



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)

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Human Resources Management- Diversity and Culture

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Human Resources Development Department (HRD)

**Organisational unit:** HRD

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### SUPERVISION

**Direct Supervision by:**

Ms Danielle Guiho – Human Resources Development Director, [guiho@ilo.org](mailto:guiho@ilo.org)

**Content and methodology of supervision:**

The JPO will support the Organisational Culture and Diversity agenda within the Human Resources Development Department of the International Labour Organization (ILO) that aims at ensuring a diverse workforce, fostering an organisational culture of inclusion as per the Director-General's vision statement.

A time-bound work plan will be agreed between the JPO and the supervisor on specific and clearly defined tasks to be undertaken by the JPO throughout the duration of the first-year assignment, and in line with the job description.

The JPO will have easy access to the HRD Director.

The JPO will receive structured guidance from the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.

The JPO will be given continuous performance and development feedback, and professional mentoring by the supervisor.

Performance and development objectives will be discussed and agreed within the first month of the assignment, and reviewed in accordance with ILO's Performance Management Framework, as applicable to JPOs.

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## **INTRODUCTION**

The Human Resources Development Department (HRD) is responsible and accountable to the Director-General for the design and implementation of Office-wide human resources policies, in accordance with the ILO Human Resources Strategy as approved by the Governing Body. This includes the key priority of ensuring a diverse workforce with the right skills to face the future, a respectful and empowering environment and enabling the HR function through innovation and digitalization of the HR function.

HRD is also responsible for overseeing, guiding, and ensuring the appropriate implementation of the ILO human resources' policies across the Office.

This assignment constitutes a unique opportunity to contribute to Organisation-wide innovation and development and gain professional experience in HR and particularly in the areas of diversity and organisational culture.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Human Resources Development Director, the JPO will perform the following duties and responsibilities:

- Support the design, implementation and monitoring of integrated Diversity, Inclusion and Organisational Culture change, programmes through research, trend analysis, communications, and data reporting.
- Review and contribute to the development of management policies related to Organisational Culture and Diversity.
- Undertake research/identification of good practices on culture change and Diversity to support the development of strategies and approaches to leverage these external good practices within the ILO context.
- Assist with the execution and ongoing maintenance of Diversity and Organisational Culture change projects and programmes, which include but are not limited to training, communications and the integration of Diversity and Organisational Culture change vis-à-vis managers and staff and into processes.

- Provide support in the creation and management of project plans related to diversity and organisational culture change and partner within the Department to ensure desired outcomes are met.
- Take on special projects and perform other related duties as required.

## **QUALIFICATIONS AND EXPERIENCE**

The ILO Human Resources Department is seeking a passionate young professional who is an innovative doer and thinker interested in advancing Social Justice and promoting Decent Work.

### **Education:**

Minimum:

First level university degree in human resources management or a related field.

### **Work experience:**

Minimum:

Three years of relevant professional experience in human resources management.

Desirable:

Work experience in an international environment and in project management would be an advantage.

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

Minimum:

Knowledge of human resources policies, practices, procedures, and ability to apply them in an organizational setting. Good analytical skills. Good knowledge of legal and HR resources database. Good knowledge of HR principles and concepts. Excellent computer skills including proficiency in Microsoft office tools (Word, Excel, PowerPoint, Outlook). Demonstrates professional competence of subject matter. Efficient in meeting commitments, observing deadlines, and achieving results. Demonstrates ability to successfully interact with individuals of different cultural backgrounds and beliefs.

### **Languages:**

Minimum:

Excellent command in one of the ILO official languages (English, French, Spanish).

Desirable:

Working knowledge of another language of the ILO would be a strong asset.

**ILO competencies:**

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

1. Good interpersonal and communication skills.
2. Ability and willingness to work both independently and as a team member.
3. Ability to draft clearly and consistently in two ILO official languages. Ability to communicate effectively orally.
4. A high degree of tact and diplomacy and discretion, and proven ability to maintain confidentiality.
5. Objectivity and ability to apply HR rules and regulations in a fair and consistent manner.
6. Excellent time management and the ability to plan and execute assigned duties.
7. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The JPO will get on-the-job training in Human Resources policies and processes and in ILO-job system through the guidance of the supervisor and colleagues.

### **Learning elements:**

This post will offer the JPO exposure to:

- Become familiar with ILO's organizational structure and activities in an international environment.
- Human Resources Management.
- Diversity, Inclusion and Culture topics.
- Become familiar with HRD's strategic objectives.
- ILO official languages.
- Development of interpersonal skills in an international environment.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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## **BACKGROUND INFORMATION**

The main objective of the ILO Junior Professional Officer (JPO) Programme is to provide young professionals a hands-on experience of the ILO activities as well as to aim to promote the integration of young talent into the organisation. An experience at the ILO constitutes a valuable learning opportunity for these young professionals while providing the Office with a pool of talented individuals who bring with them the latest in academic research and best practices.

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.