



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 for Skills and Workforce Development

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

Grade: P2

Department/ Field Office: ILO's Regional Office for Asia and the Pacific

Organisational unit: Regional Skills Programme

SUPERVISION

Direct Supervision by:

Senior Skills and Employability Specialist

Content and methodology of supervision:

The Junior Professional Officer (JPO) is based in the Regional Office for Asia and the Pacific (ROAP). The incumbent will work under the direct supervision of the Senior Specialist in Skills and Employability and in close coordination with the Programme Unit and relevant development cooperation projects. The JPO will also collaborate with technical specialists in the Decent Work Team based in the ROAP Country Offices, and colleagues in SKILLS based in ILO headquarters in Geneva, Switzerland.

A time-bound work plan will be agreed between the JPO and the supervisor upon appointment. The supervision will involve regular bi-weekly meetings between the JPO and the supervisor to discuss progress and give detailed instructions and guidance as necessary.

Work items will be discussed with and reviewed by the supervisor at various stages before completion in order to ensure learning and quality control.

As part of the learning objective, the JPO will accompany and assist the supervisor in relevant meetings and will have access to online courses provided by the ILO. The JPO will also support backstopping of development cooperation initiatives. Apart from these on the job training opportunities, staff development opportunities will be available and the supervisor will encourage the JPO to make use of these.

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

INTRODUCTION

The International Labour Organization (ILO) is a specialized technical agency of the United Nations system and the principal centre and authority in the international system on labour and social policy. The ILO brings together governments, employers and workers of its Member States to advance social justice and promote decent work. It is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues.

The ILO Regional Office for Asia and the Pacific (ROAP) supports the constituents in their efforts to achieve decent work and social justice in the region by providing high-quality technical, policy advisory and capacity building services within the framework of the Decent Work Country Programmes and the United Nations Sustainable Development Cooperation Framework. ROAP covers one of the most diverse regions of the world. The population of more than four billion people includes some of the wealthiest countries on earth as well as two-thirds of the world's poor.

ILO's efforts on skills development and employability within the region are centred on several areas: i) anticipation of future skills needs; ii) strengthening TVET policy and governance with a focus on improved industry engagement, re/up-skilling and lifelong learning; iii) promoting quality apprenticeship programmes; iv) skills for green and digital transformation; v) advancing business and human rights agenda in relation to skills development; vi) promoting gender equity and social inclusion and vii) facilitating mutual skills recognition in ASEAN.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Senior Specialist in Skills and Employability, the JPO will actively involve in the development of the ILO's portfolio of support to constituents in the field of skills development:

The JPO will perform the following duties and responsibilities:

- Support technical and administrative implementation of skills development and employability projects in coordination with the project teams.
- Familiarise her/himself with available analytical reports and diagnostics on skills and workforce development in relation to promoting employment, productivity, and decent work, and facilitating just green and digital transformation, gender equity and social inclusion in the region. Provide summaries and analyses of skills development and employability related reports in the region that are relevant to ongoing projects and the DWCPs.
- Contribute to the collection, analysis, documentation and dissemination of good practices, case studies and other relevant knowledge management tools.
- Provide research and editing support to various reports or guidelines to ensure alignment with the ILO standards and house style manuals.
- Assist in design and production of infographics and other digital knowledge products to enhance the visibility of the skills development products. This involves transforming complex data and narratives into visuals that are easy to read and understand and suitable for the digital platforms that ILO has a presence.
- Support development of and analysis of data and indicators on changing technical and soft skills in the region.
- Support the development of training and sensitization tools and materials in cooperation with the project teams.
- Assist in the formulation, development, implementation, monitoring and evaluation of development cooperation programmes/projects.
- Assist in the preparation and organization of meetings, workshops, and seminars in relation to skills development and employability.
- Perform other duties that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Master's or Post Graduate Diploma in development studies, development management, economics, education, social sciences, international relations, international development and/or a related field) is required.

Work experience:**Minimum:**

At least two years of relevant experience in a relevant field at the national or international level. Experience with development related work.

Desirable:

Experience working in collaboration with external partners, including academics/researchers, would be an advantage.

Languages:**Minimum:**

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

Desirable:

A working knowledge of a second working language of the ILO would be an asset.

Skills required for the assignment:*Minimum:*

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Good analytical skills and ability to plan, conceptualise and conduct research work. Sensitivity to diversity.

Desirable:

Competence in project design and formulation, resource mobilization, and experience with project cycle management.

Languages:

Excellent command of English (written and spoken).

ILO competencies:

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

- Ability to draft clearly and concisely, and prepare project proposals, reports and studies.
- Good interpersonal and communication skills.

- Good analytical skills.
- Ability to work on own initiative as well as a member of a team.
- Familiarity with thematic issues relevant to the post, including skills development, the future of work, inclusive growth/development, gender equality, women's economic empowerment, ILO policies on the future of work, gender equality and non-discrimination.
- Ability to carry out assignments in accordance with instructions and guidelines.
- Ability to use analytical tools and qualitative and quantitative techniques.
- Ability to conceptualise, plan, and conduct straightforward research work.
- Good computer skills.
- Ability to work in a multicultural environment and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the daily work of ROAP, the JPO will receive extensive on-the-job training and will be immersed in ongoing activities. The JPO will be able to select from, and attend a number of online training courses, including courses organized by the ILO's International Training Centre in Turin.

The JPO will also be invited to participate (in-person) in training activities and capacity building activities organized for stakeholders by the various development cooperation projects in ROAP.

Learning elements:

The JPO will gain in-depth knowledge of the programmes and field operations of a Specialized Agency of the UN system.

S/he will be exposed to ILO's unique tripartite structure and working modality and be directly involved in the delivery of ILO's mandate at country level, within a joint UN framework.

S/he will learn about ILO's strategy on skills development and employability.

In particular, s/he will have the opportunity to learn how to a. support integration of the business and human rights agenda into skills development initiatives, b. devise strategies and interventions for the mutual recognition of skills between ASEAN countries, c. promote quality apprenticeship programmes and the R208 and d. enhance labour market information systems as per country specific needs. Furthermore, s/he will be involved in crafting and implementing skills development

programmes in the region that are tailored to the evolving needs of the labour markets and gain experience in how to formulate and execute projects in line with established principles of project cycle management.

A portion of the incumbent's time will be reserved for her/him to develop own work-items related to the overall theme of skills development.

Specifically, the JPO will:

- Become familiar with ILO's mandate, institutional set-up and working mechanisms within the UN system.
 - Get acquainted with ROAP and a dynamic and challenging world of work context.
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Interact directly with ILO's tripartite constituents.
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BACKGROUND INFORMATION

More information about the Regional Office for Asia and the Pacific is available [here](#). The office, situated in Bangkok, is an integral part of the ILO network. In alignment with the ILO's flexible working arrangements, combination of in-office and the option to telework is possible, in line with the requirements and dynamics of each unit/team.

The work of the JPO will contribute directly to skills and employability related DWCP outcomes in respective countries and the implementation of Outcome 3 (Full and productive employment for just transitions) of the Programme and Budget for 2024-25 (notably Output 3.2: Increased capacity of Member States to develop inclusive, sustainable and resilient skills and lifelong learning systems).

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 required, the recruitment process and assignment will be adapted to ensure equality of opportunities.

The ILO is a smoke-free environment.