



International  
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## 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 *Contracting Unit of the Procurement Bureau*

**Duty station:** *ILO Headquarter in Geneva, Switzerland*

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

**Grade:** P2

**Department/ Field Office:** *Treasurer and Financial Comptroller (TR/CF)*

**Organisational unit:** *Procurement Bureau (PROCUREMENT)*

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### SUPERVISION

Under the general supervision of the Chief of PROCUREMENT and direct supervision by the Head of the Contracting Unit, the JPO will be working in the Contracting Unit of the PROCUREMENT Bureau (PROCUREMENT).

PROCUREMENT reports to the Treasurer and Financial Comptroller of the ILO.

### Content and methodology of supervision:

The direct supervisor will develop an individual work plan with the JPO, identifying the specific job outputs expected to be delivered during the duration of the assignment, together with the competencies to be demonstrated and the development objectives to be addressed. The JPO's work performance will be assessed progressively, both on informal (arising from particular job assignments) and formal (i.e., in the context of the office performance management guidelines) bases.

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## INTRODUCTION

Since 1919, the ILO has been actively promoting international labour standards, social justice and internationally recognized human and labour rights for women and men to obtain decent work in conditions of freedom, equity, security and dignity.

PROCUREMENT develops, administers and disseminates procurement and contracting policies and procedures, applicable to all ILO procurement operations (at HQ and in the field), in accordance with ILO Financial Rules and Regulations. It plans, coordinates and executes major procurement processes, acquires goods and services, and provides contracting support. It also provides information, advice and training on procurement and contracting matters.

PROCUREMENT is committed to making sustainable procurement the standard practice by incorporating sustainability considerations of each of the pillars of sustainable development (environmental, social and economic) in all ILO procurement activities. PROCUREMENT seeks to ensure best value for money in alignment with the protection of the environment, minimizing the impact on the environment through the whole life cycle of the goods or services being purchased, including through resource efficiency and circularity. PROCUREMENT strives to implement human rights due diligence in all ILO procurement operations. The key objective is to promote socially responsible procurement through respect of and compliance with human and labour rights and standards.

PROCUREMENT plays an important role in the UN High-Level Committee on Management's Procurement Network (HLCM-PN). Joint procurement initiatives and activities with other UN agencies are strongly encouraged and result in leveraging and efficiency benefits. The ILO participates with other UN agencies in promotional meetings with government donors, trade groups, and companies interested in doing business with the UN system.

The ILO (represented by PROCUREMENT) is the lead agency in several on-going HLCM-PN activities. In particular, PROCUREMENT:

- chairs the Strategic Vendor Management Working Group and the Model Policy Framework (MPF) Governance Group on vendor sanctions and associated Task Force on the MPF Revision
- co-chairs the Sustainable Procurement Working Group's Task Force for the Development of a Joint Approach to Combat Human Trafficking and Forced Labour in Supply Chains
- actively participates in the Task Force on Gender-Responsive Procurement
- implements the UN Disability Inclusion Strategy Indicator 8 on procurement

The above inter-agency activities are carried out in consultation with relevant ILO departments/units such as the Gender, Equality, Diversity and Inclusion Branch (GEDI), International Labour Standards (NORMES), the Fundamental Principles and Rights at Work Branch (FUNDAMENTALS) and the Sectoral Policies Department (SECTOR).

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## DUTIES AND RESPONSABILITIES

The main role of the incumbent is to work on all sorts of legal/contracting issues related to procurement policies and operations, particularly, in view of the implementation and monitoring of sustainable procurement and human rights due diligence mechanisms to ensure decent work in global and UN supply chains, towards the milestone set in the 2030 Sustainable Development Goals (SDG) Agenda (i.e. SDG 5 on Gender Equality, SDG 8 on Decent Work and Economic Growth and SDG 12 on Sustainable Consumption and Production).

The work of the JPO will involve responsibility for performing all aspects of ILO contracting operations, from initiating to recommending awards in respect of procurement and/or contracting actions for complex acquisition of goods, construction works and services. The responsibilities include provision of legal advice worldwide (to departments at ILO headquarters and field offices), and review of proper application of the organization's procurement policies and procedures.

