

**Functional title:** Fundamental Principles and Rights at Work (FPRW)

**Generic title:** Junior Professional Officer

**Job family:** JPO

**Grade:** P2

**Org unit:** DWT-Bangkok

**Duty station:** RO-Asia and the Pacific

**Open to:**

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## SUPERVISION

**Direct Supervision by:** Ms Bharati Pflug, Senior Specialist on Fundamental Principles and Rights at Work, DWT-Bangkok

**Technical Guidance by:** Senior Specialist on Fundamental Principles and Rights at Work, DWT-Bangkok

### Content and methodology of supervision:

The position is located in the ILO Decent Work Technical Support Team for East and South-East Asia and the Pacific (ILO DWT-Bangkok) at the ILO regional office for Asia and the Pacific, Bangkok, Thailand.

The JPO will work under the close supervision and technical guidance of the ILO Senior Specialist on Fundamental Principles and Rights at Work in DWT-Bangkok and will collaborate with other Specialists in DWT-Bangkok.

A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The work plan will detail expected outputs and success indicators over the reporting period. Informal feedback will be provided on a regular basis, formal performance discussion and written feedback during Beginning of Cycle (BOC), Mid-Term Review (MTR) and End of Cycle (EOC) meetings during the year.

The JPO will meet regularly with the supervisor and other team members on topics relevant to his or her areas of work. Performance will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

## INTRODUCTION

The primary objective of the ILO Decent Work Technical Support Team for East and South-East Asia and the Pacific (ILO DWT-Bangkok) is to provide technical support to the work of ILO Country Offices in the region in assisting governments, employers' and workers' organisations in East and South-East Asia and the Pacific in their efforts to promote decent work. This

technical support covers a wide range of specific subjects within the core areas of the ILO's mandate including the rights at work, employment, social protection and social dialogue.

The Fundamental Principles and Rights (FPRW) portfolio under the DWT Bangkok includes active projects on child labour, forced labour, trade and labour and FPRW in a large number of countries in East Asia, Southeast Asia and the Pacific. Close collaboration takes place with other DWT Specialists on non-discrimination and Freedom of Association and Collective Bargaining as well as with the technical department FUNDAMENTALS at Headquarters.

## **DUTIES AND RESPONSIBILITIES**

The JPO will carry out the following duties:

- Support the Senior Specialist on Fundamental Principles and Rights at Work. This will include drafting TORs for technical outputs, identifying and selecting technical consultants, reviewing draft reports, preparing trainings, workshops, seminars and capacity-building activities for constituents and other stakeholders, advocacy work on the FPRW (for example, World Day Against Child Labour)
- Familiarisation with ILO rules and regulations, policies and procedures
- Collaborate and consult with other DWT Specialists with regard to FPRW
- Assist in the design and implementation of FPRW development cooperation projects
- Assist in undertaking or coordinating research with external collaborators, including analysis of data for programme development and research studies
- Contribute to relevant regional, country-specific, or sector-focused research work and publication efforts
- Assist in supporting and technical backstopping of FPRW development cooperation projects implemented by the ILO in East Asia, Southeast Asia and the Pacific. This will include reviewing technical TORs, contributing to project monitoring and evaluation
- Assist in FPRW resource mobilisation efforts
- Establish communication with other ILO projects operating in the region, particularly those addressing forced labour and child labour, and look for opportunities to collaborate and maximize resources
- Assist the Senior Specialist in supporting the work of Alliance 8.7, including Pathfinder Countries, in the region
- Carry out other relevant tasks as assigned by the supervisor

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

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

**Work experience:****Minimum:**

At least two years of relevant experience in fundamental principles and rights at work at the national / international level.

**Desirable:**

Work experience in child labour and/or forced labour at country level or with an international organisation. Experience in and familiarity with working with governments, workers' and employers' organizations would be an added advantage.

**Languages:****Minimum:**

Excellent command of one working language of the ILO (English, French, Spanish).

**Desirable:**

A working knowledge of a second working language of the ILO would be an asset.

**Skills required for the assignment:****Minimum:**

Strong analytical and research skills in fundamental principles and rights at work; good knowledge of forced labour and child labour; good report writing skills; excellent communication and presentation skills; excellent computer skills in Word, Excel and PowerPoint.

**Desirable:**

Good knowledge of labour issues in South East Asia; Demonstrated skills and ability in diverse stakeholder dialogue; Good understanding of current forced labour and child labour issues in South East Asia; Good skills in delivering training; Exposure to or previous experience in developing and managing projects would be an asset.

**Languages:****Minimum:**

Excellent command of English.

**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:

- Ability to carry out assignments in accordance with instructions and guidelines,
- Ability to use analytical tools and qualitative and quantitative techniques
- Ability to conceptualise, plan, coordinate and conduct straightforward research work,
- Ability to draft press releases, discussion papers, reports and computer skills
- Communication skills, both written and verbal
- Capacity to work on own initiative as well as to cooperate as a team member
- Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes.

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Within the job, the JPO will gain experience and exposure to:

- Enhance technical knowledge in the field of FPRW, specifically on forced labour and child labour, through guidance from the ILO Senior Specialist on Fundamental Principles and Rights at Work.
- Learn about ILO's tools and approaches on FPRW
- Improve understanding of overall International Labour Standards particularly with reference to the FPRW
- Gain management experience in all aspects of project cycle, i.e. design, implementation, monitoring and evaluation.
- Learn about partnership building and networking and in effective and resource mobilization.
- Knowledge and experience of working with constituents in the region
- Familiarise with ILO's mandate and with Decent Work Country Programme

## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is a specialized technical agency of the United Nations system and the principal centre and authority in the international system on labour and social policy. It is devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent work and the economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress. Its tripartite structure provides a unique platform for promoting decent work for all women and men. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

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