



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 Responsible Investment

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [ENTERPRISES](#)

Organisational unit: Multinational Enterprises and Responsible Business Conduct unit

SUPERVISION

Direct Supervision by:

Githa Roelans, [Head of Unit, MULTI](#), roelans@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the Head of Unit on a yearly basis as part of the overall biennium workplan of the unit and in conjunction of the individual workplans of the unit staff members.

Regular meetings between the JPO and the Head of Unit about concrete deliverables and learning opportunities will be scheduled in addition to the participation of the JPO in the unit's biweekly staff meetings.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor as well as the senior technical staff member(s) in the unit with whom the JPO will be working on concrete deliverables.

The Head of Unit will ensure a good balance of assignments and opportunities for the associate expert based on his or her background, capacities and interests; and ensure that the workload is manageable.

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

INTRODUCTION

The Multinational Enterprises and responsible Business Conduct unit (MULTI) is central to the ILO's work on responsible and sustainable business, and broader ILO engagement with MNEs on social policy and the decent work related SDGs. The unit contributes to the ILO's mandate on the promotion of sustainable enterprises, as outlined in outcome 4 of the ILO's Strategic Framework and Programme and Budget.

The unit provides policy advice and technical support on the application of the ILO instrument in the area of responsible business —the *ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy* (MNE Declaration)— at the global, regional, and country-level.

It builds capacity of governments, employers' and workers' organizations in this area and provides technical assistance at the country-level, through direct support and development cooperation projects in the areas of responsible supply chains and responsible business conduct.

Investment also plays a central role in the work of the unit. The MNE Declaration, most recently updated in 2022, aims "to encourage the positive contribution which multinational enterprises can make to economic and social progress and the realization of decent work for all; and to minimize and resolve the difficulties to which their various operations may give rise." Quality foreign investment is essential for economic and social development, particularly for LDCs. The MNE Declaration provides a framework for policies to attract quality FDI.

Through the ILO Helpdesk for Business on international labour standards, it directly supports companies that seek to align their policies and practices with principles of the MNE Declaration and the underlying international labour standards when operating in host countries as well as in the management of their supply chains.

To enhance international policy coherence on responsible business ILO collaborates with other international organizations. Since 2016 ILO has partnered with the World Association of Investment Promotion Agencies (WAIPA) to support investment promotion agencies to attract foreign investment which will maximize the contribution to inclusive economic growth and decent work (SDG 8) as set out in the MNE Declaration. This includes co-organizing trainings for IPAs, together with UNCTAD, UNIDO and OECD. More recently, ILO and WAIPA have developed key

performance indicators (KPIs) for IPAs. Together we are now developing a roll-out strategy to promote uptake and deepen IPAs' capacity to implement the KPIs effectively.

ILO also is a member of the World Investment for Development Alliance, which also includes the African Union, the World Bank Group, the World Economic Forum, the International Institute for Sustainable Development, among others.

The work of the unit also includes supporting development financial institutions (DFIs), which are a vital source of investment for developing countries, to incorporate principles of the MNE Declaration and ILS into their policies and operations.

This assignment will focus significantly on shaping the strategy to roll out the KPIs and encourage uptake, develop training materials, collect case studies to facilitate exchange of experiences, and participate in meetings and activities of WIDA.

The assignment will also include providing technical assistance to DFIs as well as exploring ways to more effectively support responsible investment, such as good practices in public reporting on environmental, social and governance (ESG) issues, with a particular focus on labour-related issues.

DUTIES AND RESPONSABILITIES

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

- Research good practices of IPAs on attracting Participate in the development of new tools and trainings for IPAs on using the KPIs.
- Collaborate with other ILO policy departments, the ILO International Training Center in Turin and other international organizations to develop and implement trainings for IPAs.
- Prepare drafts for ILO inputs when consulted by member States on responsible investment.
- Assist with updating the ILO Helpdesk for Business website and expanding its visibility in ILO member States.
- Draft case studies of good practices of IPAs in attracting FDI to maximize the contribution to decent work, including good practices on ways IPAs and other government institutions engage in meaningful consultations with workers' and employers' organizations on investment promotion policies.
- Participate in WIDA meetings.
- Provide technical inputs to DFIs as needed.
- Collect good practices on ESG reporting on labour issues.
- Perform others task that may be assigned by the supervisor.

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

- ILO participation in activities supporting IPAs and investors.
- Development cooperation projects related to attracting higher quality FDI.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Master's or Post Graduate Diploma in law, economics, business administration, political sciences, industrial relations, corporate sustainability or related fields.

Work experience:

At least two years of practical experience in the area of investment for economic and social development, at the national or international level.

Skills required for the assignment:

- Strong analytical and research skills
- Good communication skills
- Eagerness to learn and share knowledge/insights with others
- Ability to identify resource gaps and develop concept notes for new products

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 gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Indicate which activities will be used to structure/manage learning

Through the work the JPO will get trained on international policy making to support decent work through FDI. The JPO will also be trained on developing concrete tools to support implementation of such policies – public and private policies. Through guidance of the supervisor and senior colleagues get exposure to the way the ILO operates as a tripartite organization and engages with other international organizations as part of international policy coherence on responsible investment. Through seminars, workshops and interaction with specialists the JPO will be trained on specific technical areas of the labour dimension of quality FDI.

More formal training will depend on the particular interests and training needs of the JPO and the needs of the unit.

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the promotion of the MNE Declaration among governments, social partners and enterprises following the guidance and decisions by the ILO Governing Body (POL/MNE segment) and the International Labour Conference.
- Interact with other international organizations working on the labour dimension of investment for sustainable development (in particular SDG 8).
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system, especially the collaboration with WAIPA, UNCTAD, UNIDO and OECD.
- The JPO will gain in-depth knowledge of international policy making and its application at the national and regional level.

BACKGROUND INFORMATION

The ILO's work on the promotion of the MNE Declaration can be consulted on:
www.ilo.org/mnedeclaration

The ILO Helpdesk for Business on international labour standards can be consulted on:
www.ilo.org/business

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.