International
Labour
Office

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)
Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in "AI and Skills Development Analyst"
Duty station: Geneva, Switzerland
Duration of the assignment: 12 months, renewable
Grade: P2
Department/ Field Office: Employment Policy Department (EMPLOYMENT)
Organisational unit: Skills and Employability Branch (SKILLS)

SUPERVISION

Direct Supervision by:
Team Leader (Skills Policies, Digitalisation and Systems)

Overall Supervision by:
Chief of Branch, Skills

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO, the supervisor and other team members will be scheduled every week. Work will be discussed with and reviewed by the supervisor at various stages before completion. The JPO will accompany and/or assist the supervisor in missions, seminars, workshops, and meetings.

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

INTRODUCTION

The JPO position is located in the Skills and Employability Branch (SKILLS) under the Jobs and Social Protection Cluster (JSP). This position aims to contribute to the vision of the ILO that advances social justice and promotes decent work through the use of artificial intelligence and other digital technologies in strengthening Skills, Lifelong Learning and Employment policies and ecosystems.

The Junior Professional Officer (JPO) in this role will play a key part in developing innovative programs and initiatives, placing a special emphasis on integrating Artificial Intelligence to address challenges related to the triple transition - Digital, Decarbonization, and Demographics (3Ds). Particularly, the JPO will focus on harnessing the enormous potential of digitalisation to enhance the effectiveness and efficiency of skills development, lifelong learning, and employment ecosystems. The utilisation of digital technologies, including Massive Online Open Courses (MOOCs), Open Educational Resources (OER), Machine Learning, and Artificial Intelligence, as well as Virtual and Augmented Reality, is identified as transformative in shaping learning materials, teaching processes, and fundamentally changing pedagogies. Moreover, the JPO will actively contribute to addressing the digital divide that exists within and between countries.

Aligned with the SKILLS Branch's mandate, the JPO will actively contribute to enabling constituents to adapt skills development to the evolving needs of the world of work. This includes enhancing the employability of workers, boosting the productivity of enterprises, and promoting the inclusiveness of economic growth through leveraging the potential that digital technology offers. The JPO's role is pivotal in driving transformative change within the SKILLS Branch to meet the challenges and opportunities presented by the rapidly evolving digital landscape.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Team Leader (Skills Policy, Systems and Digitalization) and in collaboration with team members, the JPO will perform the following duties and responsibilities:

- Assist in analysing global trends and developments impacting employment, skills, lifelong learning systems, social protection and digital transformation, with a special focus on the intersections between digital, green, and demographic changes.
- Support the development and dissemination of digital tools and materials for the digitalisation of skills policies and systems, emphasising approaches that align with the triple transition.
- Aid in creating innovative digital tools and materials to promote digital learning, assessment, and certification, including micro-credentials and the recognition of prior learning, considering the implications of AI, environmental sustainability, and demographic shifts.

- Contribute to the development of modern tools and methodologies for digitally transforming skills development
- Support the development of a wide range of digital tools and materials promoting the digitalisation of skills, policies and systems
- Support in designing and carrying out state-of-the-art global comparative research on the use and leveraging of technologies for skills development systems and programmes
- Support in carrying out a comparative analysis of skills and lifelong learning policies and strategies, governance and financing of skills and lifelong learning systems.
- Provide technical and policy advisory services to governments, employers and workers' organisations and other stakeholders for the digitalisation of skills development and TVET systems
- Participate in missions, international, regional and national seminars, workshops and meetings on behalf of the supervisor or together with her/him
- Take an active role in the implementation of development cooperation projects in various countries, in close collaboration with the relevant specialists in the SKILLS Branch.
- Support the design of project concept notes and proposals for resource mobilisation, as well as terms of references for external contractors and maintain relationships with other international and non-governmental organisations
- Contribute to the knowledge management and communication efforts of the Branch to ensure that research findings and lessons learnt through research and pilots reach a wide range of constituents and interested stakeholders.
- Provide technical inputs to office documents on the subject of the Future of Work, skills and lifelong learning policies and systems, digital transition of skills development and TVET systems, or other related areas of work such as digital inclusion or digital skills (i.e. technical committees, regional meetings and ILC conference reports).
- Perform other tasks that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education

Master's degree in information technology, digitalisation, economics, political and/or sciences, international development, technical and vocational education and training, human resources development/management or equivalent.

Work experience:

One to two years of experience in the field of digitalisation, application of digital tools and products, skills development, digital transformation of skills development, digital teaching and learning, technical and vocational education and training or youth

employment programmes. Work experience in Artificial Intelligence and/or in developing countries and/or international organisations would be an asset.

Skills required for the assignment:
Minimum:

Ability to communicate effectively in both written and verbal forms, ability to initiate activities and to work effectively in a team, ability to prepare high quality and technically sound reports and publications, ability to use standard IT technology, such as word processing, spreadsheets and presentation techniques.

Desirable:

Ability to communicate effectively at a high policy level, ability to draft concise policy documents, ability to produce high-quality analytical outputs with the use of complex methods, data sets and variables, ability to use statistical data processing tools, and work in interdisciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation tools (such as PowerPoint, Prezi), creativity in developing ideas for the preparation of publications and for upgrading webpages which would be clear and appealing for the audience.

Languages:

Minimum:

Excellent command of the English language with good drafting skills.

Desirable:

Good knowledge of a second working language (French or Spanish) of the ILO would be an advantage.

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 one's own initiative as well as cooperate as a team member.
3. Sensitivity to diversity and the ability to work in a multicultural environment.

TRAINING COMPONENTS AND LEARNING ELEMENTS

- Gaining advanced skills in integrating Artificial Intelligence into educational and training programs to address the challenges in skills development, lifelong learning, and employment ecosystems.

- Enhance expertise in utilising digital technologies and artificial intelligence for comparative policy research, innovative guideline creation, technical assistance provision, and contributing to policy improvement and implementation in Lifelong Learning and Technical and Vocational Education and Training (TVET) systems, with a specific emphasis on leveraging digital technologies.
- Broaden the knowledge about learning in an international organisation, dealing with skills and employment issues, understanding the ILO's work in this field and the ILO's activities and goals in general;
- Become familiar with technical cooperation, also through specific ILO training courses in working on ILO technical cooperation projects;
- Interact with ILO constituents (ministries of labour, ministries of education and training, employers' and workers' organisations), UN agencies, international organisations (such as UNESCO, the OECD and other development partners) engaged in skills development, training systems and employment issues;
- Improve the abilities to conduct applied research, draft reports and professional communication;
- Work as a member of an international team.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.