



International  
Labour  
Office

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## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in working time and work organization in the digital era

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK)

**Organisational unit:** Working Conditions Group

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### SUPERVISION

**Direct Supervision by:**

Martine Humblet, Senior Working Time Specialist, humblet@ilo.org

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the Group's workplan.

Regular meetings between the JPO and the supervisor will be scheduled every fortnight to discuss progress on the workplan and make adjustments if needed. As necessary, detailed instructions, guidance and coaching will be provided throughout the assignment. The JPO will accompany and assist the supervisor or another assigned staff member in selected missions, workshops and meetings.

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

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### INTRODUCTION

The number of hours worked, the way in which they are organized, and the availability of rest periods can significantly affect not only the quality of work, but also life outside the workplace. Working hours and the organization of work and rest

periods can have a profound influence on the physical and mental health and well-being of workers, their safety at work and during the transit from their homes, and their earnings. Working time also has significant implications for enterprises in terms of their performance, productivity, and competitiveness.

Even before the COVID-19 pandemic, new information and communications technologies (ICT) have revolutionised work and life in the 21st century. The constant connectivity enabled by these devices allows work to be performed at any time and from almost anywhere. New rights such as the right to disconnect are emerging in this context. The widespread and transformational use of telework in countries around the world has demonstrated both the possibilities and limitations of this arrangement. The ability raised by telework has changed worker and employer views of how work can be arranged, and the conditions needed to perform that work.

The Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) provides technical assistance to ILO constituents and expands the knowledge base on wages, working time, work organization, working conditions, collective bargaining and labour relations, and job and labour market security. The branch's work covers the interplay among these key labour market institutions and their combined effect on worker protection, labour market performance and equality. In addition, INWORK coordinates the whole ILO activities on the informal economy and the ILO Strategy to make decent work a reality for domestic workers (<http://www.ilo.org/travail/lang--en/index.htm>).

Within the ILO, INWORK is part of the Conditions of Work and Equality Department (WORKQUALITY)(<http://www.ilo.org/global/about-the-ilo/how-the-ilo-works/departments-and-offices/lang--en/index.htm>).

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## **DUTIES AND RESPONSIBILITIES**

The JPO will perform the following duties and responsibilities:

- Contribute to the development of the ILO knowledge base on flexible working time arrangements in the contemporary world of work (flexitime, annualization of work hours, compressed work week, etc.) through a review of practices across countries.
- Contribute to the development of the ILO knowledge on the incidence of digital technologies on work organization and working time, with a focus on telework, hybrid work, worker's ability to disconnect, working time issues related to digital labour platforms through a review of practices across countries.
- Contribute to other products developed by INWORK, including on collective bargaining, working time and work organization.
- Assist in the provision of country assistance on working time and work organization.

- Organize meetings, knowledge-sharing events and webinars.
  - Prepare presentations, thematic briefs and other materials.
  - Perform other tasks that may be assigned by the supervisor.
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Advanced university degree in social science, economics or a related relevant area.

### **Work experience:**

Minimum:

Relevant work experience of 2 to a maximum of 4 years either at national or international level.

Desirable:

Work experience with governments or social partners, research and/or in an international organisation.

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

Minimum:

Strong analytical and research skills in the field of expertise; Good computer skills.

Desirable:

Good knowledge of issues concerning working conditions and work organization including telework.

### **Languages:**

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second and third working language of the ILO 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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through guidance of the supervisor and senior colleagues, the JPO will get trained in preparing complex and balanced policy papers on sometimes very sensitive issues. The JPO will also develop knowledge on key issues that are relevant in today's world of work, including the diversity of working time arrangements and ways to ensure they meet the needs of both workers and employers; work organization in the post-pandemic era, in particular telework and hybrid forms of working, and their impact on workers' health, work life balance and business productivity.

### **Learning elements:**

- Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body)
- Get acquainted with the challenges facing workers and businesses in the contemporary world of work, particularly in relation to the digitalization of the economy, and ways to respond to these challenges.
- Get acquainted with the importance of collective bargaining and social dialogue in developing sustainable solutions to critical issues affecting labour relations in the digital era.
- Getting sensitized to the diversity of issues and approaches in industrialized, emerging and developing countries.
- Gain experience on policy-oriented research and country assistance.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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## **BACKGROUND INFORMATION**

Working time and work organization are key elements of labour relations in the contemporary world of work and the digitalization of the economy brings about new opportunities and challenges in these areas. INWORK adopts a multidisciplinary approach involving the legal, economic and social science aspects of these issues. Strong collaboration among the teams enables the development of policy research and country assistance that is relevant and evidence based. Following the discussion by the ILO Conference in June 2023<sup>1</sup>, INWORK will be in charge of developing and implementing the Organization's action plan on labour protection, including working time and work organization.

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<sup>1</sup> [Leaving no one behind: Building inclusive labour protection in an evolving world of work](#).

INWORK contributes to the implementation of the ILO 2024-2025 Programme and Budget. Its contribution is mostly on Outcome 6 on Protection at work for all, Outcome 2 on Strong, representative, and influential tripartite constituents and effective social dialogue and on Outcome 8 on Integrated policy and institutional responses for social justice.

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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.