



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.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in ... Communications and Knowledge Management on Decent Work in Supply Chains

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Deputy Director General

Organisational unit: Action Programme; Decent Work Outcomes in Supply Chains (AP/Supply Chains)

SUPERVISION

Direct Supervision by:

Senior Research and Policy Coordinator, Action Programme on Decent work outcomes in supply chains (AP/Supply Chains)

Content and methodology of supervision:

A time-bound work plan annual will be agreed between the JPO and the supervisor specifying the outcomes to be achieved, the measures of progress and quarterly milestones. Meetings between the JPO and the supervisor will be scheduled at least every two weeks to evaluate and support implementation of the workplan. In addition, weekly team meetings will provide an opportunity to coordinate, and problem solve together with all AP/Supply Chain team members.

The supervisor will provide detailed guidance and support to ensure the JPO is fully aware of the requirements of the role and has the necessary knowledge and resources.

The JPO will accompany and assist the supervisor in seminars, workshops and in external and internal meetings. There may be a requirement to travel on missions.

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

INTRODUCTION

The Deputy Director General's Office brings together ILO's Research, Publications, Statistics departments, the International Training Centre in Turin and the newly established Action Programmes. The Action Programmes are focussed on (i) the transition from the informal to the formal economy; (ii) just transitions toward environmentally sustainable economies and societies; (iii) decent work in supply chains, investment and trade; and (iv) decent work in crisis and post-crisis situations. These themes cut across the policy outcomes and present significant challenges and opportunities for the promotion of social justice through decent work.

DUTIES AND RESPONSABILITIES

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

- Assist in the development of a knowledge management plan and communication strategy for AP/Supply Chains.
- Support ILO policy and field units to identify and access the evidence, knowledge and advocacy/communication needs they require to implement elements of the strategy on decent work in supply chains.
- Update and maintain a repository of ILO knowledge products on decent work in supply chains and regularly compile findings in an internal database to build the evidence base.
- Support the regular update of the AP/Supply Chains intranet page, the ILO supply chains external webpage, and of internal knowledge management systems such as Sharepoint.
- Develop materials for communication and advocacy purposes related to decent work in supply chains, including visuals, briefs, infographics and data visualisations.
- Support the organization and planning of in-person, hybrid and virtual events, workshops and seminars on decent work in supply chains.
- Keep abreast of ongoing developments in the field of human rights due diligence legislation in Member States and assist in the implementation of the ILO supply chains strategy on that regard. Support ILO response to constituents' requests for advice on due diligence.
- Perform others task that may be assigned by the supervisor.

- **During the period of assignment, the JPO will contribute to the following outputs of the ILO strategy on decent work in supply chains.**
- Knowledge, evidence and good practices on decent work in supply chains are widely shared and disseminated to constituents through ILO platforms including the HELPDESK
- A coordinated research agenda and new evidence and analysis on decent work in supply chains is developed and implemented
- Support is provided to ILO constituents to respect, promote and realise fundamental principles and rights at work in supply chains.
- Comprehensive guidance ensures Office-wide coordination and consistent design and implementation of development cooperation interventions
- Materials are developed to promote international labour standards as the basis for human rights due diligence processes,

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in international development, social sciences, law, media studies or other related field.

Desirable:

An advanced university degree in a relevant field.

Work experience:

Minimum:

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

Desirable:

Experience of working on relevant issues of labour rights, responsible business conduct, human rights due diligence or supply chain related issues with a business, government, employers' or workers' organisations, civil society, or academia.

Skills required for the assignment:

Minimum:

Excellent written and oral communication skills
Excellent computer skills in MS Word, Excel and Powerpoint
Strong organizational and planning skills.

Desirable:

Good knowledge of labour rights issues, responsible business conduct and corporate due diligence in supply chains. Exposure to working with organisations working on these issues would be an asset.
Data visualisation and communication skills
Good understanding of gender and inclusion issues as related to supply chains.

Languages:

Minimum:

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

Desirable:

Good 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. 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 sensitivity to diversity and inclusive workplace behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The supervisor will support the JPO to identify learning and development opportunities at the beginning of the assignment and resources shall be committed to support the achievement of these including for example coaching, mentoring and training as necessary. Learning and development targets shall be reviewed annually. While it will depend on the experience of the JPO, training opportunities may include for example training on the ILO fundamental principles and rights at work, due diligence processes in supply chains, technical skills such as data visualization, and participation in other the relevant training courses and academies of the International Training Centre in Turin, Italy.

Learning elements:

- Become familiar with ILO's institutional mandate and the role of the Office and the ILO's tripartite constituents in advancing decent work, particularly in supply chains.
- Learn about the different perspectives of ILO's member States and social partners on different supply chains and labour related issues.
- Exposure to ILO's institutional and informal coordination mechanisms, in particular cross department work, development cooperation, resource mobilization and interaction with colleague in the field.
- There will be opportunities for exposure to and close engagement with the different policy areas of the ILO that relate to decent work in supply chains.
- Develop experience of working as part of a multi-disciplinary and multi-cultural team including experience of working remotely with colleagues in different countries around the world. Mission travel to ILO field offices may provide additional on-the-ground learning opportunities.
- Develop stronger teamworking skills including the interpersonal, communication, influencing and softs skills required to be effective in ILOs multi-cultural and interdisciplinary work environment
- The JPO will gain in-depth knowledge of the strategies and issues related to the realisation of decent work in supply chains and will work alongside and learn from recognised experts in the field.

BACKGROUND INFORMATION

The JPO will be working within the Action Programme on Supply Chains (AP/SC) which provides effective coordination of ILOs many policies and activities to support constituents to achieve decent work outcomes in supply chains. The AP/SC coordinates the implementation of the [ILO strategy on decent work in supply chains](#) and supports the work of the Global Coalition on Social Justice in the area of fairer, rules based trade for social justice. This is described in outcome 8.4 of the ILO [Director General's Programme and Budget proposals of 2024/5](#).

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.