



International
Labour
Office

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VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in Skills Development in Enterprise Contexts (MSMEs)

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 Policy, Systems and Digitalization)

Overall Supervision by:

Chief, Skills, and Employability Branch

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 Junior Professional Officer (JPO) will work in the Skills Policies & Digitalisation team. This team in the Skills and Employability Branch works towards improving national skills policies and systems. ILO work in this area supports governments and social partners to improve policy, planning, governance and regulation aimed at enhancing skills development and lifelong learning in micro, small and medium enterprises (MSMEs) to increase the involvement of employers and workers' organisations in MSMEs' skills development and to improve the quality and relevance of skills development to support competitiveness, productivity, innovation and inclusive, safer and more sustainable work environments. The JPO will contribute to comparative policy research, monitoring of emerging trends, policy guidelines, and technical assistance to countries and capacity building of ILO constituents (Governments, employers, and workers organisations) in developing and implementing policies and programmes related to skills and staff development in enterprise contexts, particularly in MSMEs. The JPO will directly contribute to developing innovative skills and staff development approaches, designing and implementing projects, managing knowledge and applying new technologies, including digitisation, to the above-mentioned work areas.

The **Skills and Employability Branch (SKILLS)** assists ILO member States and social partners in applying policy recommendations through tripartite consultations on skills development, adapting them to their circumstances and priorities. Comparative research, policy guidelines, and technical assistance aims to help constituents to integrate skills development into national and sector development policies and strategies. The branch works based on key strategic policy documents agreed by the ILO tripartite constituents: ILO Global Strategy for Skills and Lifelong Learning (ILO, 2023), Recommendation 195 on Human Resources Development (ILO, 2004), Recommendation 208 on Quality Apprenticeships (ILO, 2023). The ILO approach to support skills development and lifelong learning systems is based on five pillars:

- Developing and disseminating quality labour market intelligence
- Ensuring effective policies and governance arrangements to improve financing, relevance, quality, inclusiveness and sustainability of skills development and lifelong learning
- Ensuring quality delivery of skills development in all contexts, whether formal or not, making the best use possible of existing media and current technology
- Guaranteeing access for all to learning opportunities, independently of gender, creed, ethnicity, or life situation
- Ensuring the development and upgrading of apprenticeship systems and work-based learning.

In line with **the ILO Centenary Declaration on the Future of Work**, the Skills and Employability Branch undertakes research and policy formulation by identifying the demand for future skills in times of technological change, climate change, artificial intelligence, and globalisation. The findings are used in policy advice, formulation, and capacity building to support ILO constituents. The COVID-19 pandemic has halted skills delivery in many countries, and economic impacts are increasing existing inequalities.

Economic recovery, therefore, needs to focus on upskilling and reskilling for social inclusion.

DUTIES AND RESPONSIBILITIES

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

- Compile research summaries and/or presentations on key issues related to skills and staff development in MSMEs, including:
 - policies and governance arrangements for skills development, training and human resource development in MSMEs;
 - the use of financial and non-financial incentives for workers and enterprises to participate in skills development;
 - the engagement of social partners in MSME skills and human resource development;
 - recognition of experiential learning and skills acquired informally;
 - the use of micro-credentials for skills development;
 - development of frameworks and programmes for MSMEs skills and human resource development, including support to formalisation of business; and
 - the promotion of the use of digital and hybrid solutions in skills and human resource development in MSMEs.
 - Contribute to the development of research projects, policy briefs and other resource materials related to skills and staff development in MSMEs;
 - Contribute to the development and implementation of development cooperation projects related to skills and staff development in MSMEs;
 - Organize events related to the topic as required; and
 - Perform other tasks that may be assigned by the supervisor.
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QUALIFICATIONS AND EXPERIENCE

Education

Master's degree in areas relevant to the work area, such as labour economics, technical and vocational education and training, human resources development/management, organisational sociology, organisational psychology, international development, political and/or social sciences or equivalent.

Work experience:

One- two years of experience in the field of TVET, skills development, employment, or human resource development. Work/research experience with MSMEs skills development will be valued. Work experience in developing countries and/or international organisations would also be an asset.

Skills required for the assignment:

Minimum:

Ability to communicate effectively in both written and verbal forms, initiate activities and work effectively in a team, prepare high-quality and technically sound reports and publications, and 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, ability to work in interdisciplinary teams, ability to deliver training and presentations engaging audiences, ability to use a variety of presentation tools (such as PowerPoint, Prezi, PowToon and others), creativity in developing ideas for the preparation of publications and for upgrading webpages which would be clear and appealing for the audience, ability to use AI supported high productivity tools in editing, translation and search.

Languages:

Minimum:

Excellent command of the English language with good drafting skills.

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 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

- Develop expertise in supporting governments and social partners for effective policy, planning, governance, and regulation in order to enhance skills development and lifelong learning within micro, small, and medium enterprises (MSMEs).
- Gain skills to contribute towards the enhancement of skills development quality and relevance for governments and ILO constituents, fostering competitiveness, productivity, innovation, and creating inclusive, safer, and sustainable work environments.

- 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, employers' and workers' organisations), UN agencies, and 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.