



International
Labour
Office

Post number: 2390
Month of issue: January
Year: 2024

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

GENERAL INFORMATION:

Title: Junior Professional Officer in “Digitalisation and Green Transition: Reshaping the Skills Ecosystem for Youth Employment and Decent Work”

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

This position aims to contribute to the vision of the ILO that advances social justice and promotes decent work through the use of digital technologies in strengthening Skills, Lifelong Learning, and Employment policies and ecosystems. It seeks to address pressing global challenges such as youth unemployment and the imperative for a green transition. By leveraging digital tools and innovative approaches, this role will play a crucial part in fostering youth employment opportunities within sustainable sectors, thereby supporting both economic growth and environmental conservation.

Digitalisation and leveraging tools like artificial intelligence, open educational resources (OER), machine learning, and virtual/augmented reality not only boost lifelong learning systems' efficiency but also hold the potential for advancing youth employment and decent work. These technologies reshape learning materials and pedagogies, while digital credentials streamline the recognition of learning outcomes. However, a persistent digital divide within and between countries necessitates urgent efforts to bridge this gap. Concurrently, the green transition brings both opportunities and challenges for skills and youth employment. While sectors like clean energy, green transport, and sustainable agriculture offer new prospects, they also demand additional training and education. The reality of job losses or displacement in and between sectors also has a high impact on the Skills Systems in the digital, green and demographic transition. Supporting workers and young individuals through this transition is imperative.

Therefore, the Junior Professional Officer (JPO) will support and participate in the design and implementation of innovative approaches for skills development, entrepreneurship, youth employment and decent work. Moreover, the JPO will also support the team and Global Action Programmes with the development of an enabling policy environment for skills and lifelong learning for green jobs, global supply chain, formalisation of informal economy and crisis-responsive action in fragile settings. The work will be done in close coordination with other skills specialists in Geneva and the field.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Team Leader (Skills Policies, Digitalisation and Systems), the JPO will perform the following duties and responsibilities:

- Assist in analysing global trends and developments, which have a direct bearing on the formulation of policies related to youth employment, decent work, enterprise development, skills, lifelong learning systems and digital and green transformation
- Support the development of a wide range of digital tools and materials promoting the digitalisation of skills policies and systems for promoting decent work and social justice

- Support the development of innovative digital tools and materials to promote digital learning, assessment and certification, including using micro-credentials, recognition of prior learning etc.
- Support the development of recommendations for an enabling policy environment for addressing the impact of digital and green transitions and demographic changes
- 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 for addressing green and digital transformations and the care economy
- Support the development of innovative approaches for effective governance, financing, monitoring and evaluation of skills and lifelong learning systems
- Support in designing and carrying out global comparative research and development of tools on the use of technology for skills development in crisis-affected areas and informal economy
- Support in designing and carrying out global comparative research and development of tools for sustainable skills and enterprise development
- Assist in providing technical and policy advisory services to governments, employers' and workers' organisations and other stakeholders
- Participate in international, regional and national seminars and forums
- Organise high-level and senior events for capacity building on relevant topics for the SKILLS Branch and respective team
- Take an active role in implementing 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 SKILLS 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, the 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 science, international development, technical and vocational education and training, human resources development/management, social sciences 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

- Learn about and support global initiatives for the digital transition of skills development, focusing on transforming TVET systems and enhancing skills certification and portability.
- Developing knowledge on policies and policy production for skills and lifelong learning, as well as in areas like governance, finance, enterprise development, and crisis-responsive measures, particularly in fragile settings.
- 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 his/her 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.