



International  
Labour  
Office

Post number: 1598  
Month of issue: April  
Year: 2019

*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](mailto:jpo@ilo.org)*

## 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 Infrastructure and Employment: Policy, Research and Knowledge Sharing**

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Employment Intensive Investments Programme (EIIP)

**Organisational unit:** EMP/INVEST

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### SUPERVISION

**Direct Supervision by:**

Day-to-Day supervision and support will be provided by Chris Donnges, Senior Specialist EMP/INVEST, [donnges@ilo.org](mailto:donnges@ilo.org). Overall supervision by Mito Tsukamoto, Chief DEVINVEST, [tsukamoto@ilo.org](mailto:tsukamoto@ilo.org).

**Content and methodology of supervision:**

- A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.
- The JPO will accompany and assist the supervisor in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor in technical meetings and seminars, where appropriate.

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

The ILO Employment Intensive Investment Programme (EIIP) is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension.

### **Junior Professional Officer (JPO) – Infrastructure and Employment: Policy, Research and Knowledge Sharing**

Around the world millions of people lack infrastructure (roads, bridges, water supply, etc.) to access basic services (water, health, education). Improving infrastructure and maintaining them can improve living standards and have a direct impact in the quality of people's lives. Productive community infrastructures can also contribute to reducing (rural and urban) poverty and have the potential for offering better economic and social benefits.

Employment-intensive investments link infrastructure development with employment creation, poverty reduction and local economic and social development. In using local labour and resources they create much needed employment and income, reduce costs, save foreign currency, and support local industry while increasing the capacity of local institutions.

The combination of local participation in planning with the utilization of locally available skills, appropriate technology, materials and work methods has proven to be an effective and economically viable approach to infrastructure works and jobs creation in many countries.

The EIIP's major lines of action are:

1. to contribute to mainstream development policy by placing key concerns of job creation, poverty reduction, enterprise promotion and improvement of working conditions in the broader framework of nationally defined macro-economic employment and investment policy, and
2. to promote employment-intensive works and public employment programmes in times of social and economic hardship and crisis.

Over forty years of experience in over seventy countries, linking employment with infrastructure development, has endowed the Employment Intensive Investment Programme (EIIP) with a unique and vast portfolio of both productive employment creation for economic development and social protection, as well as environmental measures for natural resources restoration, management and climate change adaptation. The EIIP promotes the orientation of infrastructure investments in the following ways:

- At the macro level by providing advice to requesting governments in the design and assessments of the employment impact of infrastructure investments and on active labour market and employment policies. At the national level the Programme works on the creation of an enabling environment, through raising awareness, promoting appropriate policies and legislation, and building capacity.
- At the meso level, the Programme works on institutional development and capacity building; and with the private sector and civil society, to guarantee the successful implementation of employment-intensive infrastructure programmes.
- At the micro level, the Programme works at the municipal or community level through active local-level planning and community contracting to create the maximum number of productive jobs with labour-based technologies. At a community level, the EIIP works on improving communities' capacities for organization and negotiation to execute projects under Decent Working conditions.

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## **DUTIES AND RESPONSABILITIES**

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

- Participate in the development and dissemination of knowledge on policies and programmes related to the EIIP, hereby liaising with many of the offices in the region as well as with relevant units at HQ;
- Assist in creating better available information about the existing integrated linkages to different ILO programmes, including Social Protection, Green Jobs, Social Dialogue, Fragile States, etc, and documenting evidence and impact where possible.
- Assist in creating better available information about the impact of working with different development partners, including IFIs, Donors, Regional groups, associations, NGOs; and documenting evidence and impact where possible.
- Assist in creating better available information about existing tools, publications and research; and documenting evidence and impact of their use, where possible.
- Contribute to research as well as drafting reports and studies prepared by the the EIIP;
- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.;
- Participate in knowledge-sharing events organized by the ILO;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaises with different policy and technical people throughout the ILO.

- During the period of assignment, the JPO will contribute to the following key outputs:
  - Learning Forum on Innovations in Public Investment and Employment Programmes at ITC-Turin
  - A revised global sharing platform for information, training material, presentations, etc.
  - A global media platform of photographs, videos, and illustrations.
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First level university degree in the relevant field or equivalent in Economics / Social Sciences / environmental studies and Developmental studies, or related fields.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Social Sciences / environmental studies and Developmental studies, or other relevant fields with demonstrated expertise.

### **Work experience:**

Experience in research/knowledge building on employment and social issues and policies. Experience in international affairs, the United Nations, IFIs and/or country level work would also be advantageous.

### **Skills required for the assignment:**

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

### **Languages:**

Excellent in English speaking and drafting and good knowledge of another official language of the ILO.

### **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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

### **Learning elements:**

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Cooperate with ILO researchers and improve competence in research techniques;

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## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

More information on the Employment Intensive Investment Programme (EIIP) can be found at following address: <http://www.ilo.org/global/topics/employment-intensive-investment/lang--en/index.htm>

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.

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**INTERNATIONAL LABOUR OFFICE**

**Junior Professional Officer (JPO)**

**International Technical Cooperation Programme**

**Post no: 12/20**

**Vacancy announcement**

**Date of issue: Jan 2019**

## **JOB DESCRIPTION**

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### **GENERAL INFORMATION**

Title of the post:	<b>JPO, Social Protection in Cambodia</b>
Location:	ILO Country Office in Phnom Penh, Cambodia
Duration:	Two years duration contract with possibility of extension
Starting date:	1 February 2012

### **SUPERVISION**

General supervision by:	Director of ILO Country Office for Thailand, Lao PDR and Cambodia, Bangkok
Direct (technical) supervision by:	Ms Valerie Schmitt, Social security specialist, ILO Decent Work Team (DWT), Bangkok
Coordination with:	Coordinate closely with ILO program coordinator and ILO/EU project in Cambodia.

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### **BACKGROUND**

**Social protection is high on the policy agenda of most countries in the Asia-Pacific Region** - While Asia-Pacific as a region has made considerable economic progress in the last two decades and has lifted millions out of poverty, not all have benefitted from these gains. Millions of people are still poor, deprived of basic rights, and vulnerable to increased risks due to global economic crises and climate change. This threatens to reverse hard-won human development gains of the past decade. Given this context, it is not surprising that social protection, which refers to a range of policy instruments for ensuring that the rights of all people to income security and access to a minimum level of social services are realized, is high on the policy agenda in the region.

As per Article 25 of the Universal Declaration of Human Rights (1948), everyone has a right to a decent standard of living, including access to essential social services (such as health and education), as well as protection from difficult circumstances that are beyond one's control (such as unemployment and disability). Social protection is needed to ensure that no one is excluded from the fulfillment of these rights. In a region characterized by rapid economic growth, opportunities to realize basic economic and social rights of all people are not to be missed. Social protection is also needed for economic reasons. If done right, social protection is essentially an investment in human capital, which will contribute to greater labour productivity and pro-poor economic growth in the long run. By assisting the most vulnerable, social protection can also promote better risk management by individuals and families (who, in the absence of social protection, may rely on short-term coping strategies with adverse long-term impacts) and thereby encourage higher investment and growth in the future. Equally important, by addressing social and economic inequalities between population subgroups and promoting universal realization of basic rights, social protection can contribute towards social and political stability within countries.

Considering that social protection can promote human rights, inclusive economic growth and social stability, and manage risks and vulnerabilities, it is not surprising that it has been embraced widely among UN (United Nations) agencies and development partners, and is increasingly being employed by countries to achieve these objectives. Recently, at their 67th session in May 2011, member states of the UN Economic and Social Commission for Asia and the Pacific passed a resolution on "Strengthening social protection systems in Asia and the Pacific". More recently at the 15<sup>th</sup> Asia-Pacific Regional Meeting of the ILO, members states, workers and employers representatives recognized the necessity to further support the extension of social security and the establishment of social protection floors.

