



**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 Partnerships

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

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

**Grade:** P2

**Department/ Field Office:** *PARTNERSHIPS Department*

**Organisational unit:** *Development Partners Relations Unit (DPRU)*

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**INTRODUCTION**

The position is located in the PARTNERSHIPS Department. PARTNERSHIPS is responsible for establishing, developing, and maintaining strategic relationships to contribute to the advancement of Social Justice and the promotion of Decent Work in close interaction with other ILO portfolios at headquarters and the Regions. The Department facilitates consultations with development partners and country groupings for the promotion of greater policy coherence around social justice and decent work. PARTNERSHIPS is responsible for developing the ILO's strategy for partnerships and development cooperation. PARTNERSHIPS leads consultations and negotiations with funding partners and is responsible for mobilizing voluntary contributions for the ILO's programme, coordinating technical and financial reporting to partners, as well as for official communication with partners. PARTNERSHIPS facilitates the streamlining of processes and procedures related to engagements with donors and project cycle management for enhanced project delivery.

Within PARTNERSHIPS, the Development Partners Relations Unit (DPRU) DPRU is responsible for the coordination of mobilising voluntary resources for development cooperation for the ILO, including coordinating the negotiation of funding agreements. The Unit is also responsible for developing and maintaining relations with ILO development partners including government donors, the European Union and other inter-governmental organizations, and domestic funding. In addition, DPRU is responsible for mobilising resources for the ILO Regular Budget Supplementary Account (RBSA). DPRU provides a single contact point for development partners and

ILO in headquarters and in the Regions on all matters related to resource mobilisation, including contractual arrangements, implementation and reporting on development cooperation projects.

The unit is comprised of a team of 6 professionals in charge of relationship management as well as resource mobilization with a specific portfolio of ILO partners. The team engages directly with partners as well as supports ILO field offices and policy units. The unit further ensures clearance and negotiation of funding agreements, monitors implementation and ensures compliance with contractual obligations in terms of reporting etc.

The DPRU-team has extensive experience with JPOs. In the previous biennium, both JPOs in the DPRU-team found a job at P2 and P3-level within the ILO and at another UN agency, which clearly shows that their time spent in the DPRU-team provided value for money and a great stepping stone for a career in the UN.

The position provides a privileged entry-point into ILO's development cooperation work, which is undergoing rapid change with the reforming UN and the overall push on the SDGs. As part of a dynamic team, in this position there are many contacts with ILO colleagues at headquarters and around the world as well as with many ILO development partners, giving the person an excellent overview of the work of the ILO in view of future career opportunities.

**The main role of the position** is to contribute to the development of comprehensive partnership strategies with key ILO member States that are among the top development partners.

**The incumbent works under direct supervision of the Head of DPRU.**

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## **KEY DUTIES AND RESPONSABILITIES**

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

- i. Assist in developing and maintaining contacts with selected development partner agencies, focusing on a specific list of donors, and prepare and draft communication materials on the ILO's development cooperation programme.
- ii. Support the negotiation and signing of new funding agreements, working in close cooperation with the ILO's Legal department, Finance department, Policy Units and field offices.
- iii. Develop and propose resource mobilisation opportunities working with ILO field offices and policy units seeking support for their initiatives and programmes
- iv. Review and appraise project reports to ensure that quality standards are met for selected development partners.

- v. Draft official correspondence and ensure compliance with contractual obligations in funding agreements relating to the submission of reports, financial statements and payment requests.
  - vi. Support the monitoring and follow-up with the concerned policy units and field offices on the process for timely project closure. Support the reimbursement of unspent project balances to development partners.
  - vii. Draft minutes and letters, prepare briefs for review meetings; contribute to other briefs being prepared by PARTNERSHIPS officials; draft notes during the DC segment at GB sessions; and draft notes of review meetings and other meetings with development partners.
  - viii. Carry out any other job-related duties as may be required by management.
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum: First level university degree in economics, law, political science, public or business administration or other relevant field.

Desirable: Advanced degree is highly desirable.

### **Work experience:**

Minimum:

At least two years of experience in project administration, financial management, legal, political or economic field.

Desirable:

Work experience in the area of project cycle management or resource mobilization.  
Experience in an international organisation.

### **Languages:**

Minimum:

Excellent command of English.

Desirable:

A working knowledge of a second working language of the ILO (French, Spanish) would be an asset.

### **ILO competencies:**

In addition to the ILO core competencies, the following is required:

- Ability to work on own initiative as well as cooperate as a team member.
- Knowledge and technical/behavioural competencies.
- Knowledge and understanding of theories, concepts and approaches relevant to the area of development cooperation.
- Knowledge of IT applications for information collection, management and dissemination.
- Ability to use analytical tools and qualitative and quantitative research methods.
- Ability to identify sources and develop methods for data collection.
- Research and analytical skills.
- Communication skills.
- Drafting skills.
- Ability to adapt quickly to new IT software and systems.
- Ability to maintain effective and collaborative working relationships.
- Ability to prepare and deliver internal presentations and messages, using a range of techniques and technologies.
- Ability to work effectively in a multicultural environment and to demonstrate gender-responsive, non-discriminatory and inclusive behaviour and attitudes.

### **TRAINING COMPONENTS AND LEARNING ELEMENTS**

#### **Training components:**

The JPO will be working as part of an international team and will have considerable exposure to the ILO's development cooperation programme. The post will give the incumbent an opportunity to work with ILO policy departments, service departments and field offices, getting insight into how the ILO contributes to development results, as part of wider United Nations efforts.

#### **Learning elements:**

Through guidance of the supervisor and senior colleagues, the junior professional officer will learn about development cooperation practice and policies, integrated resource management and strategic programming.

Specific learning elements:

**(i)Assisting in maintaining and developing relationships with several development partners**

The JPO will assist in maintaining and developing relations with several development partners. Establishing relationships with counterparts in development partner agencies provides a variety of learning opportunities including further developing client-focus, communication and diplomatic skills.

**(ii) Support the negotiation and signing of new funding agreements**

The JPO will support the process of negotiating, drafting and finalising new funding agreements with assigned development partners. This involves interactions with development partners and coordination with the relevant ILO departments in HQ and in the field. The JPO will gain in-depth knowledge of the ILO's rules and regulations and will further develop negotiation skills and use sound judgement.

**(iii) Contribution management**

The JPO will support the management of contributions through the life-cycle of the project to learn about project achievements and ensure compliance with ILO's obligations contained in funding agreements.

**(iv) Support the preparation of meetings with development partners**

The ILO meets on a regular basis with its major multi-bilateral donors to ensure a strategic partnership. The JPO will be involved in the organization of meetings and any follow-up actions. S/he will learn about international development policies, the ILO's mandate within the United Nations system as well as priorities in the areas of employment, social protection, social dialogue and international labour standards. In addition, the JPO will learn to prepare briefings for senior management.

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**BACKGROUND INFORMATION**

The PARTNERSHIPS website:

[News and events \(PARTNERSHIPS\) \(ilo.org\)](https://www.ilo.org/partnerships/)

The ILO's Development Cooperation Strategy 2020-2025:

[GB.340/POL/6: ILO Development Cooperation Strategy 2020–25](https://www.ilo.org/public/GB/340/POL/6/ILO_Development_Cooperation_Strategy_2020-25)

*The JPO will contribute to Outcome A of the 2024-2025 P&B.*

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.