervisor will establish with the JPO regular one-on-one meetings. Initially these will be weekly during the onboarding process to then be reviewed and adjusted, after the first initial trimester by both parties.

The Direct Supervisor exercises and encourages an open-door policy between members of the women's entrepreneurship development team and others.

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## **INTRODUCTION**

The ILO Enterprises Department (ENTERPRISES) has a mandate to promote decent work through supporting sustainable enterprises. The Department leads the implementation of technical projects related to sustainable enterprises in close consultation and collaboration with other departments and programmes across the ILO.

The Women's Entrepreneurship Development Programme (ILO-WED) within the Enterprises Department and more specifically the SME Unit, works to empower budding and existing women entrepreneurs to start, run and grow their business and to create conducive conditions for inclusive, resilient and sustainable economies.

ILO-WED supports ILO's constituents and other national stakeholders to identify and address existing gender imbalances in enterprise development in order to help women entrepreneurs. Currently, ILO-WED provides technical support and guidance to projects and initiatives in Latin America and the Caribbean (Mexico, Guatemala, Honduras, Nicaragua, Peru), Africa (Morocco, Tunisia, Egypt, Cameroun, Kenya, Nigeria, Sierra Leone and Uganda) and Asia (Philippines, Malaysia, Thailand).

Climate change is one of the greatest global challenges of the twenty-first century. Its impacts vary among regions, generations, age, classes, income groups, and gender. Women are particularly vulnerable to climate change and to some adaptation and mitigation responses, as noted by the Intergovernmental Panel on Climate Change (IPCC). And yet, women are also emerging as champions and actors in the green economy – as farmers, entrepreneurs, managers.

Against this background, ILO-WED is set to roll out its operational strategy 2022-2025 where supporting resilience and identifying means of supporting green growth through women's entrepreneurship development is an important area of focus. The ultimate objective is to support countries mitigate the impacts of climate change on women's business while fostering larger numbers of women climate entrepreneurs in different sectors and operating businesses of different sizes (with a focus on the micro, small and medium). It is also about understanding and supporting countries to undertake a pathway to a just transition that ensures policies, programmes and interventions contribute to achieving greater gender equality and women's economic empowerment.

## **DUTIES AND RESPONSABILITIES**

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

- Compile primary and secondary data and information relevant to designing, developing and modelling programme interventions that support women entrepreneurs to adapt, reply and/or combat the impacts of climate change
- Participate in the development of advocacy material, guides, training tools, policy briefs and other communication documents that support ILO constituents, ILO projects and development practitioners to better understand the intersect, the opportunities and means to tackle climate change, remove gender-based barriers and foster women's entrepreneurship development, particularly in green sectors.
- Track and maintain databases on development partners, donors, governments currently investing and supporting just transition, climate change adaptation and mitigation efforts and green sectors with a focus on women.
- Identify, record and track the progress of ILO projects across regions in supporting and promoting women's economic empowerment within the climate change challenge.
- Assist the ILO-WED programme in providing timely and relevant technical support to projects working to improve the inclusion and wellbeing of women in value chains and entrepreneurial ecosystems, with a focus on green sectors.
- Liaise with other development partners working on pushing the understanding and action in this area of work, notably within the Donor Committee for Enterprise Development or partnerships like the Women's Entrepreneurship Accelerator.
- Collaborate with relevant units and departments in ILO to strengthen joint understanding of the issues at hand, develop joint knowledge products and interventions and implement joint activities such as informational webinars, workshops, conferences etc.
- Perform others task that may be assigned by the supervisor.

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

- Issue brief looking to operationalize and provide guidance for women's entrepreneurship development emanating from the "Just transition: An essential pathway to achieving gender equality and social justice" submitted by ILO to the UN climate secretariat
  - Project delivery of at least 3 projects related to women and water management and green growth in Africa (Sierra Leone, North Africa etc.)
  - Conference on Beyond the Known and its tracks on environment and inclusivity
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

First level university degree in economics, social science, sustainable development and/or environmental studies. A special focus on gender studies desirable. A relevant university postgraduate degree, preferably in the areas of development management and cooperation or development and gender.

### **Work experience:**

At least 2 years of relevant work experience, preferably in development economics, gender economics or small enterprise development. Experience in developing countries desirable.

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

Excellent drafting and analytical skills. Good computer skills, including basic website tools, MS Word, Excel and PowerPoint.

### **Languages:**

Excellent command of English and one other UN language, preferably Spanish, French or Arabic.

### **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 JPO will be integral part of the SME team in HQ. The JPO will be extensively trained on the job and be able to attend a wide range of training courses inter alia in collaboration with the ITC ILO. In addition, he or she will be invited to participate and be trained in all relevant technical topics related to this assignment.

Attending other training courses in the technical field is encouraged and supported by the team. Initial field missions will be conducted with the support of experienced ILO

officials to ensure learning and feedback. Supervision will include structured feedback, coaching and establishing a learning path

### **Learning elements:**

The incumbent will learn about the operations of a UN agency and how to interact with ILO constituents, other UN agencies and development partners that work on the promotion of decent work, women's economic empowerment and just transition.

Through on the job-training and guidance from the overall supervisor and technical specialists, the JPO will learn about the use of gender sensitive and targeted tools and approaches for women's entrepreneurship development, how to conduct field missions and extract policy messages and policy advice from applied research of the technical areas to be translated and adapted to policy messages and guidance in specific country contexts and/or development cooperation projects.

She/he will be exposed to project management skills and will learn how to draft and execute projects in line with project cycle management. She/he will acquire basic competencies in Monitoring and Evaluation of field projects.

Finally, a portion of the incumbent's time will be reserved for her/him to propose innovations or develop own work-items related to the overall theme of women's entrepreneurship development and the climate change challenge.

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### **BACKGROUND INFORMATION**

- *For more information on ILO's work on SME development visit: [www.ilo.org/sme](http://www.ilo.org/sme)*
- *For more information on ILO's work on women's entrepreneurship development visit: [www.ilo.org/wed](http://www.ilo.org/wed) and for ILO's overall strategy for supporting WED, [here](#).*
- *For more information on ILO's work in Green Jobs and Just transition visit: [www.ilo.org/greenjobs](http://www.ilo.org/greenjobs)*

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.