**The Social Protection Floor** - Extending Social Security is one of the key priorities of the International Labour Organization (ILO) at a global level and in the Asia-Pacific Region. The ILO is the co-leader of the global Social Protection Floor (SPF) initiative that was launched in April 2009 by the United Nations System Chief Executives Board (UNCEB) in response to the global financial and economic crisis. The SPF concept was adopted at the International Labour Conference (ILC) 2009, as part of the Global Jobs Pact. At the 101st session of the ILC in 2012 a Recommendation concerning National Floors of Social Protection, 2012 (No. 202) was adopted. The Social Protection Floors Recommendation reaffirms the role of social security as a human right and a social and economic necessity and provides guidance to Members in building social protection floors within progressively comprehensive social security systems. The recommendation will serve as a useful guidance for the design and establishment of the SPF at the country level. The SPF is also one of the priorities of the G20 and EU's Agenda for change.

The Social Protection Floor (SPF) is a basic set of rights and transfers that enables and empowers all members of a society to access a minimum of goods and services at all times. The two main elements of a social protection floor are:

- i) essential services, which refers to geographical and financial access to services such as water and sanitation, adequate nutrition, health, education and housing; and
- ii) essential transfers, which refers to cash and in-kind transfers to the poor and vulnerable to provide a minimum income and health security.

By calling for both demand and supply side measures (i.e. transfers and services), the SPF takes on a holistic approach to social protection. The SPF calls for access to a minimum set of goods and services for all age groups, but with particular attention to marginalized and vulnerable groups (such as ethnic minorities, indigenous people and people with disabilities). Once a social protection floor has been established, countries may then choose to progressively extend to their populations higher levels of social protection, by increasing the levels of social services provided (e.g. from free primary education to free secondary and pre-primary education) and a more comprehensive coverage of transfers (e.g. greater benefits through a mix of non-contributory and contributory schemes.)

**The Social protection situation in Cambodia** - Cambodia has enjoyed significant economic growth over the past decade and the national poverty rate dropped to 25.8%. Nevertheless, a series of recent external shocks including the food and fuel price crisis, the global economic downturn, and adverse weather conditions have challenged and exposed this progress, not only undermining the country's ability to meet its MDG targets, but also raising questions over the resilience and inclusiveness of its growth model to date. Gaps between the rich and the poor and inequality between rural and urban areas remain and threaten to even widen. Households face several risks that increase their vulnerability and can push them into poverty. Government efforts at reducing vulnerability, alleviating poverty, and improving livelihoods through social protection have gathered pace since the early 2000s with a range of new initiatives and programs aimed at extending access to basic provisions like health and income support across various groups of society. These have included some income support for the elderly and disabled, food distribution schemes, public works programs (PWPs), health equity funds (HEFs) and community based health insurance (CBHI). For the most part, however, such efforts have been ad hoc, geographically limited, under-funded and heavily reliant on non-sustainable donor funding for their continuation. As such, overall coverage of social protection has remained weak, with efforts further hampered both by poor coordination among implementing actors and weak overall implementation capacity (a product of both human capacity weaknesses and a lack of physical and financial resources). To date only a minority of the population benefits from very basic, fragmented and often inadequate social protection coverage.

**The National Social Protection Strategy for the Poor and the Vulnerable** - To face these manifold challenges in the area of social protection, the Royal Government of Cambodia, under the leadership of the Council for Agriculture and Rural development (CARD), developed a National Social Protection Strategy for the poor and the vulnerable, which was adopted by the Prime Minister's office on 18 March 2011 and launched on the 5th December 2011 by the Prime Minister. The RGC vision is to ensure a basic guarantee of social protection for the entire population through a package of benefits and complementary services. The NSPS relies on five pillars which aims to:

- Ensure a better access to health care notably through Health Equity Funds,
- Provide minimum income support and job opportunities to working age population through Public Works Programs and vocational training, and
- Ensure access to education and food security for children through Conditional Cash Transfers and school feeding programs.

The strategy is to relieve chronic poverty and food insecurity, assist the poor to cope with shocks and build human capital for the future to help break the cycle of poverty through expanded schemes and a coordinated intervention.



The implementation of the NSPS will start with a four years (2012-2015) pilot-testing phase at national level and sub-national level. Two pilot provinces have been selected, Siem reap and Banteay Meanchey, to test the implementation of the strategy at provincial, district and commune level. During the pilot-testing phase of the NSPS, CARD aims at:

- increasing outreach and improving operations of existing social protection schemes so that all the poor and the vulnerable can have access to at least a basic level of social protection (health, education, income security through public employment programs) and measures to enhance their capabilities (vocational training, support to the creation of micro-enterprises);
- developing new schemes (such as a cash transfer program for poor and vulnerable families);
- empowering the subnational level and involving them in the operations and monitoring of the NSPS; increasing coordination between the sub-national and the central level by establishing a reporting mechanism;
- developing a unified targeting and database system as well as updating the database;
- developing coordination and synergies between the flagship programs of the NSPS (access to health care, scholarships, PWPs, CCTs, and so on) at delivery level and between line ministries in charge of the policy development and supervision of those programs; and
- offering a combination of social protection and employment benefits/measures to the final beneficiaries as well as creating linkages between social protection and employment programs through specific integrated approaches.

In order to achieve this, the ILO proposed the establishment of a coordination mechanism called the PEOPLE service that will be established at district and / or at commune level and will:

- identify the poor households, assess their vulnerabilities, register them under the relevant social protection and employment programs, update the ID poor database and complete it with information on the utilization of social protection and employment programs;
- facilitate access to and increase the coverage of existing social protection and employment services – e.g. by developing mobile employment agencies at decentralized level, expanding vocational training services to the commune and district levels, implementing specific PWPs in rural areas, linking with Ministry of Health and provincial department in order to ensure that health care centers are sufficiently equipped (in terms of material and human resources), facilitating admission of patients covered by existing social protection programs such as HEFs, NSSF, CBHIs, and so on;
- empower the commune and district administration through training on social protection, through their involvement in the administration and oversight of the PEOPLE service;
- increase synergies between existing programs, by sharing some administrative functions (such as the registration of the final beneficiaries, or focal points in the hospitals to facilitate admission process of insured patients) and by creating or reinforcing development linkages between programs (such as PWPs and enterprise development in the agriculture sector that will contribute to the school feeding program).

The PEOPLE service was endorsed by CARD and development partners as the mechanism to facilitate the implementation of the NSPS and the coordination of all different social protection programs.

On 14 March 2012, CARD has submitted to the ILO a request for support on the design and implementation of the PEOPLE Service to coordinate existing programs at the national and subnational levels by linking social protection and employment services (see paragraph 6 - Other information). The ILO has already embarked in the design of the PEOPLE Service by conducting an assessment of social protection and employment services at national and decentralized level, which will serve as the baseline of the future implementation of the mechanism and by conducting the feasibility study of the PEOPLE Service (design study). The design study will be completed in July and presented to the Royal Government of Cambodia at the end of August 2012 for endorsement. The design study will include a detailed roadmap for the implementation of the PEOPLE Service that will provide useful guidance to the project.

In addition the ILO is also supporting the design and implementation of the

**The expansion of social insurance to formal sector workers** – In line with ILO's and Cambodian two-dimensional extension strategy, the ILO is also supporting the development of social security schemes for formal sector workers. The Cambodian Parliament adopted the law on Social Security for the employee working in the private sector in September 2002. This law stipulates the introduction of a contributory social insurance system granting workers social security benefits in case of employment injury, retirement, invalidity, death and other circumstances. On March 2, 2007, H. E. Prime Minister signed a sub-decree establishing a National Social Security Fund (NSSF). The NSSF operates as a public self-financing institution. It is governed by an independent Board with tri-partite representation of government, employers and employees. The Employment Injury Insurance (EII) component of the NSSF was launched in 2008 and today covers over 700,000 employees in 14 provinces.

NSSF is now considering designing and implementing the Health Insurance component and on 28 February 2012 has sent to the ILO a request for technical assistance in the design and implementation of the Health Insurance branch of the NSSF. Through a south south cooperation project the ILO has mobilized experts from Thailand who have conducted a preliminary design of the information technology system of the future system and prepared a roadmap for the detailed design of the IT system. Additional support is provided by the ILO through training and missions of French experts on specific technical issues (relationship with health care providers, final design of the benefit package, recruitment of a national IT consultant, establishment of a project management unit, and so on). These experts are identified and recruited jointly by the ILO and the GIP SPSI.

