



International
Labour
Office

2024

Post number: 2431
Month of issue: October

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 *Care Policies and the Care 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: Gender, Equality, Diversity and Inclusion (GEDI) Branch

SUPERVISION

Direct Supervision by:

Laura Addati Maternity Protection and Work-Family Specialist, addati@ilo.org.

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on GEDI's work on care policies to support the implementation of the ILO Plan of Action on the follow-up to the Resolution concerning decent work and the care economy. Regular meetings between the JPO and the supervisor to review progress and necessary adjustment to the work plan will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor at various stages before completion in order to verify that feedback has been taken up and the results correspond to the required quality standards.

The JPO will accompany and assist the supervisor in research and capacity building activities, missions, seminars, workshops and meetings linked to implementation of the ILO Plan of Action on Decent Work and the Care Economy.

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 Gender, Equality, Diversity and Inclusion (GEDI) Branch within the Conditions of Work and Equality Department (WORKQUALITY). GEDI is responsible for promoting gender equality and respect for diversity in the world of work, and managing the ILO's programme on HIV and AIDS. The Branch strives for the elimination of discrimination, including based on gender, race, ethnicity, indigenous identity, sexual orientation and gender identity, disability and HIV status. The Branch provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces, and addressing multiple and intersecting forms of discrimination. The Branch also deals with the topic of care policies, prevention and elimination of violence and harassment and pay equity.

The JPO will support GEDI's work on care policies, maternity protection, work-family balance and the care economy, including the implementation of the ILO Plan of Action (2024-2030) to follow-up to the ILO Resolution concerning Decent Work and the Care Economy. The work will contribute to Outcome 5.2 of the ILO Programme and Budget 2024-25 and 2026-27 *"Increased capacity of the constituents to advance decent work in and through the care economy"*, as well as to the cross-cutting policy driver on gender equality and non-discrimination.

DUTIES AND RESPONSABILITIES

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

- Undertake quantitative and qualitative research on care policies and gender equality at work, with a particular focus on maternity, paternity and parental protection, work-family policies and the care economy.
- Update, maintain and expand the ILO Care Policy Portal and Investment Simulator.
- Collect, compile and analyse statistical and legal data on care work and care policies, using ILO statistical and legal databases and tools.

- Prepare high quality drafting and statistical inputs (based on both quantitative and qualitative analysis) for ILO publications, in particular reports, working papers, briefs, newsletters, communication assets, and ILO website.
- Assist the provision of advisory services to ILO constituents on care policies and the care economy according to ILO standards, resolution and guidelines. This will involve participating or assisting in multidisciplinary country policy advisory missions or other global, regional or country-related technical assistance activities linked to the ILO Programme and Budget and the ILO Plan of Action on Decent Work and the Care Economy.
- Organize and participate in policy and technical meetings and present technical issues in a variety of settings within the ILO and in partnership with external organizations.
- Support the collaboration with other ILO Headquarters departments and ILO Field Offices on the implementation of the ILO Plan of Action on Decent Work and the Care Economy.
- Contribute to the development and delivery of policy guidance and capacity-building material for ILO constituents in collaboration with the ILO International Training Centre in Turin.
- Contribute to the development of fund-raising proposals on care policies and the care economy for resource mobilization.
- Provide technical support for the implementation of development cooperation projects that include a focus on care policies, care economy and gender equality at work.
- Support awareness raising and advocacy activities relating to care economy and gender equality at work, including panel discussions and side events, also related to the International Day for Care and Support.
- Perform other tasks that may be assigned by the supervisor.

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

- Preparation of background research, organization and participation in the *Tripartite Meeting on paternity and parental protection and other care leave policies* (2026).
 - Expansion of ILO Care Policy Portal and Investment Simulator and preparation of related by-product briefs and reports.
 - Setting-up and maintaining the new ILO “South4Care” platform to promote decent care work and the sharing of experiences on this topic among ILO constituents.
 - Preparation and delivery of the ILO-ITC global training course on decent work and the care economy and the ILO Global and regional Gender Academies.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in economics or public policy studies or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in economics, social policy, sociology, law or related subject or the equivalent professional experiences.

Work experience:

Minimum:

At least three years of relevant experience in social, economic or labour policies at the national / international level.

Desirable:

Work experience in social, economic or labour policies and gender equality in a developing country or in an international organisation.

Skills required for the assignment:

Minimum:

Excellent computer skills and strong analytical and research skills in social or labour policies. Basic knowledge of gender equality topics. Good writing skills and ability to carry out quantitative data analysis.

