



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 ... *Transition from informal to formal economy*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *DDG*

Organisational unit: *Priority Action Programme on Transition to Formality, AP/F*

SUPERVISION

Direct Supervision by:

Frédéric LAPEYRE, Director AP/F, lapeyre@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on tasks, criteria of success and timely delivery of expected results

Regular meetings between the JPO and the supervisor about timely delivery of expected results will be scheduled every month.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for a good understanding of the key policy challenges related to transition to formality and the ILO approach.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the JPO's quality delivery and JPO's skills development.

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

INTRODUCTION

The position is located in the Priority Action Programme "Transition from the informal to the formal economy" (AP/Formalization) under the DDG portfolio.

IGDS no.660 provides details about the objectives and operational modalities of the four Priority Action Programmes (APs) introduced through the Programme and Budget for 2024–25. The APs focus on the effective coordination and integration of policies and activities across the different areas of the ILO's work and the provision of integrated support to constituents. They are expected to function as entry points for leveraging partnerships and cooperation in support of the Global Coalition for Social Justice. The four APs have been designed to foster integrated cross-Office action and collaborative working modalities across departments at headquarters and in field offices, addressing decent work deficits affecting specific, well-defined populations and ensuring integrated policy responses aimed to result in measurable outcomes. In this way, the APs will enable the consolidation and expansion of in-house expertise and knowledge on key policy areas of the world of work; this will translate into increased impact at country level and the stronger positioning of the ILO globally. The APs will be implemented in close cooperation with ILO tripartite constituents and involve relevant entities of the multilateral system, as well as development partners and civil society organizations concerned with the specific theme each AP is targeting.

Guided by the Transition from the Informal to the Formal Economy Recommendation, 2015 (No. 204), AP/Formalization will enable coherence and effectiveness of ILO technical assistance to support ILO constituents in designing and implementing integrated strategies for transition to formality leading to transformative change by: (a) building a shared understanding, based on evidence, among constituents and within the multilateral system on why and how to address informality and its root causes with particular attention to gender equality concerns, highlighting the essential contribution of formalization to social justice; (b) strengthening the capacity of constituents to implement gender-responsive, inclusive, integrated and coherent formalization strategies and to improve the coordination and synergies between distinct policy interventions in the area; and (c) developing joint initiatives within the multilateral system on transition to formality.

The AP/F implementation plan reflects its crucial role in enabling specialists in HQ and the Field to foster and implement an integrated approach for transition to

formality with the view to increase the effectiveness of ILO technical support in terms of transformative change at country level. Such strategy will build on ILO expertise and effective tools developed to promote decent work and facilitate transition to formality. From this perspective, AP/Formalization will be instrumental in determining what is the most effective way of combining and sequencing multidimensional policies to facilitate formalisation. And it will play a key role in terms of capacity building of ILO specialists and ILO constituents; especially through coordinating and facilitating knowledge sharing and South-South cooperation.

DUTIES AND RESPONSABILITIES

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

- Update and maintain the repertory of innovative approaches for transition to formality.
- Compile available publications by other multilateral agencies on the informal economy and informal employment.
- Participate in the development of knowledge sharing events.
- Support AP/F specialists in their activities related to Global Accelerator's pathfinders countries
- Assist in preparing the General Discussion on innovative approaches for transition to formality at ILC 2025
- Perform others task that may be assigned by the supervisor.

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

- Series of knowledge sharing events
- Report on innovative approaches for transition to formality
- Technical backstopping on Field activities linked to Output 8.2

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in Social Sciences, Economics or Development Studies.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Social Sciences, Economics or Development Studies.

Work experience:

Minimum:

At least two years of experience in development cooperation programmes related to promoting decent work or a relevant area, at the national / international level

Desirable:

Work experience in assisting drafting reports and research documents

Skills required for the assignment:

Minimum:

Excellent drafting skills and strong analytical and research skills

Desirable:

Good knowledge of the policy debates on transition to formality and decent work;
Exposure to SDGs related policy debate and interventions would be an asset

Languages:

Minimum:

Excellent command of one working language of the ILO (English, French or 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:

- Through the work in the field of transition to formality get trained to develop effective policy frameworks for transformative change of the world of work.
- Through guidance of the supervisor and senior colleagues and participation in seminars, workshops and interaction with specialists get trained in combining different policy areas in a coordinated way.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the ILO integrated approach for transition to formality.
 - Become familiar with ILO's mandate and with tripartite social dialogue.
 - Interact with colleagues from different policy departments and the Field working on transition to formality.
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Familiarize yourself with the functioning of the UN system and the Global Accelerator.
 - The JPO will gain in-depth knowledge of integrated approach of transition to formality and will further develop analytical skills for policy comparative analysis.
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BACKGROUND INFORMATION

IGDS no.660 provides details about the objectives and operational modalities of the four Priority Action Programmes (APs) introduced through the *Programme and Budget for 2024–25*. The APs focus on the effective coordination and integration of policies and activities across the different areas of the ILO's work and the provision of integrated support to constituents. They are expected to function as entry points for leveraging partnerships and cooperation in support of the Global Coalition for Social Justice. The four APs have been designed to foster integrated cross-Office action and collaborative working modalities across departments at headquarters and in field offices, addressing decent work deficits affecting specific, well-defined populations and ensuring integrated policy responses aimed to result in measurable outcomes. In this way, the APs will enable the consolidation and expansion of in-house expertise and knowledge on key policy areas of the world of work; this will translate into increased impact at country level and the stronger positioning of the ILO globally. The APs will be implemented in close cooperation with ILO tripartite constituents and involve relevant entities of the multilateral system, as well as development partners and civil society organizations concerned with the specific theme each AP is targeting.

AP/Formalization will not only be involved in realizing target CPOs under *Output 8.2* but it will be instrumental to the realization of many other target CPOs under Outputs which are linked directly or indirectly with the issue of transition to formality such as, for example, 2.1, 2.2, 3.1, 3.2, 4.1, 4.4, 5.2, 6.1, 6.3, 7.1, 8.1 or A.1; the AP/F implementation plan table provides an overview of relevant P&B 2024-25 outputs that will benefit from AP/Formalization support.

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.