The Associate Expert/JPO would participate in the design and the establishment of the PEOPLE service through the activities described below.

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## **DUTIES AND RESPONSIBILITIES**

The JPO will:

- Work under the general supervision of the director of the ILO Country Office in Thailand, Laos PDR and Cambodia;
- Work under the direct (technical) supervision of the Social security specialist, ILO Decent Work Team (DWT), Bangkok;
- Coordinate closely with ILO program coordinator and ILO's other activities in the field of social protection and employment promotion in Cambodia;
- Coordinate closely with CARD and with line ministries and development partners involved in the implementation of the NSPS.

The JPO will lead or contribute to the following tasks:

- Provide direct technical support for the design and implementation of the PEOPLE service in two provinces (institutional set up, main functions and services offered, linkages with social protection programs, linkages with ID poor database, and so on) and develop a business plan to ensure the financial sustainability of the PEOPLE service.
- Conduct consultations and organize workshops at all levels in order to finalize the design, explain and advocate for the PEOPLE service, reach the buy in of all stakeholders involved (social protection and employment programs, central and decentralized government administrators, line ministries, workers and employers, civil society, development partners, and so on.)
- Provide technical inputs for the design, implementation, further development and linkages of social protection programs in various technical areas (access to health care, income security for the working age, food security, vocational training, and so on.)
- Develop partnerships with various social security/social protection providers (NSSF, HEFs, CBHI, NGO-based programs, and projects.)
- Provide direct technical support for the establishment of a M&E framework for the future evaluation of the impact of the NSPS and the PEOPLE service on access to social protection and employment services, return to employment, poverty reduction, etc.
- Write technical specifications and commission IT companies to develop, establish and pilot test an appropriate management and monitoring system.
- Assess training needs and develop training curriculum for the establishment of the team in charge of the PEOPLE service; liaise with ITC ILO Turin to develop on-site specific courses for them; liaise with other training programs to fulfill specific training needs (e.g. case management.)
- Support all incoming missions for the implementation of the health insurance branch of NSSF, and participate in the development of a specific training curriculum for NSSF health insurance project management unit on health financing and management of IT projects.
- Develop and implement IEC campaigns and tools (videos, leaflets, cartoons...) to raise awareness on social protection, the NSPS, and the PEOPLE service for the general public, government officials at national and sub-national levels, commune councils, workers and employers, children, and so on.
- Participate in the evaluation of the PEOPLE service and the NSPS pilot-testing phase, formulate the lessons learned for the rolling-out phase of the NSPS to other provinces.

- Participate in resource mobilization for the further implementation of the PEOPLE service, NSSF Health Insurance branch and the further extension of social security/social protection schemes and programs.
  - Develop south-south exchange in various technical areas as per needed (institutional arrangement, case management procedures and tools, IT systems, monitoring and evaluation systems, contractual arrangements, and so on.)
  - Share knowledge on Cambodia's social protection situation, strategy and developments through the development of research, the participation in regional knowledge sharing workshops on social protection and the contribution to the GESS platform.
  - Participate in the regular meetings of IWG on food security and P4H (providing for health) working groups.
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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

The JPO will:

- Have the opportunity to enhance his/her technical knowledge in the field of extension of social protection as well as design and implementation of the social protection floor in a country;
  - Have the opportunity to enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and disseminating this information, communicating, connecting actors and conducting training sessions;
  - Have a permanent opportunity to improve his/her professional skills at various levels, such as getting to know training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;
  - Get to know the functioning of the ILO and its regional bodies as well as the UN system, particularly in Cambodia and at the Decent Work Team and regional level in Bangkok;
  - Have the opportunity to develop his/her creativity and ability to work within a cross-disciplinary team in a multicultural setting.
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## **QUALIFICATIONS AND EXPERIENCE**

- University degree (master's level) in economics, statistics, actuarial science, business administration, or development economics;
- At least two years of experience in working with social protection / social security issues;
- Ability to work independently and plan complex activities;
- Good listening and dialogue skills, ability to have talks and deal with populations in varied social environments;
- Ability to work in a team, share ideas and resolve challenges, as well as initiative;
- Appreciation of establishing partnerships;
- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Ability to write technical reports, information notes and summaries, design communication supports (e.g., brochures, presentations) and produce website contents;

- Proficiency in IT (WORD, POWERPOINT, EXCEL, etc.) and internet usage, including blogs, forums and wikis;
- Educational/university or professional experiences abroad would be a plus.

## **LANGUAGES**

- Excellent spoken and written English.

Position: 12/ 30

Date: January 2019

## JOB DESCRIPTION

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### GENERAL INFORMATION

**Title of the posting:** JPO on Crisis  
**Sector/Office:** Regional Office for Asia and the Pacific  
**Location:** Bangkok, Thailand  
**Duration of appointment:** 12 months (fixed term) with a possible extension subject to fund availability

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### SUPERVISION

**Direct supervision by:** Ms Shukuko Koyama  
**Title of the supervisor:** Crisis Specialist  
**Content and methodology of the supervision:** Regular day to day supervision and working together on current and forthcoming ROAP work plan for crisis-related matters.  
**Administrative supervision:** ROAP

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### DUTIES AND RESPONSIBILITIES

The JPO will contribute to the ILO's activities in the area of preparation for and respond to natural disaster and armed conflict in Asia and the Pacific. In particular, the JPO will assist the Crisis Specialist through the following activities:

#### 1. Programme and Operations

- Provide technical backstopping to ILO Country Offices to implement crisis-related activities.
- Assist ILO Country Offices in crisis response, in particular, to strategically position the ILO in inter-agency humanitarian assistance framework. Participating in field missions to provide technical advice to ILO staff in inter-agency activities, draft Flash Appeal proposals and situation reports, and assist Country Directors in fund raising, and developing communication materials (e.g. "donor bulletin", "policy brief") as required.
- In case of a mega natural disaster, support the Crisis Specialist to facilitate the whole of ILO approach to crisis response by closely liaising with offices, departments and specialists at HQs, ROAP and Country Offices.
- Assist the Crisis Specialist in developing capacities of the ILO staff and constituents in the region by organising training programmes and workshops on crisis response.
- Assist the Crisis Specialist in organising donor meetings, technical workshops and large-scale international conferences by preparing documents as well as providing administrative and logistical support.
- Support the Crisis Specialist in liaising and building partnerships with relevant UN

partners, governments, and research institutes.

- Attend inter-agency meetings on behalf of the Crisis Specialist upon request.
- Perform other duties as required.

## 2. Policy Development and Research

- Research and analyse the past and ongoing ILO interventions in natural disaster and armed conflict contexts. Generate lessons learned, good and bad practices for future interventions.
- Develop and maintain a database on the ILO's interventions in natural disaster and armed conflict settings through a close collaboration with relevant departments and specialists at HQs and ROAP.
- Contribute to the finalisation of ILO technical materials on crisis response including *Business Continuity Planning Manual*, *Pre-disaster Recovery Planning Manual*, *Post-disaster Needs Assessment Manual*, *Workspace Safety Manual*, and *Gender and Natural Disasters: Checklist for Disaster Response Practitioners*.
- Provide technical and operational assistance for the implementation of the research project: "Great East Japan Earthquake Project". Assisting the Crisis Specialist in managing the project by providing administrative and logistical support, monitoring the implementation progress and drafting progress and financial reports.
- Disseminate research findings and knowledge generated from the research activities above through international conferences, technical workshops and meetings with other UN and development partner agencies, donors and research institutions.
- Perform other duties as required.

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## **QUALIFICATIONS AND EXPERIENCE**

Qualifications: Advanced university degree in business administration, economics, development studies or any other relevant disciplines.

