



International  
Labour  
Office

Post number: 2243  
Month of issue: January  
Year: 2025

*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

---

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Social Inclusion and Gender Equality in Public Investment in Vulnerable Countries

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:**

Employment Policy, Job Creation and Livelihoods Department, Employment in Investment Branch (EMPINVEST)

**Organisational unit:** Job Creation through Public Investment (JCPI) – Employment Intensive Investment Programme (EIIP)

---

### SUPERVISION

#### Direct Supervision by:

Overall guidance will be provided by Mito Tsukamoto, Chief of EMPINVEST Branch ([tsukamoto@ilo.org](mailto:tsukamoto@ilo.org)), and the day-to-day supervision and support will be provided by Asfaw Kidanu, Head, JCPI, [kidanu@ilo.org](mailto:kidanu@ilo.org)

#### Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.

- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and the JCPI team to the JPO.

- The JPO will accompany and assist the supervisor and the JCPI team in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor and other JCPI colleagues in technical meetings and seminars, where appropriate.
- Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

---

## INTRODUCTION

*The position is located in the Employment Policy, Job Creation and Livelihoods Department (EMPLOYMENT), which is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that are inclusive, gender sensitive and sustainable. The work of the Department is guided by relevant ILO Conventions and Recommendations, robust analysis and evidence.*

*Within the Department, the Employment in Investment Branch (DEVINVEST) concentrates on:*

- *Ensuring that measures of quantity and quality of jobs are embedded in sectoral, trade and investment policies, programmes and projects;*
- *Promoting employment-intensive investments, including through sectoral strategies, supporting job creation and provision of transformative infrastructure thereby contributing to economic development, transition to formality, resilience, equality and environmental sustainability;*
- *Supporting the transitions towards formal employment and to a greener economy through structural transformation in selected sectors which are crucial for economic stability and shared prosperity;*
- *Addressing challenges related to the risks of rapid technological change, particularly digitalization with the risk of leaving out the most vulnerable. This highlights the need for appropriate technologies and an inclusive development approach.*

*There are several strands of work that particularly characterize the work of EMPINVEST in supporting a human-centred approach and promotes inclusivity throughout the infrastructure development cycle. These include gender empowerment and social inclusion, decent working conditions and good labour practice including OSH, and environmental and social safeguards.*

**Junior Professional Officer (JPO) - Social Inclusion and Gender Equality in Public Investment in Vulnerable Countries**

The JCPI unit is responsible for the planning, coordination and provision of technical support and guidance to the global Employment Intensive Investment Programme (EIIP). The EIIP has a large development cooperation (DC) portfolio (currently standing at USD 220 million) and a global team of over 100 technical EIIP staff. The central objective of the EIIP is to influence investment policies, strategies and programmes in the infrastructure, environmental and other job-rich sectors, to improve employment outcomes for vulnerable communities and individuals. This is achieved through mainstreaming a pro-employment and local resource-based (LRB) approaches and promoting/implementing inclusive, gender sensitive, conflict sensitive, productive and sustainable interventions, that are intended to create the best possible impact on employment creation, poverty reduction and social progress including enhancing employability and quality of work.

The special role/mandate of the Programme, taking into account the needs and demand of the social partners, is to assist Member States and constituents to develop policies, tools and capacities to address inequalities and simultaneously create jobs in the micro, small and medium-scale enterprise sector, and to improve workers' protection and working conditions.

The EIIP has three major lines of action: first, to contribute to policy advocacy for inclusive development and provide support towards mainstreaming the key concerns of job creation, poverty reduction and improvement of working conditions in the broader framework of nationally defined macroeconomic employment and investment policy; and second, to provided support in building national and sectoral capacities for the planning and implementation and monitoring of pro-employment and climate smart programmes/projects; and three, to promote employment-intensive works and Local resource-based approach as am means of optimising creation of jobs, skills learning and business opportunities for vulnerable communities and individuals in response to social and economic hardship and crisis. EIIP promotes participatory approach that allows for the identification, prioritization and implementation of the specific needs of all the different groups within the communities, including women, youth, people with disabilities, indigenous and tribal peoples, and internally displaced persons (IDPs), mostly in the informal sector.

## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the supervisor, the JPO will perform the following duties and responsibilities, collaboration with JCPI team, relevant units at HQ as well as with field offices:

- Participate in the development and dissemination of knowledge on policies and programmes related to the EIIP in gender equality and social inclusion (GESI) through the GESI Toolkit and Workspace;
- Participate in the development and mainstreaming social inclusion in procurement of labour-based construction works;
- Track the progress in rolling out GESI toolkit in target countries and produce a documentation report detailing processes, results and lessons – as inputs to finalize toolkit and capacity-building modules;

- Compile and maintain databases on initiatives related to gender equality, social inclusion, vulnerability and informality in public investment for vulnerable groups in fragile settings, and analyze data for programme development and research studies;
- Contribute to research as well as drafting reports, policy notes and studies prepared by the EIIP;
- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;
- Assist in the integration of gender equality and social inclusion in post-crisis EIIP response programmes targeting vulnerable groups implemented by ILO in countries in crisis;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaise with different policy and technical people throughout the ILO.
- Participate in knowledge-sharing events organized by the ILO;
- Perform others task that may be assigned by the supervisor or the Chief of Branch.

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

- Process documentation report related to pilot testing of GESI toolkit and capacity-building modules
- Global or regional knowledge-sharing events on GESI and social inclusion in procurement of labour-based construction works
- Final GESI Toolkit and Capacity-Building Modules
- Presentation of project proposals at country level for resource mobilization and implementation of GESI in EIIP projects

---

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

An advanced university degree / Master's or Post Graduate Diploma in Economics/Social Sciences/Developmental Studies, or a related field.

### **Desirable:**

An advanced university degree, in Economics or related sciences, preferably with specialization in topics related to crisis, gender, inclusion, vulnerability and informality, or other relevant technical fields with demonstrated expertise.

**Work experience:****Minimum:**

At least two years of relevant experience in research/knowledge-building on employment and social issues and policies.

**Desirable:**

Work experience in an international organisation Experience in international affairs, the United Nations, IFIs and/or country level work would also be advantageous

**Languages:****Minimum:**

Excellent command of one working language of the ILO (English, French, Spanish).

**Desirable:**

A working knowledge of a second working language of the ILO would be an asset.

**Skills required for the assignment:**

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues. Good working knowledge of countries in fragile settings. Exposure to working with vulnerable groups including displaced persons 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:**

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

**Learning elements:**

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Cooperate with ILO researchers and improve competence in research techniques;

---

**BACKGROUND INFORMATION**

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

More information on the Employment Intensive Investment Programme (EIIP) can be found at following address: <http://www.ilo.org/global/topics/employment-intensive-investment/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.