



International
Labour
Office

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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 Employment promotion*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Employment Policy Department*

Organisational unit: Department Management and Coordination unit

SUPERVISION

Direct Supervision by:

Jean-François Klein, Employment policy advisor and Head of the Department
Management and Coordination unit

Email: kleinj@ilo.org

Content and methodology of supervision:

The JPO will join the Department Management and Coordination Unit of the Employment, job creation and livelihoods Department and support the team in implementing cooperation projects linked to the Department, developing knowledge, tools, and guidelines as well as provision of programming and technical and advisory services in the area of comprehensive employment frameworks, with a focus on employment financing, pro-employment budgeting, productivity and jobs as well as inclusive structural transformation.

A time-bound work plan will be agreed between the JPO and the supervisor on the first month of the assignment and regular meetings between the JPO and the supervisor about work plan progress will be scheduled every week.

The supervisor will provide detailed instructions, guidance and coaching on a regular basis and as necessary. Mutual feedback is highly encouraged. Work will be discussed with and reviewed by the supervisor at various stages before completion to verify quality and alignment with ILO policies and procedures.

The JPO will accompany and assist the supervisor and the team in meetings, training activities, advocacy, and knowledge-sharing events and in technical meetings and missions, when appropriate. The supervisor will ensure a good balance of assignments and opportunities for the JPO based on their background, capacities, and interests; and ensure that the workload is manageable.

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 Department Management and Coordination Unit (DMCU) of the Employment Policy, Job creation and livelihoods Department. The Department is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that are inclusive, gender sensitive, productive and sustainable. The work of the Department is guided by relevant ILO Conventions and Recommendations, robust analysis and evidence. At the global level, the Department promotes policy frameworks and partnerships that aim at generating more quality employment opportunities and contributes to and advocates for knowledge and capacity building on employment-related issues. At the country level, it supports ILO constituents to develop, implement and monitor coordinated and context specific policies and programmes for more and better jobs, with a particular focus on vulnerable groups

The Department delivers on its mandate through work in three Branches: Skills and Employability; Employment and Labour Markets Policies; and Employment in Investments. DMCU provides overall technical, coordination and administrative support across the Department Branches, Units and Teams. In addition DMCU leads the Department work on two initiatives which are prioritised under the Global Coalition for Social Justice:

- The Global Accelerator on Jobs and Social Protection for Just Transitions (GA), a UN Secretary General initiative led by the ILO. The Korean government is a key donor to the Global Accelerator and is funding a project managed by

DMCU which is supporting pathfinder countries through the Technical Support Facility and works in strong synergy with other relevant Korean-funded project, both in and outside the Department.

- The Productivity ecosystems for Decent Work programme, which is implemented in collaboration with the Enterprises Department.

The JPO will therefore be expected to contribute to the efforts around core functions of the DMCU, especially supporting the ILO-Korea partnership program and contribute to the delivery of some of the above-mentioned initiatives. The JPO will also assist potential officials from the Ministry of Labour seconded to the Department in coordinating and promoting Korea-ILO cooperation projects.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the head of DMCU, and in close collaboration with other technical specialists and staff of the unit and the Department, the JPO will perform the following duties and responsibilities:

- Support the implementation of employment expenditure reviews and pro-employment budgeting process, with a particular focus on the pathfinder countries of the Global Accelerator. Identify options and contribute to financing strategies in line with the Global Accelerator financing guidelines
- Provide research and data collection support as part of the implementation of employment, productivity and macro diagnostics. Support the development of integrated diagnostics and tools which link labour market programmes, skills and social protection together.
- Assist with the development and implementation of the Monitoring and Evaluation system of the Global Accelerator's results framework.
- Provide overall support to the Outcome coordination team of the ILO Programme and Budget for Outcome 3 on Full and productive Employment.
- Support partnerships development and resource mobilization. Provide inputs into the drafting of development cooperation project proposals. Support the unit with technical backstopping and project implementation, monitoring and reporting activities.
- Assist in the organization, administration and servicing of meetings, workshops and other events organized by DMCU. Compile and draft background and other preparatory materials and presentations.
- Attend/follow meetings on related technical issues and draft summary reports and related materials. Follow up on the implementation of delegated actions and initiatives.
- Provide inputs into the development and content of training and capacity development resource and learning materials, tools and activities. Assist in organizing and delivering training sessions, knowledge sharing activities and

- capacity development events on assigned topics, using innovative methods and communication tools and leveraging the use of digital technologies.
- Supporting effective coordination and planning, implementation, monitoring, and evaluation of the part of the ILO-Korea Partnership Program linked to the Employment Policy Department including Global Accelerator in a close collaboration with Korean secondee in the department.
- Contributing to the preparation of policy briefs, discussion papers and reports, including drafting specific sections, preparing graphs, collecting and analysing background material and editing
- Carrying out other supporting duties on employment policy work as requested by the Unit and the Department

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

- Operationalisation of the Global Accelerator results framework in all pathfinder countries
- Baseline data on employment expenditures in GA countries
- Employment, productivity and macro diagnostics as part of the Productivity ecosystem for decent work.
- Tools and guidance materials in key areas
- Selected training courses on Employment in ITC Turin
- Key knowledge development products
- Expansion of the ILO-Korea partnership in support of the Global Accelerator

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in Economics/ Labour Economics/ Development or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics /Labour Economics /Development or other relevant social sciences which address employment and labour market issues

Work experience:

Minimum:

One-two years' experience at national/ international level in research/ knowledge building on employment and labour market policies or related field.

Desirable:

Work experience in research/ technical work/ advocacy with good understanding of labour market policy issues and proven record of analytical skills. Experience working with national or international research/policy institutions on employment issues an advantage

Skills required for the assignment:

Minimum:

Proven analytical and drafting skills, including through publications. Ability to work in a team, take initiative and meet deadlines.

Desirable:

Ability to use quantitative analytical tools and very good knowledge of main statistical packages (STATA, SPSS, etc). Exposure to cross-country comparative work would be an asset.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of Spanish and/or French 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:

The JPO will acquire knowledge and experience through participation in research, tools development, capacity building and advisory services activities under the guidance of the supervisor and relevant Unit team members. To expand her/his knowledge, the JPO will be exposed to various meeting and seminars within the house and outside on key topics in the field and other areas of interest. Furthermore, by engaging with officewide technical collaborative groups the JPO will get to know the ILO better in the promotion of productive employment and decent work.

The JPO will have access to training materials and training opportunities by participating in training workshops organized by the ILO.

Learning elements:

- Gain a deep understanding of the technical areas related to the Global Accelerator and the productivity ecosystems for Decent Work initiatives: integrated policies, integrated financing, multilateral cooperation, decent jobs and productivity nexus.
- Increase understanding of main labour market trends and employment and labour market policies, with a particular focus on developing and emerging economies.
- Become familiar with ILO's institutional and informal coordination mechanisms, in particular ILO programming tools – OBW, CPO planning and implementation reporting, Department meetings and planning tools.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Gain experience in labour market data analysis, including drafting of reports, policy briefs and other technical documents.
- Interact with ILO experts, UN Experts and government agencies

BACKGROUND INFORMATION

Employment Policy Department web page: [Employment promotion | International Labour Organization](#)

Global Accelerator web page; [Global Accelerator on Jobs and Social Protection for Just Transitions | UN Global Accelerator](#)

Productivity ecosystems for DW web page: [Productivity Ecosystems for Decent Work | International Labour Organization](#)

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.