



## 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 Development Cooperation

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

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

**Grade:** P2

**Department/ Field Office:** *Multilateral Partnerships and Development Cooperation  
Department - PARTNERSHIPS*

**Organisational unit:** *Development Cooperation Support Unit (DCSU)*

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### INTRODUCTION

The position is in the Multilateral Partnerships and Development Cooperation Department (PARTNERSHIPS) that 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.

PARTNERSHIPS is located in the External and Corporate Relations Cluster. The Department comprises: the UN, International Financial Institutions, Economic Organizations and Civil Society Branch (UNIFICS); the Development Cooperation Support Unit (DCSU); the Development Partner Relations Unit (DPRU) and the Emerging and Special Partnerships Unit (ESPU). In addition, two separate positions with direct reporting to the Director oversee and coordinate the ILO's support to the Second World Summit for Social Development and Public-Private Partnerships respectively.

The current job description relates to DCSU that deals with development cooperation policies and Office-wide business processes related to partnerships and project cycle management. The Unit supports the design and quality assurance of development cooperation programmes and project proposals and ensures internal and external communication on data and results regarding ILO's development cooperation portfolio. The Unit delivers staff training and facilitates knowledge sharing in development cooperation. In delivering cross-departmental services, the Unit also supports the management of the Department.

The main role of the position is to support the ILO performance in all aspects of its development cooperation, such as results orientation, quality assurance, knowledge sharing and communication.

The incumbent works under direct supervision of the Head of the Development Cooperation Support Unit.

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## **KEY DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Head of the Development Cooperation Support Unit, the JPO will perform the following duties and responsibilities:

- i. Support ILO staff at headquarters and in the Regions, in resource mobilization and design of development cooperation project and programme proposals in line with ILO's results-based management approach, including through staff development activities and the design help desk;
- ii. Carry out appraisals of development cooperation project and programme proposals, in consultation with the appraisal team and with relevant technical departments, country and regional offices and management and support service units;
- iii. Assist in aligning the ILO's policies, business processes and procedures pertaining to development cooperation with international policies and requirements, such as social and environmental safeguards, prevention of sexual exploitation and abuse, gender equality, and disability inclusion;
- iv. Support the Department in its follow-up to partner reviews (e.g. Multilateral Performance Assessment Network – MOPAN), evaluations and audits.
- v. Contribute to analytical briefings and information notes for management on issues that are important for resource mobilization and partnerships and related meetings, programme/project development, implementation and decision-making;
- vi. Perform other relevant duties as assigned.

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

- ILO Development Cooperation Strategy
- Development Learning Journeys and the Development Cooperation Academy with the International Training Centre of the ILO in Turin (Italy).
- Annual report on design and appraisals
- Knowledge sharing webinars
- Communication products on ILO partnerships and development cooperation.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

An advanced university degree / Master's or Post Graduate Diploma in economics, law, political science, public or business administration or other relevant field.

### **Work experience:**

Minimum:

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

Desirable:

Work experience in project cycle management in a low or middle-income country or in an international organisation.

### **Languages:**

Minimum:

Excellent command of English.

Desirable:

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

### **ILO competencies:**

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

- Knowledge and understanding of theories, concepts and approaches relevant to the area of project management.
- 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 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:**

*Indicate which activities will be used to structure/manage learning*

This position provides a privileged entry-point into the ILO's development cooperation work. As part of a dynamic small team, there are many contacts with ILO colleagues at headquarters and in the Regions, including project locations, as well as with many ILO development partners.

There will be weekly meetings between the JPO and the supervisor, as well as daily, more informal contacts with the supervisor and other unit and Department staff members. Detailed instructions, guidance and coaching will be provided by PARTNERSHIPS staff on an ongoing basis. The supervisor and the JPO will jointly monitor progress while enabling the JPO to seize various learning and training opportunities.

The JPO will accompany and assist PARTNERSHIPS staff in meetings, training activities and knowledge-sharing events (online and face-to-face); and if required, on official mission.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

### **Learning elements:**

- Gain in-depth knowledge of the ILO's mandate and international development cooperation frameworks of the United Nations and other development partners.
- Enhance skills in client orientation and service delivery through the interaction with ILO staff worldwide ranging from technical experts to those enabling the design, implementation and evaluation of development cooperation programmes and projects.

- JPO will gain insights in quality assurance by establishing quality criteria, applying quality assurance tools and monitoring progress in quality in development cooperation programme and project proposals.
- Get acquainted with the work of a multi-cultural team and context.

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## **BACKGROUND INFORMATION**

[Partnering for Development | International Labour Organization](#)  
[Investing in decent work for social justice | ILO Business case](#)  
[ILO Development Cooperation Dashboard](#)

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.