The JPO will carry out the following specific activities:

- Contribute to advancing decent work in global and UN supply chains by assisting ILO representatives with specific tasks assigned within inter-agency working groups related to:
  - sustainable procurement;
  - combating human trafficking and forced labour in supply chains;
  - gender responsive procurement;
  - revision of the UN policy on vendor sanctions;
- Assist on policy discussions within the ILO or at the UN Inter-Agency level and identify and develop synergies with other initiatives, pertinent to the implementation of various regulatory frameworks based on the UN Guiding Principles on Business and Human Rights (2011) (e.g., EU Directive on Corporate Sustainability Due Diligence, German Supply Chains Due Diligence Act, OECD Guidelines for Multinational Enterprises, etc.);
- Prepare and revise legal templates in consultation with the ILO Office of the Legal Adviser
- Provide inputs to the drafting of office directives, manuals, standard operating procedures and guidelines (including on business due diligence) relating to contracting and/or procurement matters;
- Provide advice, draft contractual documents and initiate correspondence in relation to purchase of goods, construction works and services by ILO HQ and field offices;
- Oversee adherence to contracts, recommend amendments and extensions of contracts, and provide advice on contractual rights and obligations;
- Review solicitation documents to identify eventual issues and support requests for tenders initiated by ILO HQ or field offices;

- Assist procurement officers with the integration of tenders and finalisation of contracts using e-sourcing platforms;
  - Assist the Head of the Contracting Unit, with policy-oriented research and/or the conduct and co-ordination of all phases of contractual negotiations with interested parties;
  - Participate, if requested, with the Office of the Legal Adviser in various committees of the International Labour Conference dealing with legal issues or labour standards, including the preparation of background material and documents, drafting records of meetings, drafting reports, etc.; and
  - Perform other work tasks as assigned by the Head of the Contracting Unit.
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

Advanced university degree in law.

Desirable:

Familiarity with commercial law and knowledge of international law.

### **Work experience:**

Minimum:

A minimum of two years of relevant professional experience in law at national or international level.

Desirable:

Experience gathered from private industry and/or government or international organizations in particular in procurement (with a focus on sustainable procurement) and/or labour law (such as human rights and international labour standards).

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

Minimum:

Analytical skills. Coordinate and conduct straightforward legal research work. Utilize appropriate templates and practices when undertaking respective duties. Be competent in interacting with standard Microsoft Office tools.

Desirable:

N/A

### **Languages:**

Minimum:

Excellent command of English.

Desirable:

Good working knowledge of French or Spanish would be an asset.

**ILO competencies:**

Technical competencies:

- Ability to carry out assignments in accordance with instructions and guidelines.
- Ability to analyse legal issues, write clearly and concisely, take initiative to keep up to date with developments in contract law, international law and procurement policy and good practices.
- Ability to explain legal concepts clearly and to work with non-lawyers to find solutions to legal problems.
- Ability to plan, coordinate and conduct straightforward legal research work and apply laws, regulations and policies.
- Ability to negotiate and contribute to agreements with ILO departments, suppliers and institutional donors.

Behavioural competencies:

- Absolute discretion in dealing with confidential matters.
- Flexibility and capacity to work in a team.
- Ability to plan work assignments, meet competing demands and work under the pressure of frequent and tight deadlines.
- Good communication (spoken and written) skills, including the ability to communicate effectively with diverse audiences on legal matters and prepare a variety of written documents, contracts, reports, etc. in a clear, concise style.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive behaviour and attitude.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Through guidance of the direct supervisor and senior colleagues, the main training components cover the understanding and implementation of ILO procurement policies and objectives such as sustainability and green initiatives in procurement, human right due diligence in procurement, gender responsive procurement, sensitivities around disability inclusion in the workplace, supplier performance assessment and monitoring, and vendor sanctions, among others.

Participation in inter-agency common initiatives and preparation and assisting ILO PN representatives in reviewing of documents for adoption by the HLCM-PN. Other

training components relate to the proper application of ILO contracting and procurement rules, procedures and standard operating procedures; and negotiation skills.

Through the guidance of the direct supervisor and senior colleagues, the incumbent will have the opportunity to become acquainted with the latest developments and best practices relevant to the ILO and the UN on high level policy topics and on contracting/procurement operations, in particular on sustainable procurement.

**Learning elements:**

The incumbent will be exposed to the latest ILO and UN initiatives and policy debates covering above subjects, with a focus on decent work in global and UN supply chains, human rights due diligence and responsible business conduct.

The incumbent will gain understanding and learn how to operationalize different elements of sustainable procurement, with an emphasis on socially responsible procurement.

The incumbent will learn about the implementation of the 2030 SDG Agenda, and specifically SDG 5 on Gender Equality, SDG 8 on Decent Work and Economic Growth and SDG 12 on Sustainable Consumption and Production.

The incumbent will gain experience on policy-oriented research and develop skills related to negotiation, contract drafting and settlement of disputes.

The incumbent will acquire knowledge of the UN System and the ILO, understanding of a multicultural work-environment and familiarity with ILO rules and regulations.

These skills are essential for future development professionals wanting to engage in national or global sustainability aspects of the procurement cycle, including in human rights due diligence and supply chains.

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**BACKGROUND INFORMATION**

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.