Experience: Minimum of three year experience in relevant fields. Operational exposure/experience in natural disaster response, post-conflict reconstruction, livelihoods recovery, employment creation and/or related issues constitutes an asset.

Sound analytical skills on social, economic and cultural issues.

Ability to work well in a multicultural team.

Willingness to serve in environments affected by armed conflict and/or natural disaster.

Languages: Excellent command of written and spoken English is required. Good knowledge of Japanese is a strong asset.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

Through technical operations at the country level and policy and knowledge development experience at the regional and global level, the JPO will be able to:

- Enhance ability to design and implement an innovative approach on economic recovery and reconstruction in crisis-affected countries at the country level;
- Develop technical competencies in the area of livelihoods recovery and employment creation in crisis-affected environments;
- Become familiar with a multi-disciplinary inter-agency approach to post-crisis reconstruction in both natural disaster and armed conflict settings; and
- Improve his/her managing, communicating, coordinating and drafting abilities.

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## BACKGROUND INFORMATION

The ILO has been involved in crisis response almost since its inception, with its roots solidly set in post-World War I reconstruction and peace building. In more recent years, the relevance of the ILO to crisis response has expanded to the area of natural disasters. This is particularly the case in Asia and the Pacific region. Asia and the Pacific is the world's most prone region to natural disasters. Between 1980 and 2009, 85 per cent of deaths and 38 per cent of the global economic losses caused by natural disasters occur in the region.<sup>1</sup> In addition, a number of countries in the region are emerging from armed conflicts which have left equally devastated economic and social damages to societies.

In order to attend the needs for crisis response, the ILO Regional Office for Asia and the Pacific established a Crisis Specialist position under its Policy and Programmes Unit in April 2011. In December 2011, the 15<sup>th</sup> Asia and Pacific Regional Meeting looked at ways that employment and social policies can be applied to relieve the effects off natural disasters. The Japanese Government organised a special session on this topic, which allowed the ILO constituents to share knowledge and draw important lessons on disaster response and employment policy.

The ILO has played a leading role in crisis response, mainly by providing policy guidance, technical support for livelihoods recovery and employment creation within the international community, as well as in societies affected by natural disaster and armed conflict.

Among the international community members, there is a growing recognition that employment and livelihoods issues need to play a central role in post-crisis reconstruction. The devastated disaster and subsequent recovery efforts in Japan since March 2011 also demonstrate how important livelihoods and employment are for people affected by disasters. The ILO has played a leading role to place livelihoods and employment at the centre of recovery processes.

At the global level, the ILO has led the development process of the UN System-wide Policy on Post-conflict Employment Creation, Income Generation and Reintegration, which the first UN system-wide policy on employment creation in conflict-affected environments, endorsed by the UN Secretary General in 2008. Within the UN Inter-Agency Standing Committee's Cluster Working Group on Early Recovery, the ILO co-leads a sub-cluster on livelihoods. The ILO has

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<sup>1</sup>United Nations Economic and Social Commission for Asia and the Pacific and United Nations International Strategy for Disaster Reduction (2010). *The Asia Pacific Disaster Report, 2010: Protecting Development Gains*, Bangkok.



played a significant role in the field of disarmament, demobilisation and reintegration of ex-combatants (DDR), too. The ILO has been an active player in the Inter-Agency Working Group on DDR and took a lead on the revision of its International DDR Standards. In the field of natural disaster response, the ILO is actively involved in the work of the International Recovery Platform, an international network of development and natural disaster response partners.

At the country level, the ILO has provided policy advice and technical guidance to natural disaster recovery and post-conflict reconstruction. The ILO has provided a number of supports through the provision of skills training for refugees, IDPs and ex-combatants; setting up an emergency employment service centres; implementing labour-intensive reconstruction activities (“Cash-for-Work”) and so forth. In Asia and the Pacific, the ILO has provided crisis response support in Afghanistan, Bangladesh, Cambodia, India, Indonesia, Nepal, Pakistan, the Philippines, the Solomon Islands, Sri Lanka and Thailand. Through these upstream and downstream activities, the ILO contributes to placing livelihood and employment at the centre of recovery and reconstruction efforts. The ILO promotes the livelihoods and employment focused reconstruction through a close partnership with other agencies including FAO, UNDP, UNHCR, UNIFEM and the World Bank.

**INTERNATIONAL LABOUR OFFICE      Junior Professional Officer (JPO)**

**Post number: 13/04**

**Date of issue: *January 2019***

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## **JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS**

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### **GENERAL INFORMATION:**

**Title of the posting:** JPO in Promoting Decent Work for Domestic Workers

**Duty station:** Bangkok

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

**Sector or Field Office:** DWT-Bangkok

**Organisational unit:** DWT-Bangkok

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### **SUPERVISION**

**Direct Supervision by:** Ms John Simpson , Senior Gender Specialist, DWT Bangkok

**Overall Supervision by:** Director

**Content and methodology of supervision:**

Daily contact, joint missions, teamwork on joint outputs with relevant DWT colleagues

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### **INTRODUCTION**

At its 100<sup>th</sup> Session (2011) the International Labour Conference (ILC) adopted the Domestic Workers Convention (No. 189), and Recommendation (No. 201). It is the first time that the ILO has adopted international labour standards dedicated to this particular group of workers. The final texts of the Convention and Recommendation were achieved through tripartite consensus and adopted with overwhelming support. Alongside the new instruments, the ILC adopted a resolution concerning efforts to make decent work a reality for domestic workers across the regions. Undoubtedly, the Asia Pacific region has a critical role to play in leading efforts at both national and regional levels to promote policy measures and normative initiatives in a number of areas related to the promotion of decent work for domestic workers.

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## **DUTIES AND RESPONSABILITIES**

The position would be to assist and further develop the efforts of the ILO in South East Asia, East Asia and the Pacific to promote the ratification and effective application of Convention No. 189 and Recommendation No. 201. This would be pursued by a combination of organizational efforts ranging from promotional work; building and strengthening capacities and institutions at national level; promoting the organization of domestic workers and their employers; awareness raising and advocacy through applied research and its dissemination; and cooperation between the ILO and other UN partners on issues pertaining to domestic work.

### **The JPO will carry out the following tasks:**

- Support initiatives at regional and country level aimed at promoting the ratification of the Domestic Workers convention and the effective implementation of the Convention and Recommendation;
- Provide support to various initiatives aimed at supporting governments, employers' and workers' organizations in the sharing of knowledge, information and good practices on domestic work;
- Assist in organizational efforts directed at the promotion of capacity building of governments and employers' and workers' organizations to ensure decent working conditions for domestic workers;
- Assist in cooperation initiatives with regard to the promotion of decent work for domestic workers between the ILO and other relevant international and regional organizations;
- Collaborate with senior specialists and provide inputs in the review of national legislation and policies aimed at strengthening normative frameworks at national levels;
- Interface with other relevant ILO programmes in the region, including the Regional Migration Programme and its associated TC initiatives with respect to issues related to women migrant domestic workers;
- Conduct background research on cross-country and cross-regional issues pertaining to domestic work;
- Assist in preparing policy briefs and compendia of good practices aimed at sharing practical knowledge and experiences in addressing domestic workers issues;
- Provide inputs for the preparation of technical cooperation proposals on domestic work and other associated areas e.g. child domestic work; and
- Assist in the technical backstopping of technical cooperation projects in the area of domestic work.

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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** A relevant university postgraduate degree, preferably in the area of law with focus on international labour issues, social and gender studies or similar disciplines

**Experience:** Preferably experience in labour law, social assistance to vulnerable groups, social studies and/or rights-based advocacy work. Additional experience in project management and working in a team environment would be a considerable benefit.

**Skills:** Excellent computer skills, including use of Internet, MS Word, Excel and PowerPoint.

**Languages:** Fluency in English, working knowledge of another UN working language and/or one other language in the region would be beneficial.

