



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](mailto:jpo@ilo.org).*

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

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in *addressing the informal economy*

**Duty station:** *Geneva, Switzerland*

**Duration of the assignment:** 12 months, *renewable*

**Grade:** P2

**Department/ Field Office:** *Conditions of Work and Equality Department (WORKQUALITY)*

**Organisational unit:** *Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK)*

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### SUPERVISION

#### Direct Supervision by:

*Anna Olsen, labour protection and informality specialist: [olsen@ilo.org](mailto:olsen@ilo.org)*

#### Content and methodology of supervision:

*Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below*

A time-bound work plan will be agreed between the JPO and the supervisor on deliverables of the Branch work plan on the informal economy.

Regular meetings between the JPO and the supervisor will be scheduled to discuss progress on the work and to provide opportunities for feedback. The JPO will accompany and assist the supervisor or another assigned staff member and participate in selected missions, seminars, workshops and meetings.

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

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## INTRODUCTION

*Give a brief background of the department or region/field office/programme: where it is located within the organization, what it does, linking the contribution of the department or office/programme to the ILO Strategic Policy Framework 2020-2025 and the Programme & Budget.*

The position will be based in the Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK). INWORK provides technical support to ILO constituents and expands the knowledge base on wages, working time, work organization, working conditions, labour markets institutions, domestic work, informality and labour market security. The branch's work covers the interplay among these key labour market institutions and their combined effect on worker protection, labour market performance and equality. INWORK is part of the Conditions of Work and Equality Department (WORKQUALITY).

Across the world, 2 billion workers, representing 61.2% of the world's employed population, are in informal employment. The informal economy absorbs 8 out of every 10 enterprises at worldwide level. Informality is thus a phenomenon of great magnitude which, contrary to the old forecasts, has not diminished over time.

With a large informal economy, reducing poverty, achieving decent work for all, decreasing inequalities and ensuring a sustainable development remains an illusion. It is why governments, workers and employers have made to addressing informality one of the top priorities in the ILO Programme & Budget during the last decade. Addressing informality and the transition to formality are mainstreamed among most ILO's actions.

## **DUTIES AND RESPONSABILITIES**

*Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:*

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

- Contribute to ILO research on what works and what doesn't work to facilitate the transition of informal economy workers to the formal economy, reduce the decent work deficits they face and prevent informalisation of jobs.
  - Assist in the provision of country assistance on addressing informality, including by strengthening the effectiveness and accountability of public institutions.
  - Develop methodological tools and awareness raising supports aiming to accelerate progress on the transition to the formal economy, including by strengthening the capacity of workers to operate on a sustainable manner in the formal economy.
  - Participate, in collaboration with fields Offices, to sharing information and knowledge, on practical measures to improve working and living conditions of informal economy workers.
  - Organize meetings, knowledge-sharing events and webinars.
  - Perform other tasks that may be assigned by the supervisor.
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

*Describe clearly and accurately the required educational background.*

First university degree or equivalent in social sciences or economics or other relevant and related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in social sciences, economics or other relevant and related field.

### **Work experience:**

Minimum:

Relevant work experience of 2 to a maximum of 4 years either at national or international level.

Desirable:

Work experience with governments, social partners, private policy think-tanks, or international organizations.

**Skills required for the assignment:**

Minimum:

*Please indicate technical knowledge, and professional skills e.g.* Strong analytical and research skills in the field of expertise; Good computer skills.

Desirable:

*Please indicate additional technical knowledge, professional skills e.g.* Good knowledge of issues concerning working conditions and work organization including telework.

**Languages:**

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second and third working language of the ILO would be an asset.

**ILO competencies:**

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

*Indicate the three most relevant ILO competencies required to properly carry out the duties and responsibilities within the context of the posting. For a complete listing please see: <https://www.ilo.org/intranet/english/bureau/pers/compet/index.htm>*

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.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

### Training components:

*Indicate which activities will be used to structure/manage learning*

Through guidance of the supervisor and senior colleagues the JPO will receive training on the analysis and strengthening of labour market institutions, on the roots causes of informality and the ways to address them, on the vulnerability of informal economy workers and what can be done to improve their living and working conditions.

### Learning elements:

*Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year*

- Become familiar with the mandate and functions of the ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body).
- Get acquainted with the challenges facing workers and businesses in the contemporary world of work, particularly in relation to the digitalization of the economy, and ways to respond to these challenges.
- Getting sensitized to the diversity of issues and approaches in industrialized, emerging and developing countries.
- Gain experience on policy-oriented research and country assistance.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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## BACKGROUND INFORMATION

*Background information should include the following:*

- *general outline of the Programme/project (use web links);*
- *outline of planned developments concerning the Programme/project;*
- *information about living arrangements/conditions wherever possible;*
- *state the ILO outcome(s) from the Programme and Budget the JPO will work for: e.g. which outcome / indicator is relevant to the role.*

Some institutional background:

- General information on the work of the Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) can be found on <http://www.ilo.org/travail/lang--en/index.htm>.
- In June 2015, the International Labour Conference adopted the [Transition from the Informal to the Formal Economy Recommendation, 2015](#) (No. 204), a new labour standard of strategic importance to the world of work given the magnitude of the informal economy. This is the only international labour standard to focus on the informal economy in its entirety.
- In 2025, the International Labour Conference will have a general discussion on “Innovative approaches to tackling informality and promoting transitions towards formality”.
- The transition to formality contributes to reaching primarily SDG 8, namely to promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all. In particular, it is a condition for achieving target 8.3 and for monitoring progress based on indicator 8.3.1 (“share of informal employment in non-agriculture employment, by sex”). As informal economies are typically characterized by a high incidence of poverty, inequality and decent work deficits, the transition to formality has a significant influence on reaching several other SDGs and related targets under goal 1 (all targets) through higher labour incomes and extended social security coverage; goal 5 through gender-sensitive formalization policies that support the economic empowerment of women; goal 10 on inequality through the economic and social inclusion of those in the informal economy; and goal 16 through higher respect for the rule of law.
- The JPO will be engaged in the implementation of several policy outcomes of the Programme and Budget 2024-2025, with a particular emphasis on Output 6.3 and Output 8.2.

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

### **Fraud warning**

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.



The ILO has a smoke-free environment.