



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 *Standards Policy and Development*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Standards Department (NORMES)*

Organisational unit: *Standards Policy Unit – Standards Policy and Development Section*

SUPERVISION

Direct Supervision by:

*Lisa Tortell, Legal Specialist, Standards Policy and Development Section
(tortell@ilo.org)*

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor during the first month, including tasks and training opportunities.

Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled at regular intervals and, as an integral part of the team, the JPO will attend regular SPD Section meetings. Detailed instructions, guidance and coaching will be provided by the supervisor and other members of the SPD Section as necessary.

The JPO will accompany and assist the supervisor and other SPD team members in seminars, workshops and meetings as appropriate.

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

INTRODUCTION

The position is located within the International Labour Standards Department (NORMES). NORMES is responsible for designing and implementing ILO policy on the setting, promotion, ratification and supervision of international labour standards in accordance with guidance provided by the Governing Body. NORMES is the lead Department in realizing Office-wide coherence and cooperation on international labour standards (ILS) and promotes the ILO standards policy as a cornerstone of ILS activities. In that context, NORMES leads the work on enhancing the relevance of ILS to a changing world of work and ensure their role as a useful means of achieving the constitutional objectives of the Organization, as well as the ILO strategic objectives, as called for by the 2008 Declaration on Social Justice for a Fair Globalization. NORMES supports and services all ILO bodies mandated to supervise the effective application of ILS.

Since 2015, the Standards Review Mechanism Tripartite Working Group (SRM TWG) has been tasked with keeping the body of ILS up to date and relevant to the world of work. Its mandate involves classifying the ILS, identifying gaps in coverage including those requiring new standards, and proposing any practical and time-bound follow-up action. Implementation of the SRM TWG's recommendations, as approved by the Governing Body, is an institutional priority and the subject of a cross-Office collaboration coordinated by NORMES. To this end, an ILO helpdesk on the SRM TWG has been developed to coordinate and facilitate the provision of information and advice on the process to constituents.

The contribution of the Department (NORMES) is linked to the ILO's Strategic Plan for 2022-2025¹ and to the Outcome 1 of the [ILO Programme & Budget 2024-2025](#).²

The JPO will be assigned to work in the Standards Policy Unit's Standards Policy and Development Section, which notably provides the Office support to the SRM TWG, including its helpdesk, and the normative elements of the ILO strategy on decent work in supply chains.

¹ By 2025, the ILO will have brought to bear fully its permanent comparative advantages of international labour standards and tripartism, including through a clear, robust and up-to-date body of international labour standards subject to authoritative and effective supervision, and strengthening the capacities of its constituents (see [GB.340/PFA/1\(Rev.1\)](#) para 49.c).

² In particular, **Output 1.1** (Increased capacity of Member States to ratify ILS), **Output 1.2** (Increased capacity of constituents to drive effective application of ILS), **Output 1.3** (Increased capacity of constituents, partners and stakeholders to engage with normative action), and **Output 1.4** (Increased capacity of constituents, partners and stakeholders to respect, promote and realize fundamental principles and rights at work).

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will work on the follow-up to the recommendations of the SRM TWG, as approved by the Governing Body, by supporting the cross-Office collaboration on the SRM TWG to encourage their implementation in Member States. In addition, she or he will.

In particular, she or he will perform the following duties and responsibilities:

- *Update, maintain and monitor draft internal national plans of action for the implementation of the SRM TWG's recommendations in Member States, in collaboration with colleagues in the field.*
- *Participate in the design, development and implementation of tools to promote the follow up to the SRM TWG recommendations in Member States, including initiatives to raise awareness, build capacity and provide technical assistance.*
- *Monitor and track the progress of steps taken across the Office and in Member States to implement the SRM TWG's recommendations.*
- *Compile technical advice in response to requests for support on SRM TWG follow up from ILO officials in headquarters and the field, as well as ILO constituents and other stakeholders in Member States.*
- *Participate as a member of the Office secretariat supporting the annual SRM TWG meetings.*
- *Perform others tasks that may be assigned by the supervisor, in particular in relation to support to the Action Programme on Supply Chains (AP/SC) on the normative components of the ILO strategy on decent work in supply chains, and the preparation of the SRM TWG meetings.*

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

- *The SRM TWG's tenth meeting.*
- *The Governing Body discussion of the SRM TWG's report.*

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum: Advanced university degree in Law, preferably with a focus on labour law, international law or human rights.

Desirable: University degree or diploma in the area of communications.

Work experience:

Minimum:

At least two years of experience in labour or international law, at the national or international level.

Desirable:

Work experience in the communication or promotion of standards and/or capacity building would be an asset.

Skills required for the assignment:

Minimum:

Technical skills:

Ability to: analyse legal issues and draft clearly and concisely; draft responses to enquiries in clear and concise manner; and design communication initiatives to present complex legal concepts and ideas in creative and user-friendly ways. Ability to: carry out assignments in accordance with instructions and guidelines; and work within tight deadlines and respect confidentiality.

Behavioural skills:

Good communication skills, both written and verbal. Effectively identifies and meets constituents' needs and cooperates as a team member. The ability to work in a multicultural environment, and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Desirable:

Good skills in the use of new technologies to build capacity and share information would be an asset.

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 desirable. One of these languages must be English.

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:

The JPO will have regular meetings with the supervisor, on-the-job training and participation in relevant department/Section meetings and knowledge sharing events on selected topics related to ILS.

Through guidance of the supervisor and senior colleagues within the Standards Policy and Development Section, the JPO will become familiar with the ILO's mandate and the functioning of the ILO. The JPO will benefit from on-the-job training in ILS and the procedures to keep them up-to-date and relevant to the world of work; the functioning of tripartism; and methods to secure effective implementation of ILS in Member States.

Learning elements:

The JPO will:

- *gain in-depth knowledge of the ILS and ILO standards policy, including the ILO's mandate in relation to ILS and their implementation in Member States.*
- *become familiar with the ILO's institutional coordination mechanisms, in particular the Governing Body and the SRM TWG.*
- *Interact with technical units and field offices working on ILS related matters, including if possible through mission travel.*
- *Get acquainted with the work of a multi-disciplinary and multi-cultural team.*
- *Become familiar with the functioning of the ILO and UN systems.*

BACKGROUND INFORMATION

Further information is available on the SRM TWG page of the ILO's official website: [Standards Review Mechanism Tripartite Working Group | International Labour Organization \(ilo.org\)](https://www.ilo.org/srm-twg)

The JPO will contribute to deliver on [ILO Programme and Budget Outcome 1 on International Labour Standards](#).

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.