**Competencies:**

The Associated Expert will be expected to be self-motivated and be comfortable dealing with a variety of parties both inside and outside the ILO. They should be able comfortable presenting to groups and working at high levels with both employers, workers and their representatives.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Through the JPO programme the expert will receive exposure to:

- Key developments taking place in the field of responsibility and sustainability management, business competitiveness and supply chain management;
- Working in a cross-cultural and multi-disciplinary environment;
- International labour and industrial relations with special emphasis on the promotion of a recently adopted international treaty;
- The structures and functions of the International Labour Office in Asia, as well as the various components of the ILO globally;
- The design, preparation and introduction of training approaches and supporting materials in cooperation with counterpart institutions.

During the course of the assignment, the Expert would be expected to assist with on-going research and help develop and deliver promotional and training materials with knowledge partners and UN counterparts. S/he would also obtain an in-depth understanding of the challenges associated with the promotion and effective application of an international labour standard

affecting the life and aspirations of millions of workers and their families across the Asia Pacific region.

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## **BACKGROUND INFORMATION**

- The position would be to support the senior gender specialist in close collaboration with other team members of the DWT Bangkok, covering 24 countries in South East Asia, East Asia and the Pacific. The position will also benefit from continuous interaction with the ILO Regional Migration Programme, particularly with respect to issues related to women migrant domestic workers.
- Bangkok is home to the ILO's largest office outside of headquarters, comprised of the Asia Regional Office for Asia and the Pacific, the
- Decent Work Technical Support Team for South East Asia, East Asia and the Pacific and the Country Office covering Thailand, Laos and Cambodia. Supporting the most populous and diverse sub-region in the world, with more than a quarter of the world's population, the DWT's specialists provide a broad range of technical and policy advisory services to countries with levels of development ranging from LDC (for example, Cambodia, East Timor and Samoa) to the highly industrialized nations of Japan, Republic of Korea and Singapore as well as an expanding range of middle-income countries. Large emerging economies such as China and Indonesia are also part of the DWT-Bangkok technical portfolio. Recent developments and political level are likely to influence ILO's programme of work in Myanmar.
- The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non- and under-represented countries.

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**INTERNATIONAL LABOUR OFFICE**

**Junior Professional Officer (JPO)**

**Technical Cooperation Programme  
International Programme on the  
Elimination of Child Labour**

**Post number: 13/05**

**Date of issue: January 2019**

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## **JOB DESCRIPTION**

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### **GENERAL INFORMATION:**

Title of the posting: JPO on Child Labour and Youth Employment  
Sector: Fundamental Principles and Rights  
Location: Phnom Penh, Cambodia  
Duration Appointment: (Fixed Term) 12 months  
Starting date: As soon as possible  
Donor: To be determined

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### **SUPERVISION**

Supervision by:

Ms: S. Singh - Senior Child Labour Specialist, DWT Bangkok

Mr. J. Wang, Director, ILO Country Office for Thailand, Cambodia, and Lao PDR

Mr. Tun Sophorn, ILO National Coordinator in Cambodia

Content and methodology of guidance: Daily contact, joint missions,  
and joint outputs with other team members

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### **INTRODUCTION**

The JPO will be located in Phnom Penh and attached to IPEC Cambodia as a member of the team. (S)he will report to the Director of the Country Office for Thailand, Cambodia and Lao PDR located in Bangkok. (S)he will work under the supervision of the Senior Child Labour Specialist in the Decent Work team in Bangkok, and receive additional technical guidance from IPEC Headquarters in Geneva and the Youth Employment Specialist based in the ILO Regional Office for Asia & the Pacific.

The JPO will assist in providing technical advisory services in the field of child labour, including school to work transition, and decent youth employment for boys and girls 15-17 years of age as an alternative to child labour. (S)he will be responsible supporting the overall ILO sub-regional strategy (April 2012) for combating child labour and providing assistance to activities focusing on priority target groups. The Associate Expert/JPO will contribute to the promotion of equality between boys and girls and women and men through gender mainstreaming, i.e. integrating gender concerns in child labour and youth employment (15 – 17 years) activities in

Cambodia. The JPO will also provide other inputs as needed in the day-to-day functioning of the Programme.

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## **DUTIES AND RESPONSABILITIES**

The JPO will carry out the following tasks:

- Support implementation, including gender mainstreaming, of the IPEC programme in Cambodia.
- Undertake research and prepare analytical reports on questions relating to combating child labour, and provide technical inputs for country or sectoral analyses, ILO reports and publications.
- Undertake research and analysis with a focus on the 15 to 17 years old population on:
  - The challenges presented by the “skills mismatch” and the analysis of anticipated employment trends for youth
  - The opportunities of “enhancing the role of youth in agriculture-related employment”
- Provide technical backstopping to activities focusing on selected target groups, such as child and women domestic workers, victims of trafficking, and child labourers involved in hazardous work in the Cambodia, their employers and parents.
- Identify and document good practices in combating child labour and human trafficking.
- Contribute to the provision of training and technical support to ILO-IPEC colleagues, partner organizations and selected target groups.
- Contribute to the communication strategy of the IPEC programme by collecting, synthesizing and disseminating information on programme activities.
- Carry out other duties as may be required by the ILO.

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## **QUALIFICATIONS AND EXPERIENCE**

Education: Completed Masters Degree in one of the social sciences

Experience: (1-2 years of) relevant working experience desirable; experience in East Asia and/or in field related to the ILO’s mandate is an asset.

Languages:	Proficiency and ability to draft quickly and clearly in English. Command of another official language is an asset.
Competencies:	<ul style="list-style-type: none"> <li>■ Commitment to gender equality promotion and capacity to implement gender mainstreaming mechanisms.</li> <li>■ Good interpersonal skills and ability to work in a team.</li> <li>■ Result-oriented; ability to work independently with a minimum of supervision and meet deadlines.</li> <li>■ Excellent communication skills, both written and verbal, in English.</li> <li>■ Proficient in basic computer software (Microsoft Word, PowerPoint, Excel).</li> </ul>

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Within the job, the JPO will gain exposure to:

1. The implementation of ILO core child labour conventions and ILO-IPEC strategy in combating child labour in East Asian countries.
2. Gender equality promotion through gender mainstreaming and gender-specific measures in IPEC activities.
3. Strategies for working with selected target groups, such as child domestic workers and child labourers in hazardous sectors.
4. Working with ILO's constituents and other partners in East Asia.
5. Working in an international and multicultural team.

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## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is providing technical assistance to member countries to combat child labour and its worst forms through its International Programme on the Elimination of Child Labour (IPEC).

With over 127 million economically active children, the Asia and the Pacific region has the highest number of child labourers in the world. In East Asia, IPEC works to combat the worst forms of child labour which are found in the sub-region, such as child trafficking, commercial sexual exploitation, child domestic work, hazardous child labour and the use of children for drug trafficking.

In addition to the development and implementation of several national time-bound support projects in the sub-region, IPEC has also adopted a number of regional sectoral programmes addressing areas such as child trafficking and child domestic



work in East Asia. Specific efforts have been made in the DWT-Bangkok-supported child labour programme to mainstream gender in its work and specifically address gender inequalities among population groups in poverty which form one of the root causes in child labour exploitation and human trafficking in the region. Furthermore, with a significant proportion of the Cambodian population under 25 years of age and with most households dependant on agriculture for their livelihoods, the challenge to solving the dual problem of child labour in rural agriculture and the lack of decent work for youth of legal age for entry into employment is of serious priority for the ILOs work in the country.

