

Job Description for JPO position ref 2505

January 2025

Organisational Unit/Department	Sustainable Enterprises, Productivity and Just Transition Department (ENTERPRISES)
Technical Responsible Unit/Department	Management Support Unit (MSU)
Development Cooperation Programme	
Centralised or Decentralised Project:	Centralised
Position (Title)	JPO Programme Junior Technical Officer, Sustainable Enterprises & Just Transition
Grade	P2
Duty Station	Geneva
Type of contract (SST, ST or FT)	FT
Source of funding (TC, PSI or RBSA)	TC and PSI
Duration	Three years

Introduction

The Sustainable Enterprises, Productivity and Just Transition Department (ENTERPRISES) has the overall objective to promote sustainable enterprises to achieve the ILO goal of social justice through decent work. Recognizing that sustainable enterprises of all sizes and forms are the principal source of economic growth, wealth, and decent work creation, the Department promotes and develops sustainable enterprises and provides policy, advisory and capacity development services to the ILO's tripartite constituents on promoting sustainable enterprises.

Together with the Department on Social Protection and the Department on Employment, the ENTERPRISES Department form the policy Cluster of Jobs and Protection. The Department is organized around four thematic priorities and units: Social and Solidarity Economy; Multinational Enterprises and Enterprises Engagement; Micro, Small and Medium Enterprises; and Social Finance. Technical Specialists on Sustainable Enterprises, Productivity and Just Transition are based in a range of Decent Work Technical Support Teams in all Regions and they are members of the wider Global Technical Team for ENTERPRISES.

With the International Labour Conference resolution adopted in 2023 on a just transition towards environmentally sustainable economies and societies for all, the ILO has a newly reinvigorated mandate, as the only tripartite specialized UN agency representing governments, employers and workers, in supporting their constituents in their national just transition efforts as well as advancing a just transition in the multilateral system including the United Nations climate processes.

The ILO builds on its existing partnerships and joint programmes with other UN agencies in the areas of green jobs, green economy, and circular economy, in particular the Partnership for Action on Green Economy (PAGE). Moreover, the ILO leverages its institutional partnership with the UN Climate Change secretariat (UNFCCC) to raise the level of ambition while addressing the imperatives of the creation of decent work and a just transition for all.

The technical policy expertise on Just Transition (JT) is located in the Management Support Unit (MSU) of ENTERPRISES. It also provides technical support to all the technical teams in the department on just transition. It works in close collaboration with and under strategic guidance from especially the Action Programme (AP) on Just Transition to ensure an integrated and coherent operationalization of the ILO Guidelines for a just transition with respect to sustainable enterprises development.

The incumbent reports to the Head of the Management Support Unit (MSU) of ENTERPRISES.

The assignment will consist of a two-year duty at ILO headquarters in Geneva, the Department of ENTERPRISES, and one final year of assignment on a Just Transition Program at an ILO Field office to be determined in coordination with ILO HRD and Field Offices.

Duties and Responsibilities

The incumbent will assist in the delivery of policy advice, structured policy and funding dialogues, technical support, capacity development and other activities related to the initiative of Just Transition as well as to inter-regional and national projects.

- 1) Provide technical support to the development and implementation of a department wide strategy for sustainable enterprises development that take forward the ILC Conclusions and Resolution on a Just Transition including contributing to a set of inter-related, mutually supportive policies and tools to promote the role of the ILO in climate action and just transition.
- 2) Contribute to the development and drafting of strategies and policies to operationalise the Just Transition Guidelines within the context of sustainable enterprises development.
- 3) Contribute to the design and implementation of a dedicated communication strategy in cooperation with the AP/JT.
- 4) Facilitate continuous exchanges with the AP/JT for the conduct of related activities, and support each unit of ENTERPRISES in adopting JT expertise, approaches and tools.
- 5) Contribute to training and capacity building courses for constituents on issues pertaining to sustainable enterprise development in the context of climate change, decent work and just transition.
- 6) Support strengthening the capacity of member states so that sustainable enterprises contribute to a just transition.
- 7) Contribute to formulation and implementation of policies for development of skills required by enterprises to meet new green technology demands.
- 8) Collect and analyze data to continuously improve training programs and ensure they meet industry standards.
- 9) Develop and distribute educational materials and resources on green skills and sustainable practices. Design and implement TVET curricula that integrate green skills and sustainable practices.
- 10) Facilitate internships and apprenticeships in green industries to provide hands-on experience for students. Organize workshops and seminars to raise awareness about the importance of green skills among students and educators.
- 11) Disseminate global best practices on Research and Development (R&D) activities to help sustainable enterprises adapt to the green transition.
- 12) Coordinate and, as relevant, develop and implement project proposals in relation to just transition and sustainable enterprises including the promotion of gender equality and other cross-cutting themes.
- 13) In coordination with the responsible supervisor, explore further opportunities for resource mobilisation at multilateral and bilateral levels, including through international and regional financial institutions, to scale up the Initiative and its impact in the partner countries.

- 14) Contribute to analysis and appraisal of project proposals for multi-bilateral financing. Recommend the selection of project proposals for submission to donors in the area on just transition and sustainable enterprises. Provide support, as needed, to the follow up on funding partner negotiations, and prepare project agreements with donors upon approval.
- 15) Under the guidance of the responsible supervisor maintain and develop relationships, as needed, with policy and funding partners with the aim of forging alliances that can deliver impact and mobilise funding for development cooperation.
- 16) Facilitate enterprise level social dialogue on just transition plan. Document all social dialogue processes and outcomes.
- 17) Liaise with ILO PARTNERSHIPS, BUDFIN and other administrative units involved in project formulation, monitoring and reporting to develop relevant programme documents required under ILO multistakeholder partnerships.
- 18) Support the expansion of networking, collaboration and partnerships with UN agencies and other multistakeholder partners at the global level, in the implementation of the Just Transition Initiative.
- 19) Represent, as needed, the department at international, regional, and national fora.
- 20) Undertake missions for the purpose of supporting implementation and providing technical recommendation on just transition and sustainable enterprise development.
- 21) Undertake other duties as required.

Required qualifications

Education

First level university degree in economics, social science, sustainable development and/or environmental studies with a clear social development focus, or other relevant field.

Experience

At least three years' experience in, international cooperation, policy advise, technical assistance or research on just transition, climate change and or

environmental issues. Demonstrated experience in drafting high quality reports and papers would be an asset.

Languages

Excellent command of English and ability to improve a second working language of the ILO (French or Spanish)

Competencies

In addition to the ILO core competencies, this position requires:

Technical competencies

- Good knowledge of the role and operations of UN system activities for Development and just transition/sustainable enterprises
- Ability to provide technical advice and to guide and coordinate the work of external collaborators, general service staff and young professionals in the area of specialization;
- Ability to conceptualise and design research techniques and analyse complex cross-national practices and data sets covering a wide range of issues in the specialized technical field;
- Ability to draft reports and prepare guidelines relating to programme development and implementation and ability to provide technical support to senior specialists carrying out research, project formulation and implementation;
- Ability to identify problems and make recommendations
- Good interpersonal and communication skills.
- Good analytical skills.
- Ability to work on own initiative as well as a member of a team.
- Ability to carry out assignments in accordance with instructions and guidelines.
- Ability to use analytical tools and qualitative and quantitative techniques.
- Good computer skills
- Ability to work in a multicultural environment and gender-sensitive behaviour and attitudes are also required.