



VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)
Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in *Productivity Ecosystems for Decent Work*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Department of Sustainable Enterprises, Productivity and Just Transition*

Organisational unit: *Micro, Small and Medium sized Enterprises Branch*

INTRODUCTION

The position is located in the Micro, Small and Medium Enterprises Branch (MSME) of the ILO's Department on Sustainable Enterprises, Productivity and Just Transition. Within the Department's mandate to promote sustainable enterprises, the MSME Branch seeks to unlock the potential of creating more and better jobs in MSMEs, which are the backbone of many economies, particularly in developing countries, and vital for decent work, economic growth, and social justice. However, MSMEs often face low productivity, poor working conditions, and vulnerability to economic, political, and environmental shocks, limiting their sustainability and impact.

The position is based in the Productivity & Decent Work team. The relationship between productivity and decent work is a key factor in discussions on improving living standards and economic growth, although the nature of this relationship is complex. Productivity growth is necessary for sustained improvements in wages and working conditions, especially where supporting institutions and policies are in place. Conversely, better jobs make for more productive workers and enterprises.

In response to the growing demand from Governments to strengthen their capacities to increase productivity and ensure it translates into decent work for all, the ILO developed the Productivity Ecosystems for Decent Work approach. The approach promotes economically, socially and environmentally sustainable productivity growth for decent job creation by bringing together governments, social partners, and other key actors to identify and carry-out country-specific strategies that can bring about a triple win of decent jobs, environmental

sustainability, and economic growth, with a particular focus on MSMEs. The approach pays particular attention to supporting transitions to greener and formal economies.

As one of the selected interventions of the Director General's Global Coalition for Social Justice, the Productivity Ecosystems for Decent Work is a dynamic, innovative and highly visible technical area within the ILO. The JPO would contribute to the ILO's work on topic of high importance on many national and multilateral agendas. The JPO's role would comprise a combination of analytical work and research on productivity and decent work, technical support to ILO offices, and contribution to the implementation of country-level Productivity Ecosystems for Decent Work Programmes. The incumbent would be afforded ample opportunity collaborate with other ILO policy departments and priority action programmes (e.g., Departments for Employment Policies, Research, Social Protection; Action Programmes on Transitions for Formality, Global Supply Chains, and Just Transition) as well as ILO country and regional offices in various locations. The approach also builds on the MSME Branch's long-standing Sustaining Responsible and Competitive Enterprises (SCORE) Training Programme which employs kaizen and lean management methodologies to promote workplace cooperation, productivity and better working conditions in SMEs, and which is an important component of country-level Productivity Ecosystems for Decent Work Programmes.

More information about the ILO's Productivity Ecosystems for Decent Work Programme is available at www.ilo.org/smeproductivity

KEY DUTIES AND RESPONSABILITIES

The work of the MSME Branch is carried out in close collaboration with other technical departments, country and regional offices and projects. As part of the assignment, the incumbent is expected to provide technical support on productivity & decent work, inclusive growth, and SME development.

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

- Support the technical work of the Productivity & Decent Work Team within the MSME branch, with a focus on the Productivity Ecosystems for Decent Work approach.
- Contribute to the development of concept notes, case studies, policy research and knowledge briefs on the relationship between productivity and job quality, environmental sustainability, gender inclusiveness, formalization and/or lean manufacturing and kaizen methodologies with focus on MSMEs. This will include, as relevant, with other technical departments and country offices of the ILO as well as with other UN agencies and national and international stakeholders.
- Participate in seminars and workshops as a resource person on productivity and decent work, inclusive SME development, inclusive growth and associated topics.
- Support the promotion of the Productivity Ecosystems for Decent Work approach with governments, social partners, and donors through development of information material, project proposals, and other relevant materials.
- Contribute to the implementation of Productivity Ecosystems for Decent Work Programmes at country level through technical assistance on implementation of project activities, monitoring, and reporting.
- Undertake missions on behalf of the MSME Branch to ILO country offices, field projects and the ILO International Training Centre in Turin to advise on technical matters related to SME productivity and working conditions as well as to provide capacity building support on the aforementioned technical areas.
- Perform other relevant tasks that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Master's or Postgraduate Diploma in business administration, economics, political science, sociology, or another relevant discipline is preferred.

Work experience:

At least two years of experience working in technical areas related to SME development, productivity, inclusive growth, or decent work. International work experience in the technical areas would be an advantage.

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 **SME development, productivity, inclusive growth, and decent work**.
- 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 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 MSME Branch puts a very strong emphasis on training and learning throughout the career of its staff. The JPO will be extensively trained on the job and be able to attend a wide range of training courses in collaboration with the ITC-ILO with which the unit has a close partnership. Attending other training courses in the technical field is encouraged and supported by the team. Initial field missions will be conducted with the support of experienced ILO officials to ensure learning and feedback. Supervision will include structured feedback, coaching and establishing a learning path.

Learning elements:

The incumbent will gain insight into the operations of a UN agency, particularly the functions and mandate of the ILO. They will refine their communication and analytical skills by conducting field missions and providing advice to project partners and

constituents. The role will provide strong exposure to project management, including drafting and executing projects in line with project cycle management.

The incumbent will also learn how to prepare executive reports and summaries for higher-level decision-makers and develop a broad knowledge base on productivity and decent work, inclusive growth, and SME development. A portion of their time will be reserved for proposing innovations or developing their own work-items related to the overall theme of SME productivity and decent work.

BACKGROUND INFORMATION

More information about the ILO's Productivity Ecosystems for Decent Work Programme is available at www.ilo.org/smeproductivity

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.