# INTERNATIONAL LABOUR OFFICE

## JUNIOR PROFESSIONAL OFFICER (JPO)

Technical Cooperation Programme

Post number: 13/08

Date of issue: January 2019

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### JOB DESCRIPTION

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#### GENERAL INFORMATION

<b>Title of post:</b>	JPO – Gender
<b>Duty Station:</b>	Suva, Fiji
<b>Duration of the assignment:</b>	12 months, renewable
<b>Field Office:</b>	ILO Office for the Pacific Island Countries (CO-Suva)

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#### SUPERVISION

<b>Direct Supervision by:</b>	Day-to-Day supervision and support will be provided by CO-Suva's Decent Work Specialists.
<b>Overall supervision by:</b>	Mr Donglin Li, Director
<b>Content and methodology:</b>	<p>The supervision and support provided to the JPO - Gender will be through participation in the Programming Team supporting the eleven ILO member States in the Pacific. As a member of the Programming Team they will be supported both in their engagement with the constituents and in the provision of services to constituents as identified in the Decent Work Country Programmes.</p> <p>In addition support will be provided to the Expert by the Gender Senior Specialists based in the Decent Work Team in Bangkok and by the Head Quarters Bureau for Gender Equality (GENDER)</p>

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#### BACKGROUND INFORMATION

The ILO Office for Pacific Island Countries is based in Suva, Fiji. The Office is responsible for supporting eleven ILO member States (Cook Islands, Fiji, Kiribati, Republic of Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tuvalu, Tonga and Vanuatu). In addition the Office also provides support to non-member States in the region.

Gender inequalities in the Pacific Island Countries remain pervasive and persistent, with women concentrated in jobs with low security, few occupational choices, low pay, poor working conditions, low status and low bargaining power in the labour market. Experience from the region shows that gender discrimination on the basis of sex is still widespread and will not vanish automatically with economic growth. Explicit changes in policies, institutions and practices are needed to allow for the effective utilization of all human resources.

Consequently all the Decent Work Country Programmes for these ILO member States highlight the need for assistance in promoting equal opportunities for women. Specific areas in which the Gender Expert will be involved include:

- Assisting in the on-going work on labour law reform as it relates to gender issues (e.g. non-discrimination, maternity leave, etc.)
- Support to technical cooperation project on “Promoting Gender equality and Eliminating Sexual Harassment in the Workplace”
- Support to Employers and Workers’ Organizations on supporting their efforts on matters concerned with promoting and advocating for gender equality in the world of work.

## **DUTIES AND RESPONSIBILITIES**

The JPO will form part of the CO-Suva team and will undertake the following tasks:

- Assist in ensuring that the ongoing technical cooperation projects and other initiatives mainstream gender issues and concerns, including compiling and disseminating good practices;
- Assist member States in their efforts to ratify and implement key equality Conventions
- Assist in the design of technical cooperation projects in support of ILO constituents to promote and mainstream gender issues and concerns according to the Decent Work Country Plans;
- Assist the ILO to contribute to the design of the Pacific Islands UNDAF, including participating on the UN Gender Outcome working group as the Gender Focal point;
- Assist in preparing progress and monitoring reports for submission to relevant donors;
- Assist in collecting, adapting and disseminating training and capacity building materials on gender mainstreaming strategies related to world of work issues;
- Assist in planning and conducting technical meetings, seminars and workshops;
- Contribute to the knowledge sharing and communication activities of the CO-Suva;
- Participate in office regular staff meetings, technical meetings and briefings; contributing to regular reports; and
- Undertake technical missions when required.

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## **QUALIFICATIONS AND EXPERIENCE**

Qualifications:	University degree in social sciences, international development studies, gender and development or related fields.
Experience:	Two years work experience, preferably in the field of gender equality and gender mainstreaming.
Languages:	Excellent command of English. Working knowledge of French and/or Spanish would be an advantage.
Competencies:	General competencies include ability to work in a multicultural setting and in a team. Ability to carry out assignments in accordance with instructions and guidelines, ability to use analytical tools and qualitative and quantitative techniques, ability to conceptualise, plan, coordinate and conduct straightforward research work, ability to draft discussion papers

and reports. Job specific competencies include the ability to design and monitor technical cooperation projects, including logical frameworks; appraise and monitor technical cooperation projects; develop baselines and indicators to track progress; develop adapted training materials.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

During the designated period, the /JPO will gain experience in the following areas:

- Learn about the role of ILO as part of the UN System;
  - Learn about the tripartite structure of ILO (governments, employers' organisations and workers' organisations);
  - Gain experience in designing and implementing technical cooperation projects and programmes promoting gender equality in the world of work;
  - Gain insight into national policy frameworks on gender equality of ILO's member States;
  - Network and communicate in a multicultural setting in national, regional and international organisation.
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The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non and under-represented countries.

# INTERNATIONAL LABOUR OFFICE JUNIOR PROFESSIONAL OFFICER (JPO)

Technical Cooperation Programme

Post number:13/09

VACANCY ANNOUNCEMENT

Date of issue: January 2019

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## JOB DESCRIPTION

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### GENERAL INFORMATION

<b>Title of post:</b>	JPO – International Labour Standards
<b>Duty Station:</b>	Suva, Fiji
<b>Duration of the assignment:</b>	12 months, renewable
<b>Field Office:</b>	ILO Office for the Pacific Island Countries (CO-Suva)

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### SUPERVISION

<b>Direct Supervision by:</b>	Day-to-Day supervision and support will be provided by CO-Suva's Decent Work Specialists.
<b>Overall supervision by:</b>	Mr Donglin Li, Director
<b>Content and methodology:</b>	<p>The supervision and support provided to the JPO will be through participation in the Programming Team supporting the eleven ILO member States in the Pacific. As a member of the Programming Team they will be supported both in their engagement with the constituents and in the provision of services to constituents as identified in the Decent Work Country Programmes.</p> <p>In addition support will be provided to the Expert by the International labour Standards Specialist based in the Decent Work Team in Bangkok and Head Quarters.</p>

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### BACKGROUND INFORMATION

The ILO Office for Pacific Island Countries is based in Suva, Fiji. The Office is responsible for supporting eleven ILO member States (Cook Islands, Fiji, Kiribati, Republic of Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tuvalu, Tonga and Vanuatu). In addition the Office also provides support to non-member States in the region.

The ILO supports the PIC's constituents' efforts to "modernize" their Labour laws. There has been increasing recognition to adapt the labour laws with the current requirements and realities of the labour market, achieving the delicate balance between economic efficiency and productivity and rights at work. The ILO and the constituents will operate within a consultation framework involving tripartite constituents.

The work on the Labour Law amendments will have cross-cutting concerns with other DWCP priorities and outputs, including those dealing with wages and other elements of good labour market governance such as promotion of international labour standards including better application of ratified Conventions, the promotion of good industrial relations, social dialogue, tripartism, strengthened capacities of employers and workers organizations.

The Associate Expert/JPO on ILS will be located within the ILO Country Office for the Pacific Island Countries (CO-Suva) and will contribute to the countries outcomes, which seeks to strengthen capacity to ratify and apply international labour standards and to fulfil their reporting obligations

**DUTIES AND RESPONSIBILITIES**

The JPO will form part of the CO-Suva team and will undertake the following tasks:

- Compile and maintain databases on employment and labour law.
- Analyse data for policy development and research studies.
- Draft components of country for reports and publications.
- Assist in technical backstopping, implementation and monitoring of relevant activities.
- Participate in technical missions for research and fact finding, as required.
- Assist/support constituents’ efforts in the formulation of a framework for the labour code amendment.
- Assist in the preparation of comments from the Office on draft employment and labour legislation.
- Undertake research on practice in employment and labour law.
- Gather information on and analyse proposed bills amending the labour code
- Assist in training government officials, representatives of employers’ and workers’ organisations, and members of the judiciary.
- Undertake such other tasks and responsibilities as may be assigned by the Director of CO-Suva.
- Undertake technical missions when required.

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**QUALIFICATIONS AND EXPERIENCE**

Qualifications: Advanced University degree in law, preferably with a specialisation in employment and labour law, and/or in comparative law.

Experience: Two years work experience, preferably in related fields.

Languages: Excellent command of English. Working knowledge of French and/or Spanish would be an advantage.

Competencies: Good understanding of comparative labour law and sensitivity to a variety of legal approaches to employment and labour relations issues. Ability to communicate in a clear and effective manner both in writing and orally. Capacity to work as a member of a team, while also taking individual responsibility for discharging a personal workload.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

During the designated period, the JPO will gain experience in the following areas:

- Have the opportunity to enhance his/her technical knowledge in the field of labour law, including the promotion of relevant international labour standards, in a country;
- Field level exposure to law and practice in employment and labour law
- International Labour Standards dealing with subject areas covered by the labour law amendments in the Pacific Island Countries.
- Learn about the role of ILO as part of the UN System;
- Learn about the tripartite structure of ILO (governments, employers' organisations and workers' organisations);
- Gain insight into the development of national employment policy frameworks of ILO's member States;
- Network and communicate in a multicultural setting in national, regional and international organisation.

