



International  
Labour  
Office

**Post number:** Click here to enter text.

**Month of issue:** January

**Year:** 2025

---

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

---

**GENERAL INFORMATION:**

**Title:** Junior Professional Officer – Social and Solidarity Economy Innovation for Just Transitions

**Duty station:** HQ, Geneva

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

**Grade:** P2

**Department/ Field Office:** Department of Sustainable Enterprises, Productivity and Just Transition

**Organisational unit:** Cooperative, Social and Solidarity Economy Unit

---

**SUPERVISION**

**Direct Supervision by:**

Ms. Simel Esim, Head, Cooperative, Social and Solidarity Economy Unit, [esim@ilo.org](mailto:esim@ilo.org)

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor at the start of the assignment. Regular meetings between the JPO and the supervisor will be scheduled to monitor progress towards agreed objectives.

As necessary, the supervisor will provide detailed instructions, guidance and coaching for carrying out each assignment. Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify general accuracy of facts, soundness of analysis and findings, conformity with instructions and policy, and accomplishment of assigned objectives and assignments. In addition to bilateral

dialogue, feedback to draft documents and regular unit meetings, the JPO will accompany and assist the supervisor in missions, workshops and other relevant meetings as necessary and 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 Cooperative, Social and Solidarity Economy Unit in the Department of Sustainable Enterprises, Productivity and Just Transition. The Department contributes to the overall International Labour Organization (ILO) mission of creating decent work for all through the promotion of sustainable enterprises of all types and sizes. Established in 1920, the Cooperative, Social and Solidarity Economy Unit is anchored in the unique mandate of the ILO within the United Nations system to promote [cooperatives](#) and the broader [social and solidarity economy](#) (SSE). The Unit's mission is guided by the [ILO Constitution](#), the [Promotion of Cooperatives Recommendation, 2002 \(No. 193\)](#), and the [Resolution, Strategy and Action Plan](#) concerning decent work and the SSE. The ILO has played a leading role within the United Nations system in promoting the SSE, notably co-founding and working through the [Committee for the Promotion and Advancement of Cooperatives \(COPAC\)](#) and [UN Inter-Agency Task Force on Social and Solidarity Economy \(UNTFSE\)](#).

The position will actively contribute to work across the three objectives of the Strategy and Action Plan concerning decent work and the SSE, with a particular focus on fostering innovation for just ecological, technological, and societal transitions to more sustainable and inclusive economies and societies, including in relation to:

- Decent work for care economy workers.
  - Transitions from the informal to the formal economy.
  - Just transition towards environmentally sustainable economies and societies.
  - Decent work in supply chains.
  - Decent work in crisis and post-crisis situations.
- 

## **DUTIES AND RESPONSIBILITIES**

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

- Support the technical work of the work unit in the area of social and solidarity economy innovation for just transitions.

- Undertake gender-mainstreamed research, analyse and present data, statistics and other information on assigned topics and country experiences in the area of social and solidarity economy innovation for just transitions. Prepare first drafts of analytical studies. Participate in technical activities for research and data collection purposes. Draft terms of reference for research consultants and follow up on the collection of their work outputs.
- Maintain up-to-date knowledge on good practices, lessons learned, trends and other relevant considerations and policy developments in the area of social and solidarity economy innovation for just transitions.
- Source information and update and maintain related technical databases, web pages, digital platforms and other knowledge tools. Support work on the development, publication and dissemination of knowledge products, tools and promotional materials.
- Prepare initial drafts of and provide technical inputs to specific components of reports, policy/thematic briefs, research outputs and other information and knowledge products.
- Contribute to the drafting of responses to queries concerning the work unit's programme of work.
- Assist in the organization, administration and servicing of meetings, workshops and other events related to social and solidarity economy innovation for just transitions. Compile and draft background and other preparatory materials and presentations. Attend/follow meetings on related technical issues and draft summary reports and related materials. Follow up on the implementation of delegated actions and initiatives.
- Provide inputs into the development and content of training and capacity development resource and learning materials, tools and activities. Assist in organizing and delivering training sessions, knowledge sharing activities and capacity development events on assigned topics, using innovative methods and communication tools and leveraging the use of digital technologies.
- Provide inputs into the drafting of development cooperation project proposals. Support the work unit with technical backstopping and project implementation, monitoring and reporting activities.
- Perform other relevant duties as assigned.

---

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

First-level university degree in cooperatives, development, economics, environment, innovation, law, management, social and solidarity economy, sociology or a related field. An advanced university degree in one of these fields is desirable.

**Work experience:**

At least three years of relevant experience on social and solidarity economy innovation for just transitions or related fields. Experience working in a developing country or with an international organization is desirable.

**Skills required for the assignment:**

- Sensitivity to diversity
- Knowledge and understanding of theories, concepts and approaches relevant to the area of social and solidarity economy innovation for just transitions.
- Knowledge of IT applications for information collection, management and dissemination.
- Ability to use analytical tools and qualitative and quantitative research methods.
- Ability to identify sources and develop methods for data collection.
- Research and analytical skills.
- Communication skills.
- Drafting skills.
- Ability to adapt quickly to new IT software and systems.
- Ability to maintain effective and collaborative working relationships.
- Ability to prepare and deliver internal presentations and messages, using a range of techniques and technologies.
- Ability to work effectively in a multicultural environment and to demonstrate and model gender-responsive, non-discriminatory and inclusive behaviour and attitudes.

**Languages:**

Excellent command of one working language (English, French, Spanish) of the Organization. Good knowledge of a second working language of the Organization would be an asset. One of these languages must be English.

**ILO competencies:**

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

- Integrity and transparency
- Orientation to learning & knowledge sharing
- Takes responsibility for performance

---

**TRAINING COMPONENTS AND LEARNING ELEMENTS****Training components:**

The position requires a variety of technical, research and social skills that can be developed on the job. Through research and hands-on work with SSE entities and other organizations, the JPO will develop skills in conceptualizing and undertaking research, designing and supporting the implementation of development cooperation projects and developing a wide range of knowledge tools. With guidance from the supervisor and senior colleagues, the JPO will improve research, drafting, communication and collaboration skills. Participation in seminars and workshops and interaction with specialists will further enhance technical capacity, particularly in areas such as project management, partnership development and knowledge sharing.

**Learning elements:**

- Understand ILO's coordination mechanisms in relation to multilateral bodies, particularly COPAC and UNTFSE.
- Understand ILO's mandate and its role in development cooperation.
- Engage with a variety of stakeholders, including ILO colleagues (in both headquarters and field offices), constituents, SSE entities and networks, and private sector partners at national and international levels.
- Get acquainted with the dynamics of working within an interdisciplinary and intercultural team.
- Acquire in-depth knowledge of topics related to social and solidarity economy, innovation and just transitions.

---

**BACKGROUND INFORMATION**

Here is more information on the work of the ILO on [cooperatives](#) and the wider [social and solidarity economy](#).

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.