



VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

GENERAL INFORMATION:

Title: Junior Professional Officer in Labour Administration and Labour Inspection (LA/LI)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Department of Governance and Tripartism in Geneva

Organisational unit Social Dialogue, Labour Relations and Governance of Work Branch (LABGOV)

INTRODUCTION

The position is located in the Social Dialogue, Labour Relations and Governance of Work Branch (LABGOV). The Branch's mandate is to promote the effective and inclusive governance of work and sound labour relations, through the enhancement of legal and regulatory frameworks, the promotion of collective bargaining and social dialogue, as well as the strengthening of labour administration, labour inspection and labour dispute prevention and resolution systems.

The Branch provides policy guidance, technical support and capacity-building to constituents in developing sound legal and regulatory frameworks, based on international labour standards, that provide the necessary protection and ensure access to labour justice for all and the rule of law. It supports them in promoting an effective and inclusive social dialogue to enhance its impact in policy making, strengthening and promoting collective bargaining processes and outcomes and sound labour relations, together with strong labour administration, as key institutions for an effective and inclusive governance of work. Through a strategic compliance approach, the Branch also supports labour inspectorates to enhance enforcement of national laws and regulations, as well as collective agreements, for an effective workplace compliance.

The Labour Administration (LA) and Labour Inspection (LI) team of LABGOV covers work aimed at improving effectiveness of labour administrations and national labour inspection systems, including policy formulation, planning, and capacity building. This includes labour administration and labour inspection assessments and institutional development plans of action, workflow assessments, training, development and use of strategic compliance strategies, methods, techniques and tools, capacity building, enhancement of information systems, strengthening cooperation with other relevant

government services and improving collaboration with employers, workers, and their organizations.

The main role of the position is to contribute to these major initiatives on LA/LI notably by:

- participating in the scoping, design and set up of new and/or ongoing labour inspection projects;
- supporting the preparation and review of reports, assessments and tools for labour inspection initiatives.

The incumbent works under direct supervision of the Senior Specialist Labour Administration in the Labour Administration and Labour Inspection Team of LABGOV.

KEY DUTIES AND RESPONSIBILITIES

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

- Participate in the development of project ideas, concept notes and project documents on labour administration and labour inspection
- Compile information and good practices of labour inspection institutions.
- Prepare labour administration indicators of effectiveness info and training materials further to the ILO study on the subject
- Contribute to the preparation of reports and communication materials on labour administration and inspection issues, as well as to the preparation of training materials on both domains.
- Contribute to organize technical meetings and training activities about labour administration and inspection.
- Perform others task that may be assigned by the supervisor.

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

- Labour Inspection Academy, and the Labour Administration Academy/technical forum where the new training modules on labour administration will be piloted
- Brief on the Business case on Labour inspection
- International Forum of Labour Inspection

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree preferably in social sciences, political science, law, business administration, or equivalent.

Desirable:

Master degree in Public Administration or equivalent.

Work experience:

Minimum:

At least two years of experience in Public Administration or a relevant area, at the national / international level

Desirable:

Work experience on labour inspection.

Skills required for the assignment:

Minimum:

Solid computer skills including proficiency in Microsoft Office (Word, Excel, Powerpoint), Microsoft Outlook and Internet/Intranet resources are highly desirable.

Desirable:

Good knowledge of industrial relations, labour law and labour policies.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO (French and/or Spanish) is an asset.

ILO competencies:

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

- Orientation to learning and knowledge sharing
- Collaboration
- Quality orientation

In addition, the candidate is requested to have the following skills:

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:

Learning will be facilitated through:

- Induction upon arrival to provide the JPO with a comprehensive overview of the LA and LI principles and standards
- Reading all the relevant documentation on LA and LI issues, (relevant ILO standards, guidelines, good practices, etc.)
- Regular guidance of the supervisor and senior colleagues
- Participation in seminars and workshops

Learning elements:

On completion of the assignment, the JPO will have gained:

- Familiarity with ILO's institutional framework and coordination mechanisms
- Become familiar with ILO's mandate, in particular LA/LI issues.
- Valuable professional experience in Labour Administration and Labour Inspection issues
- Experience working in a multi-disciplinary and multi-cultural team

BACKGROUND INFORMATION

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The LA/LI team mostly contributes to Outcome 2 of the 2024-2025 Programme and Budget of the ILO; notably Strong, representative and influential tripartite constituents and effective social dialogue; in particular to its Output 2.4. Increased institutional capacity of labour administrations.

It contributes also with other teams in LABGOV to Output 2.3 Increased capacity of Member States to make social dialogue more influential and labour relations institutions and processes more effective

Since its beginnings, the International Labour Organization has made labour inspection one of its priorities. Labour inspectorates and labour administrations have been increasingly recognized as key instruments in achieving decent work conditions through a broader protection for all workers.

The 2008 ILO Declaration of Social Justice for a Fair Globalization reaffirmed the need to *"strengthen the ILO's capacity to assist its members' efforts to reach the ILO's objectives in the context of globalization and of promoting social dialogue and tripartism as the most appropriate methods for (among others) the building of effective labour inspection systems."*

The claim for sound labour administration and inspection systems, specifically regarding the protection of the employment relationship in the context of globalization, is currently one of the main ILO concerns. Thus, the ILO centenary declaration for the future of work adopted by the International Labour Conference at its one hundred and eighth session, in Geneva, declares that: *"In discharging its constitutional mandate, taking into account the profound transformations in the world of work, and further developing its human-centred approach to the future of work, the ILO must direct its efforts to:... strengthening labour administration and inspection"*.

The declaration continues stating: *"The Conference calls upon all Members, taking into account national circumstances, to work individually and collectively, on the basis of tripartism and social dialogue, and with the support of the ILO, to further develop its human-centred approach to the future of work by: ...B.- Strengthening the institutions of work to ensure adequate protection of all workers, and reaffirming the continued relevance of the employment relationship as a means of providing certainty and legal protection to workers, while recognizing the extent of informality and the need to ensure effective action to achieve transition to formality."*

The [Guidelines on general principles of labour inspection](#), adopted by a Meeting of Experts on 16 December 2021, and authorised for publication and promotion by the Governing Body of the ILO in March 2022.

The ILO LABGOV Branch aims at assisting constituents in promoting Decent Work through the strengthening of labour administration machinery, including labour inspection, and making them more effective

All information about ILO's work on Labour Administration and Inspection can be reached in the following link: <https://www.ilo.org/topics-and-sectors/labour-administration-and-inspection>

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.