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The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non and under-represented countries.

INTERNATIONAL LABOUR OFFICE      Junior Professional Officer (JPO)

Post number: 13/30

Date of issue: *January 2019*

## JOB DESCRIPTION – FIELD POSITIONS

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### GENERAL INFORMATION:

**Title of the posting:** JPO – Macro and Labour Economics

**Duty station:** Manila, Philippines

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

**Sector or Field Office:** ILO Country Office for the Philippines

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### SUPERVISION

**Direct Supervision by:** Director, CO-Manila

**Overall Supervision by:** Director, CO-Manila

**Content and methodology of supervision:**

The JPO collaborates with the Employment Specialist and other members of the Decent Work Team (DWT) in Bangkok and works with the technical team of CO-Manila on a daily basis in the delivery of ILO's outputs. Formal planning, guiding and appraisal follow the performance management system established by the Office, with a stronger emphasis on the developmental objective.

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### INTRODUCTION

The JPO will be located within the ILO Country Office for the Philippines (CO-Manila) and will contribute to the country outcomes **PHL101** (*Improved access to green, productive and decent work and income opportunities for women and men, through fact-based policy/programme development, enterprise development and public investments.*) and **PHL102** (*National employment policy and Decent Work strategy implemented through the Philippine Development Plan and UNDAF*).

ILO and the social partners have been successful in mainstreaming decent and productive employment in the recently adopted Philippine Development Plan (PDP) 2011-2016 and UNDAF 2012-2018. ILO support will be necessary in building the capacities of the social partners to participate effectively in the implementation of the PDP and the UNDAF, including improving information collection methods and analysis.

The Associate Expert/ JPO position requires a high degree of technical knowledge and experience associated with labour market information and



analysis of labour market conditions; economic analysis and econometric modelling; organizational and presentational skills; and excellent writing and editing skills for drafting reports, working papers and project proposals.

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## **DUTIES AND RESPONSABILITIES**

**The JPO will carry out the following tasks:**

- Conduct country-level economic and econometric analysis related to employment targeting and poverty reduction strategies.
- Organize and manage joint activities with tripartite constituents on employment planning and programme development in the Philippines
- With the DWT Bangkok and CO-Manila teams, develop project proposals on employment planning and programme development.
- Undertake technical missions to support activities related to labour market information and analysis.
- Participate in training seminars and workshops as resource person.
- Undertake related tasks and responsibilities as may be assigned by the Director of CO-Manila.

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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced degree in economics or a related field with training in labour economics. Training in econometrics would be advantageous.

**Experience:** At least three years of professional experience at the national level or two at the international level.

**Skills:** Good computer skills including proficiency in Stata data analysis/statistical software programme. Proficiency in Microsoft Excel, PowerPoint and Word required. Excellent interpersonal skills and ability to work in a team.

**Languages:** Good command of English, including the ability to draft high-quality texts for publication.

### **Competencies:**

Ability to prepare high quality, technically sound reports and proposals. Good knowledge of labour market indicators and issues. Ability to participate effectively in technical missions and multi-disciplinary teams.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

### Training components:

The incumbent will receive advanced training and have ample opportunity for hands-on learning in using key labour market indicators to analyse labour market trends, develop technical proposals that will help strengthen capacities of ILO constituents in employment policy and programme development, and will have practical experience in working with ILO's tripartite constituents and other partners.

### Learning elements:

Enhanced knowledge of key labour market indicators and analysis of labour market trends in developed and developing countries. Knowledge of ILO tripartite structure and field operations. Experience in working at national level to boost the capacities of tripartite constituents.

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## BACKGROUND INFORMATION

With regard to linkages with ILO Outcomes under the Programme and Budget, the JPO will assist in the achievement of the following Outcomes:

- Country outcome **PHL101** (*Improved access to green, productive and decent work and income opportunities for women and men, through fact-based policy/programme development, enterprise development and public investments*) and **PHL102** (*National employment policy and Decent Work strategy integrated into the new Medium-Term Philippine Development Plan and UNDAF*). Both country outcomes contribute to the P&B Outcome 01 - Employment Promotion: More women and men have access to productive employment, decent work and income opportunities

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non-and under- represented countries.

## JOB DESCRIPTION – FIELD POSITIONS

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### GENERAL INFORMATION:

**Title of the posting:** JPO (Labour Law)

**Duty station:** Manila, Philippines

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

**Sector or Field Office:** ILO Country Office for the Philippines

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### SUPERVISION

**Direct Supervision by:** Director, CO-Manila

**Direct (technical) Supervision by:** International Labour Standards and Labour Law Specialists of the Decent Work Team based in Bangkok, supplemented by the Labour Administration and Labour Relations Specialist.

**Overall Supervision by:** Director, CO-Manila

#### **Content and methodology of supervision:**

Under the over-all guidance of the Director of CO-Manila, the JPO will be responsible for providing technical services in the field of labour law. In carrying out his/her work, the Associate expert will work with legal and other technical experts in a wide variety of specialisations. The international labour standards specialists under the Decent Work Team based in Bangkok will be the primary technical backstopping officials. The Labour Administration and Labour Relations Specialist will provide supplementary technical guidance in this field, as required. On operational matters and implementation of activities, the Associate Expert will coordinate with the relevant Programme Officer/s of CO-Manila.

The JPO will support the preparation and implementation of work plans covering labour law reform in the Philippines. This will be carried out within the framework of the Decent Work Country Programme (DWCP) of the Philippines.

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### INTRODUCTION

The ILO supports the Philippine constituents' efforts to "modernize" the Labour Code. There has been increasing recognition to adapt the labour code with the current requirements and realities of the labour market,

achieving the delicate balance between economic efficiency and productivity and rights at work. The labour code amendment is in line with the Labour and Employment Plan for 2011-2016, which seek to strengthen compliance with constitutionally protected rights of workers. The reform will also seek to promote consistency with up-to-date ILO Conventions ratified by the Philippines. Constituents' efforts to amend the labour code also aim to achieve the objectives of the Philippine Development Plan covering productivity and efficiency. The ILO and the constituents will operate within a consultation framework involving teams established by the ILO and the Philippine tripartite constituents.

The Associate Expert/JPO on Labour Law will be located within the ILO Country Office for the Philippines (CO-Manila) and will contribute to the country outcomes PHL 826 which seeks to strengthen capacity to ratify and apply international labour standards and to fulfil their reporting obligations

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## **DUTIES AND RESPONSIBILITIES**

### **The JPO will carry out the following tasks:**

#### General duties

- Compile and maintain databases on employment and labour law.
- Analyse data for policy development and research studies.
- Draft components of country for reports and publications.
- Assist in technical backstopping, implementation and monitoring of relevant activities.
- Participate in technical missions for research and fact finding, as required.

#### Specific duties

- Assist/support constituents' efforts in the formulation of a framework for the labour code amendment.
- Assist in the preparation of comments from the Office on draft employment and labour legislation.
- Undertake research on practice in employment and labour law.
- Gather information on and analyse proposed bills amending the labour code
- Assist in training government officials, representatives of employers' and workers' organisations, and members of the judiciary.
- Undertake such other tasks and responsibilities as may be assigned by the Director of CO-Manila.

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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced University degree in law, preferably with a specialisation in employment and labour law, and/or in comparative law.

**Experience:** Minimum of two years' national experience.

**Skills:** Demonstrated abilities to:

- Carry out comparative legal research in employment and labour law.
- Provide accurate and concise legal advice on employment and labour law.
- Draft clearly and concisely, both for the purposes of providing legal advice and in order to prepare publications, reports and studies.
- Take initiative to keep up-to-date with new developments in employment and labour law.

**Languages:** Excellent knowledge of English or French; a working knowledge of another ILO official language (English, French and Spanish) would be an asset.