Desirable:

Good knowledge of care economy. Good skills in the use of STATA or other statistical software. Exposure to work or research on social or labour policies in a developing country 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 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 supporting the implementation of the “ILO Plan of Action on Decent Work and the Care Economy”, the JPO will be trained on the job in translating ILO standards, guidance and knowledge into products and services responsive to ILO constituents and other stakeholders. Through guidance of the supervisor and senior colleagues, the JPO will be trained on care economy, gender equality and diversity issues from a multidisciplinary and intersectional perspective. Through making contributions to ILO GEDI knowledge products, the JPO will enhance his or her research and drafting skills, as well as learn how to communicate effectively both orally and in written form to broadly disseminate this knowledge.

In addition to the specific work plan and learning elements identified therein, the JPO will participate in regular staff meetings, learning activities open to all JPOs and staff, e.g. language classes, workshops offered at the Office, and training opportunities at the ILO International Training Centre in Turin, Italy.

Learning elements:

- Become familiar with ILO’s institutional and informal coordination mechanisms, in particular collaboration between headquarters and field offices, as well as establishing and maintaining networks on thematic issues, such as the care economy.
- Become familiar with ILO’s mandate and tripartite approach and work with governments, employers’ and workers’ organisations.

- Gain in-depth knowledge of international labour standards and practical work on care policies and gender equality at work, with focus on maternity protection, work-family balance and the care economy and the world of work.
- Improved skills related to awareness raising, promotion and social change and developing tools to match needs of ILO staff and constituents
- Understand the complementarity of international human rights instruments, ILO Conventions and Recommendations and the broader UN framework
- Get familiar with the functioning of the UN system as set out by the 2030 Agenda for Sustainable Development.
- The JPO will gain in-depth knowledge of care economy and gender equality in the world of work and will further develop research, writing and communication skills.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team
Learn to apply a gender-responsive and intersectional perspective in the implementation of work assignments.

BACKGROUND INFORMATION

At its 112th Session (June 2024), the International Labour Conference held a general discussion on decent work and the care economy. This discussion led to the adoption of a resolution and conclusions reaffirming the necessity for urgent action to ensure decent work in the care economy and promote decent work for all by ensuring their access to care. Governments, employers and workers shaped a common understanding of the care economy as comprising both paid and unpaid care work, and emphasized the inextricable links between decent work, gender equality, just transition, sustainable development and the care economy.

Paid and unpaid care work is essential to all other work. A well-functioning and robust care economy contributes to a healthier present and future workforce, creates jobs, supports businesses, enhances productivity and promotes gender equality.

The care economy is fast-growing and creates and enables employment opportunities. The care workforce is heterogeneous and requires different levels of skills and specialized knowledge. While some care workers are well-paid and highly skilled, many care workers, especially migrant and domestic workers, are low paid and lack social and labour protections. Community health workers are often not recognized as workers.

Women perform a major share of unpaid and paid care work in the care economy, which is characterized by ethnic, racial and gender-based occupational segregation.

The COVID-19 pandemic highlighted the importance of the care economy while exacerbating the existing decent work deficits of care workers, including long working hours, low pay, exposure to discrimination and health and safety risks. It also exacerbated the disproportionate share of unpaid care work carried out by women and girls.

The conclusions underscore that just as labour is not a commodity, labour in the care economy is not a commodity, and that all people should be able to provide and receive care, including self-care. The conclusions also highlight the progress made due to the efforts of governments, employers, and workers including through ratification of international labour standards relevant to the care economy, and social dialogue, as well as employer-led initiatives, to promote family-friendly workplaces and working arrangements to promote work–life balance and balancing of care responsibilities. These efforts have contributed to addressing the unequal division of care work between women and men and promoting social co-responsibility among the state, the private sector, families, the social and solidarity economy and communities. However, the conclusions also emphasize that significant gaps remain in public awareness, legislation, policies, funding and implementation of policies in the care economy.

To give effect to the Resolution, the Governing Body at its 352nd Session (October–November 2024) adopted a [“Plan of Action on Decent Work and the Care Economy”](#), that covers the period 2024–30, which will be taken into account in future programme and budget proposals and in mobilizing extrabudgetary resources.

The Plan of Action recognizes the centrality of a rights-based approach to care and the importance of international labour standards and social dialogue. It emphasizes the primary responsibility of the State for care provision, funding, regulation and ensuring high standards of quality, safety and health for care workers and care recipients.

Furthermore, the plan of action aims to promote integrated and coherent strategies to achieve decent work in the care economy, guided by the 5R Framework for Decent Care Work (recognition, reduction and redistribution of unpaid care and reward and representation of care workers).

The plan of action comprises four mutually reinforcing components, each with its own outputs. The first component deals with **knowledge development, dissemination and communication**, while the second relates to **technical advisory services and capacity-building for constituents**. The third component is on **international labour standards-related action and social dialogue and the development of statistical standards** and the fourth reaffirms the **ILO’s global leadership on decent work and the care economy and promoting policy coherence and partnerships**.

The JPO will contribute to GEDI’s role in supporting the implementation of this ILO Plan of Action.

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.