



International
Labour
Office

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VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

GENERAL INFORMATION

Title:	JPO on decent work in the civil aviation sector
Duty station:	Geneva, Switzerland
Duration of the assignment:	12 months, renewable
Grade:	P2
Department/ Field Office:	Sectoral Policies Department (SECTOR)
Organisational unit:	Transport and Maritime Unit (MARITRANS)

SUPERVISION

Direct supervision by:

Mr. Tariq Haq, Head, Transport and Maritime Unit (MARITRANS), Sectoral Policies Department (SECTOR), haq@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 department work plan in the maritime and transport sectors.

Regular meetings between the JPO and the supervisor will be scheduled every 2 weeks minimum to discuss progress. The JPO will also participate in regular team and Department meetings.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor throughout the assignment.

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

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

INTRODUCTION

The Sectoral Policies Department (SECTOR) is located within the Cluster on Governance, Dialogue and Rights of the International Labour Organization. It is the ILO's platform for addressing all aspects of work in various sectors of economic activity. It provides an important window on the world of work, bringing together ILO constituents at the international, regional and national levels. This approach integrates all of the ILO's strategic objectives and allows for real, practical outcomes to the ILO's work in specific sectors. SECTOR's workplan includes research, tripartite meetings, national activities, standards promotion, and cross-sectoral activities. Sectoral social dialogue provides the ILO's constituents with opportunities for interaction on issues of concern in their sector.

SECTOR leads Office work on Output 1.5 - Increased capacity of Member States to implement sectoral international labour standards, codes of practice, guidelines and tools, as well as well as Output 3.3 - Increased capacity of Member States to formulate and implement policies and strategies for creating decent work in rural areas.

SECTOR's Transport and Maritime Unit (MARITRANS) closely follows emerging trends and challenges linked to all aspects of work in the following industrial sectors: civil aviation, fishing, inland waterways, ports, railways, road transport and maritime shipping. The unit also works closely with employers' associations, trade unions and governments in specific sectors; with global union federations and business alliances; and with other international organizations or mechanisms such as the Global Compact, FAO, ICAO, IMO, OECD, UNECE, and UN OCEANS.

In the follow up of mandates provided by ILO meetings, MARITRANS is also focusing on attraction and retention, and providing solutions to its constituents for upping the quality of employment in the transport and maritime sectors. This as during and after the COVID-19 pandemic, labour shortages have been rampant in a number of transport and maritime occupations. MARITRANS activities are also geared towards the improvement of industry image, including by promoting inclusivity and gender equality. In particular, in 2023, the ILO convened a meeting on civil aviation matters, and a range of recommendations for future work were adopted.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of the Transport and Maritime Unit, the JPO will perform the following duties and responsibilities:

1. Contribute towards the development, drafting, and compiling of best practices and technical research in civil aviation in particular with relation to occupational safety and health, working conditions, recruitment and retention, and the extent of application of international labour standards to the sector;

2. Undertake research, and produce or contribute to, the drafting of reports for discussion, working papers, inputs, concept notes, development cooperation proposals, presentations, talking points, scripts, and media content or press releases for all sectors of MARITRANS;
3. Participate as a member of secretariat in ILO meetings (including note-taking and report writing) to build consensus among sectoral constituents at global, regional and national levels and to reach policy and action-oriented recommendations in relation to emerging topics of special importance for the MARITRANS sectors;
4. Assist in development, promotion, dissemination and knowledge sharing activities with regards to emerging trends and challenges in the MARITRANS industries through the collection and analysis of sector-specific data, focused research, and production of inputs for draft reports and working papers;
5. Assist in technical backstopping, project implementation and monitoring of projects and programmes related to strengthening the capacity of governments, employers' and workers' organizations, for advancing the decent work agenda at country level; and
6. Contribute to the promotion of decent work at sectoral level, through partnerships with other United Nations agencies, in particular with ICAO, and multilateral organizations.

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

- undertake research for a compendium on best practices on decent work and working conditions in the aviation sector, with a particular focus on occupational safety and health;
- undertake research, and draft papers and inputs, on the recruitment and retention of aviation workers and the promotion of diversity in the sector, including opportunities for women workers;
- analyse the extent of the application of international labour standards to civil aviation, and of any other relevant international aviation standards relevant to social and labour matters;
- undertake research and draft papers and inputs on just transition and the social aspects of sustainability in the aviation sector, including analysing priorities and challenges;

- prepare presentations, scripts, with respect to in MARITRANS' sectors;
 - other research to follow up on recurrent work included in ILO mandates in MARITRANS' conclusions, and resolutions, and
 - preparations for and servicing of SECTOR global and regional meetings.
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QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree, Master's degree, Post Graduate Diploma or equivalent in law, economics, industrial relations, social science, aviation, or other relevant and related field.

Work experience:

Minimum: Relevant work experience of two to a maximum of four years either at national or international level.

Desirable: Work experience in maritime or transport issues, in particular in civil aviation matters or ICAO matters.

Skills required for the assignment:

Minimum: Ability to carry out assignments in accordance with instructions and guidelines; ability to conceptualize, plan, coordinate and conduct straightforward research work; ability to draft papers, reports; good computer skills; ability to effectively participate in multi-disciplinary teams; and ability to work with strict deadlines.

Desirable: Good knowledge of the aviation sector, and industrial relations or responsible business conduct in MARITRANS sectors with respect the ILO Decent Work Agenda would be an asset.

Languages:

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

Desirable: Working knowledge of a second 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. **Sensitivity to diversity:** Is sensitive to, and adapts own behaviour to accommodate, the differences found in diverse work environments; treats all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, physical disability or political conviction.

2. **Communication:** Communicates in a clear and effective manner, adapting language, tone and style to match the audience; ensures messages are understood; is attentive to others, and encourages open, two-way communication.

3. **Quality orientation:** Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will have regular meetings with the supervisor, on the job training and participate in relevant department/team meetings, joint staff development initiatives, and in training and knowledge sharing events on selected topics related to the transport and maritime sectors.

Through guidance of the supervisor and senior colleagues the JPO will get trained in preparing policy papers, concept notes and work plans, conducting policy-oriented research and implementation of projects.

Learning elements:

1. To become familiar with ILO's mandate and the institutional and informal coordination mechanisms;
2. To interact with relevant national and international institutions working on transport and maritime issues with respect to the Decent Work agenda, including within and outside the UN system;
3. To get acquainted with the work of a multi-disciplinary and multi-cultural team;
4. To gain in-depth knowledge of decent work in the transport and maritime sectors; and
5. To draft technical reports and materials for publication.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

Fraud warning

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

The ILO has a smoke-free environment.

