



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 *inequalities in the world of work*

**Duty station:** [Geneva, Switzerland](#)

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

**Grade:** P2

**Department/ Field Office:** [Conditions of Work and Equality Department \(WORKQUALITY\)](#)

**Organisational unit:** [Conditions of Work and Equality Department \(WORKQUALITY\)](#)

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### SUPERVISION

#### Direct Supervision by:

[Sukti Dasgupta, Director, WORKQUALITY \(\[dasgupta@ilo.org\]\(mailto:dasgupta@ilo.org\)\)](#)

#### Content and methodology of supervision:

A work plan with a timetable will be agreed upon between the JPO and the supervisor on the specific deliverables. The JPO will contribute directly to the implementation of ILO Programme and Budget activities and the production of key deliverables under the responsibility of the Conditions of Work and Equality Department.

Regular meetings between the JPO and the supervisor will be scheduled to discuss the progress of the work and to provide opportunities for feedback.

The JPO will assist the supervisor or another assigned staff member in selected missions and will participate in seminars, workshops and meetings.

Performance management will be reviewed in accordance with the ILO Performance Management Framework, as applicable to Junior Professional Officers.

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## **INTRODUCTION**

The position is located in the Conditions of Work and Equality Department (WORKQUALITY).

WORKQUALITY leads global efforts for the development of sound policies aimed at inclusive labour markets, improved workers' well-being and equality. It pursues work along two interrelated axes: (1) Extensive analyses and technical assistance on labour market institutions and their effect on workers protection, employment and economic performance, with a view to balancing equity and efficiency considerations; and (2) The promotion of a broad and integrated approach to non-discrimination and equality at work on multiple grounds, (i.e. sex, gender, race, ethnic origin, nationality, health status or disability), with a focus on those workers that are most at-risk of discriminatory measures and practices in the workplace.

The JPO will support the implementation of activities under the responsibility of WORKQUALITY and within the framework of the 2022-27 plan of action on inequalities and the world of work, including the comprehensive and integrated ILO strategy to reduce and prevent inequalities in the world of work approved by the Governing Body at its 346th Session.

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## **DUTIES AND RESPONSIBILITIES**

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

- Contribute to research and analysis (quantitative and qualitative), including on inequality trends (national, regional, global), on the extent to which different policies or programmes can help reduce and prevent inequalities in the world of work in different development contexts. This relates to both income inequality and inequality of opportunities, and to other dimensions as appropriate.
- Contribute to the development of papers, tools and other resources for policy makers in the multilateral system and in various development contexts, related to the implementation of the ILO strategy to prevent and reduce inequalities in the world of work.
- Contribute to the technical support provided by the ILO to the countries in which the ILO strategy to prevent and reduce inequalities is implemented.
- Support WORKQUALITY efforts (field and HQ) to mainstream the reduction and prevention of inequalities within the activities of the Office and

contribute to the work of the Office Task force on reducing and preventing inequalities. This further relates to supporting the management and networking of the Inter-Regional and Inter-Departmental Task Force on Inequalities.

- Contribute to the preparation of documents on inequalities or that refer to inequalities prepared by the Office and submitted for discussion or approval by ILO constituents.
- Contribute to the Office's work on SDGs related to inequalities, in particular SDGs 5, 8 and 10.
- Participate as a facilitator in training sessions on inequalities and the world of work, particularly for ILO staff and constituents.
- Contribute to the organisation of meetings, workshops and knowledge sharing events on inequalities and the world of work.
- Contribute to the development of project proposals on reducing and/or preventing inequalities in the world of work.
- Perform other tasks that may be assigned by the supervisor.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

First university degree in the relevant field or equivalent in social sciences, economics or a related field.

#### **Desirable:**

An advanced university degree / Master's or Post Graduate Diploma in social sciences, economics or other relevant field.

### **Work experience:**

#### **Minimum:**

At least two years of experience in a relevant area, at the national / international level

#### **Desirable:**

Work experience with governments, social partners, think tanks or international organisations

### **Languages:**

#### **Minimum:**

Excellent command of one of the working languages of the ILO (English, French, Spanish). Working knowledge of a second language will be advantage.

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### **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:**

Under the guidance of the supervisor and senior colleagues, learn about labour force analysis, labour markets, labour market institutions and international labour standards.

### **Learning elements:**

- Become familiar with the institutional mechanism of the ILO and the interaction of the ILO with tripartite constituents in Member States.
- Become familiar with policy approaches to labour market challenges, particularly in the context of developing countries.
- Become familiar with working in a multidisciplinary and multicultural team.

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## **BACKGROUND INFORMATION**

The reduction of inequalities, in many of their facets, and the promotion of the principle of equality of opportunity and treatment have always been inseparable from the mandate and work of the ILO. The Constitution of the Organization stresses that "universal and lasting peace can only be founded on the basis of social justice" and calls, inter alia, for equal pay for work of equal value and for the adoption of policies that will enable "the possibility of equal participation by all in the fruits of progress". The 1944 Declaration of Philadelphia, which is annexed to the ILO

Constitution, also refers to the principle of equal opportunity, regardless of gender, ethnicity or other factors.

Activities on inequality under the responsibility of WORKQUALITY are included in the ILO's programme and budget under policy outcomes 1, 6 and 7 for 2022-23 and under policy outcomes 2, 5 and 6 for 2024-25. An action plan and a comprehensive and integrated strategy on preventing and reducing inequalities in the world of work, as a follow-up to the resolution and conclusions of the general discussion on inequalities and the world of work of the 109th Session of the International Labour Conference in 2021, were approved by the Governing Body. This gave rise to a series of activities to be implemented by the Office, many of which fall within the mandate of WORKQUALITY that leads the Office-wide efforts.

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.