



International  
Labour  
Office

**Post number:** 2381  
**Month of issue:** January  
**Year:** 2024

*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).*

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**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 the Application of International Labour Standards (Forced and Child Labour, Indigenous Peoples, Social Security and Maternity Protection)

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** International Labour Standards Department (NORMES)

**Organisational unit:** Application of Standards Branch (APPL) – Forced Labour, Child Labour, Indigenous Peoples, Social Security and Maternity Protection Unit

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**SUPERVISION**

**Direct Supervision by:**

Deepa, RISHIKESH, Head of Unit, APPL.

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor.

Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and/or other unit specialists.

The JPO will accompany and assist the supervisor and/or other unit specialists in seminars, workshops and meetings, whenever appropriate.

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

## INTRODUCTION

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The International Labour Organization (ILO) is a specialized agency of the United Nations that is dedicated to promoting social justice and internationally recognized human and labour rights. Established in 1919, the ILO is the only tripartite United Nations agency, bringing together governments, employers, and workers from 187 member states to set labour standards, develop policies, and devise programs promoting decent work for all women and men.

The ILO's mandate is to promote opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security, and human dignity. This is achieved through setting international labour standards, promoting rights at work, encouraging decent employment opportunities, enhancing social protection, and strengthening dialogue on work-related issues.

The organization's main areas of focus include promoting rights at work, encouraging decent employment opportunities, enhancing social protection, and strengthening dialogue on work-related issues. The ILO also addresses various issues such as forced labour, child labour, gender equality, and discrimination in the workplace. Additionally, the ILO works to improve occupational safety and health, promote social dialogue, and provide technical assistance and training to member states.

The position is located within the International Labour standards Department (NORMES). NORMES is responsible for designing and implementing the ILO standards-related activities in accordance with the standards strategy adopted by the Governing Body. NORMES is the lead Department in realizing Office-wide coherence and cooperation on International Labour Standards (ILS) and promotes the ILO standards policy as a cornerstone of ILS activities. NORMES strives to enhance the relevance of ILS to the world of work and ensure their role as a useful means of achieving the constitutional objectives of the Organization. NORMES is also responsible for supporting and servicing all the supervisory bodies of the ILO.

The JPO will be assigned to work in the Unit of the Application of Standards Branch (APPL) that focus on the application of ILS relating to Force Labour, Child Labour, Indigenous Peoples, Social Security and Maternity Protection.

The contribution of the Department is linked to the ILO's Strategic Plan for 2022-2025<sup>1</sup> and to the Outcome 1 of the ILO Programme & Budget 2024-2025<sup>2</sup>.

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<sup>1</sup> *By 2025, the ILO will have brought to bear fully its permanent comparative advantages of international labour standards and tripartism, including through a clear, robust and up-to-date body of international labour standards subject to authoritative and effective supervision, and strengthening the capacities of its constituents (see [GB.340/PFA/1\(Rev.1\)](#) para 49.c).*

<sup>2</sup> *In particular, **Output 1.1** (Increased capacity of Member States to ratify ILS), **Output 1.2** (Increased capacity of constituents to drive effective application of ILS), **Output 1.3** (Increased capacity of constituents, partners and stakeholders to engage with normative action), and **Output 1.4** (Increased capacity of constituents, partners and stakeholders to respect, promote and realize fundamental principles and rights at work).*

## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the supervisor, the JPO may be required to perform the following tasks:

- Examine reports by governments and observations by employers' and workers' organizations on ratified and unratified Conventions and Recommendations;
- Perform comparative analyses of the legislation and practice at the national level, in relation with the reports sent by Member States in the context of the regular supervision;
- Draft notes, reports and comments concerning the application of Conventions, for consideration by constituents and by the ILO supervisory bodies;
- Draft replies to requests from constituents on questions relating to international labour standards or other legal questions;
- Undertake research and studies on issues relating to the relevant subject matters, international law or labour standards;
- Participate as a member of the secretariat of various committees dealing with legal issues or labour standards, including the preparation of background material and documents, drafting records of meetings, etc.
- Prepare summaries of judgements and national labour law case.

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

- Commission on the Application of Standards during the International Labour Conference.
- Annual Report of the Committee of Experts on the Application of Conventions and Recommendations.
- General Survey on Employment Injury Benefits 2024-2025.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Advanced university degree in Law, preferably with a focus on labour law, international law or human rights.

### **Work experience:**

At least two years of experience in labour or international law, at the national or international level.

**Skills required for the assignment:**

Technical skills: Ability to analyse defined aspects of legal issues, draft clearly and concisely to prepare studies and comments and take initiatives to keep up-to-date with new developments in the occupational area. Ability to carry out assignments in accordance with instructions and guidelines; work within tight deadlines and respect confidentiality; adaptability.

Behavioural skills: team spirit and ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Good computer skills are required.

**Languages:**

Excellent command of one working language (English, French or Spanish) of the Organization and a working knowledge of a second working language of the Organization.

**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:**

The JPO will have regular meetings with the supervisor, on-the-job training and participation in relevant department/team meetings and knowledge sharing events on selected topics related to international labour standards.

Through guidance of the supervisor and senior colleagues the JPO will become familiar with the ILO's mandate and the functioning of the UN system. The JPO will benefit from on-the-job training in international labour standards and the supervisory procedures, the functioning of tripartism in the ILO, and will have the opportunity to further develop legal analysis skills through examination of different national legal systems with a view to secure effective implementation and compliance with international labour standards.

**Learning elements:**

- Become familiar with the ILO's mandate in relation to International Labour Standards.
  - Interaction with technical units and field offices working on International Labour Standards related matters.
  - Getting acquainted with the work of a multi-disciplinary and multi-cultural team.
  - To familiarize with the functioning of the UN system.
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## **BACKGROUND INFORMATION**

Further information is available in the Labour Standards page of the ILO's official website: <https://www.ilo.org/global/standards/lang--en/index.htm>

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 1 on International Labour Standards.

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.