



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)

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Financial Governance and Management

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Office of the Treasurer and Financial Comptroller

**Organisational unit:** TR/CF

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### SUPERVISION

#### Direct Supervision by:

Ms Anny Zhang – Financial Governance Officer and Senior Risk Officer a.i., Office of the Treasurer and Financial Comptroller, [zhang@ilo.org](mailto:zhang@ilo.org)

#### Content and methodology of supervision:

The incumbent of this position will report to the Financial Governance Officer and Senior Risk Office a.i. in the Office of the Treasurer and Financial Comptroller (TR/CF) and undertake tasks related to financial governance and management, audit and oversight, training and knowledge management.

A time-bound work plan will be agreed between the JPO and the supervisor on specific and clearly defined tasks to be undertaken by the JPO throughout the duration of the first-year assignment, and in line with the job description.

The JPO will receive structured guidance from the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.

Performance and development objectives will be discussed and agreed within the first month of the assignment, and reviewed in accordance with ILO's Performance Management Framework, as applicable to JPOs.

The JPO will be given continuous performance and development feedback, and professional mentoring by the supervisor. Through the supervisor, the JPO will also benefit from the guidance of the Treasurer and Financial Comptroller.

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## **INTRODUCTION**

The JPO position will be located in the Office of the Treasurer and Financial Comptroller (TR/CF). The Treasurer and Financial Comptroller is responsible to the Director-General for the formulation of financial and budgetary policy and the oversight of the Office's fiduciary responsibilities for all sources of funds, and for the establishment and maintenance of a sound system of internal control that supports the achievement of Office aims and policies.

The Treasurer and Financial Comptroller is responsible for the operations of the Financial Management department, the Procurement Bureau, as well as the overall functioning of financial governance, internal control and risk management throughout the Office.

This assignment constitutes a unique opportunity to contribute to the ILO's financial governance and management functions and particularly to provide support to the governance and oversight bodies, financial certification processes and knowledge management.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Financial Governance Officer and Senior Risk Office a.i., the JPO will perform the following duties and responsibilities:

1. Organizational support to the functioning of the Programme, Financial and Administrative Section (PFA) of the Governing Body and the Finance Committee of the International Labour Conference, involving:
  - Prepare draft speaking notes for the Chairperson;
  - Collect inputs from relevant departments and offices for the PFA agenda items;

- Monitor document production deadlines.
- 2. Support to the ILO's financial governance processes, involving:
  - Prepare, monitor and provide user support for the annual Internal Letter of Representation reporting exercise;
  - Conduct first-level data analysis for inputs into the Statement of Internal Control.
- 3. Support to management follow-up on audit and oversight, involving:
  - Disseminate, monitor and review Office responses to internal and external audit recommendations;
  - Support the work of Independent Oversight Advisory Committee (IOAC) as required.
- 4. Support to training and knowledge management, involving:
  - Contribute to the development of training materials and the organization of training events;
  - Conduct graphic design, formatting and maintenance of Risk/Control Bulletins;
  - Maintain intranet and public websites in relation to financial governance.
- 5. Any other relevant duties assigned by the supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First-level university degree (Bachelor's or equivalent) in business administration, finance or accounting or equivalent professional qualification.

### **Work experience:**

Minimum:

Three years of relevant professional experience in financial accounting.

Desirable:

Work experience in financial accounting at the international level would be an advantage.

### **Skills required for the assignment:**

Minimum:

Ability to analyse financial information from several sources, examining documentation, reconciling discrepancies or inconsistencies. Ability to relate financial/accounting theory to operating practices. Ability to draft reports and explain decisions effectively to staff within the department. Ability to use common office computer applications. Discretion is required as work may involve dealing with confidential material.

**Languages:**

Minimum:

Excellent command in one of the ILO official languages (English, French, Spanish).

Desirable:

Good working knowledge of one of the other two ILO official languages would be an advantage.

**ILO competencies:**

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

1. Good interpersonal and communication skills.
2. Ability to undertake research and analytical tasks and to draft clearly and consistently in ILO official languages. Ability to communicate effectively orally.
3. Objectivity and ability to apply financial rules and procedures in a fair and consistent manner.
4. A high degree of tact and diplomacy and discretion, and proven ability to maintain confidentiality.
5. Ability and willingness to work both independently and as a team member.
6. Excellent time management skills and ability to plan and execute assigned duties.
7. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The JPO will get on-the-job training in financial governance and management policies and processes through the guidance of the supervisor and interaction with colleagues at headquarters and in the field offices.

### **Learning elements:**

This post will offer the JPO exposure to:

- Become familiar with ILO's organizational structure and activities in an international environment.
- Become familiar with the functioning of the ILO's governance organs and oversight bodies.
- Become familiar with the ILO's strategic objectives.
- Financial governance and management.
- ILO official languages and official documents.
- Development of interpersonal skills in an international environment.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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## **BACKGROUND INFORMATION**

The main objective of the ILO Junior Professional Officer (JPO) Programme is to provide young professionals a hands-on experience of the ILO activities as well as to aim to promote the integration of young talent into the organisation. An experience at the ILO constitutes a valuable learning opportunity for these young professionals while providing the Office with a pool of talented individuals who bring with them the latest in academic research and best practices.

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.