**Competencies:**

- Good understanding of comparative labour law and sensitivity to a variety of legal approaches to employment and labour relations issues
- Ability to communicate in a clear and effective manner both in writing and orally
- Capacity to work as a member of a team, while also taking individual responsibility for discharging a personal workload

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Within the job, the JPO will gain exposure to:

- Have the opportunity to enhance his/her technical knowledge in the field of labour law, including the promotion of relevant international labour standards, in a country;
- Field level exposure to law and practice in employment and labour law
- International Labour Standards dealing with subject areas covered by the labour code amendment in the country.
- Preparation of training material on country-specific aspects – and to a certain extent, international and comparative aspects - of employment and labour law.
- Experience in working at field, working with labour ministries, workers and employers organizations.
- Get to know the functioning of the ILO, particularly in the Philippines, and its work with tripartite constituents.

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## **BACKGROUND INFORMATION**

Improved labour market governance is one of the four priorities of the Decent Work Country Programme (DWCP) for the Philippines, specifically, under Outcome PHL 826 which seeks to strengthen capacity to ratify and apply international labour standards and to fulfil their reporting obligations.

The work on the Labour Code amendment will have cross-cutting concerns with other DWCP priorities and outputs, including those dealing with wages and other elements of good labour market governance such as promotion of international labour standards including better application of ratified Conventions, the promotion of good industrial relations, social dialogue, tripartism, strengthened capacities of employers and workers organizations.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non- and under-represented countries.

**INTERNATIONAL LABOUR OFFICE**

**Junior Professional Officer (JPO)**

**Post number: 1332**

**Date of issue: January 2019**

## **JOB DESCRIPTION –FIELD POSITIONS**

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### **GENERAL INFORMATION:**

**Title of the posting:** JPO – Migration and Trafficking

**Duty station:** Manila, Philippines

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

**Sector or Field Office:** ILO Country Office for the Philippines

**PS/SR Initiator:**

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### **SUPERVISION**

**Direct Supervision by:** National project Officer (TBA) for Integrated Programme on Fair Recruitment (FAIR), Swiss Agency for Development and Cooperation (SDC)-funded

**Overall Supervision by:** Director, CO-Manila

#### **Content and methodology of supervision:**

Under the over-all guidance of the Director of CO-Manila, the Associate Expert/JPO works under the direct guidance of the *National Project Officer for Integrated Programme on Fair Recruitment (FAIR)*. The JPO will also support other ILO Manila migration and trafficking projects.

The JPO collaborates also with Decent Work Team in Bangkok and in particular with the ILO Migration Specialist. They will also report back to the FAIR team in Geneva (Ms Alix Nasri, Fundamental Principles and Rights at Work Branch; and Ms H el ene Harroff-Tavel, Labour Migration Branch). The Associate Expert/JPO will also work, on a daily basis, with the technical team of the CO-Manila in the delivery of ILO outputs. Formal planning, guiding and appraisal will follow the performance management system established by the Office, with a stronger emphasis on the developmental objective. The Associate Expert/JPO will be based within the CO-Manila.

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### **INTRODUCTION**

ILO and the social partners have been successful in mainstreaming decent and productive employment throughout the development agenda of the Philippines. The

ILO support will be necessary in building the capacities of the social partners to participate effectively in the implementation of the Philippines Development Plan (PDP), the United Nations Development Framework (UNDAF) 2012-2018 and the ILO Decent Work Country Programme (DWCP) and the Sustainable Development Goals (SDGs).

The ILO is the only United Nations agency with a constitutional mandate to protect migrant workers, and this mandate has been re-affirmed by the 1944 Declaration of Philadelphia and the 1998 ILO Declaration on Fundamental Principles and Rights at Work. It has been dealing with labour migration issues since its inception in 1919. It has pioneered international Conventions to guide migration policy and protection of migrant workers. All major sectors of the ILO - standards, employment, social protection and social dialogue - work on labour migration within its overarching framework of Decent Work for All. ILO adopts a rights-based approach to labour migration and promotes tripartite participation in migration policy.

The Philippines joined the ILO in 1948 and has since been one of the ILO's most active members, giving strong support to policies and programs. As of January 2012, the Philippines had ratified 33 conventions, including the 8 fundamental conventions on freedom of association and collective bargaining, forced labour, discrimination and child labour. Further, the Philippines has ratified the 2 migrant specific conventions and associated recommendations:

- Convention No 97 – Migration for Employment Convention (1949)
- Recommendation No 86 – Migration for Employment Recommendation (1949)
- Convention No 143 – Migrant Workers Convention (1975)
- Recommendation No 151 – Migrant Workers Recommendation (1975)

The Associate Expert/JPO position requires a high degree of technical knowledge and experience associated with human resources management for health, policies regarding migration, forced labour, human trafficking, in particular with regards to the migration and trafficking flows between Asia and Europe. Experience in designing monitoring and evaluation strategies in the context of migration and trafficking projects would be an asset. Further, the Associate Expert position requires knowledge of organizational and presentational skills and excellent writing and editing skills for drafting reports, working papers and project proposals.

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## **DUTIES AND RESPONSABILITIES**

### **The JPO will carry out the following tasks:**

- Conduct country-level social and policy analysis relating to migration and trafficking.
- Develop the monitoring and evaluation framework of the ILO migration and trafficking projects in the Philippines following project's logical frameworks and indicators
- Organize and manage joint activities with tripartite constituents on migration and trafficking policy coordination in the Philippines



- With the CTA, DWT Bangkok and CO-Manila team, develop project proposals on migration and trafficking related issues.
  - Undertake technical missions to support activities related to migration and trafficking.
  - Participate in training seminars and workshops as resource person.
  - Undertake related tasks and responsibilities as may be assigned by the CTA and the Director of CO-Manila.
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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced university degree in economics, management, social science or equivalent in experience.

**Experience:** At least three years of professional experience at the national level or two at the international level. Experience working on international labour migration, skills development, health sector, monitoring and evaluation, gender and other migration-related issues.

**Skills:** Proficiency in Microsoft Excel, PowerPoint and Word required. Excellent interpersonal skills and the ability to work in a team

**Languages:** Good command of English, including the ability to draft high-quality texts for publication.

**Competencies:** Ability to prepare high quality, technically sound reports and proposals. Good knowledge of labour market indicators and issues. Ability to participate effectively in technical missions and multi-disciplinary teams.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Within the job, the JPO will gain exposure to:

- Opportunities to enhance his/her technical knowledge in the field of migration and trafficking, including the promotion of relevant international labour standards in the Philippines
  - International Labour Standards, codes of practice on the recruitment of international skilled professionals dealing with migration and trafficking
  - International migration and trafficking research networks.
  - Engaging at the field level with various relevant Philippines department/ministries, workers & employers organizations.
  - The ways ILO implements its mandate with regards to migration and trafficking, including knowledge of the ILO institutional settings
  - Exposure to other UN agencies dealing with the issues of migration and trafficking
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## **BACKGROUND INFORMATION**

With regard to linkages with ILO Outcomes under the Programme and Budget, the Associate Expert will assist in the achievement of the following Outcomes:

**PHL130**, *regarding the improvement of labour migration management, including reintegration of return migrants*

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non- and under- represented countries.

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**JOB DESCRIPTION**

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**GENERAL INFORMATION:**

Title of the posting:	JPO on Partnership Coordination
Sector:	Policy coherence (cross cutting programme)
Work Unit:	R-PAR (ROAP)
Location:	Bangkok, Thailand (Regional Office Asia & the Pacific)
Duration Appointment:	Two years (one year extension possible)
Starting date:	tbc (as soon as possible)

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**SUPERVISION**

Supervision by: Wolfgang Schiefer, Head, Regional Unit for Partnerships

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**INTRODUCTION**

The International Labour Organization (ILO) is a UN specialized agency devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues. In promoting social justice and internationally recognized human and labour rights, the organization continues to pursue its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent jobs and the kinds of economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress.

Within the UN system, the ILO has a unique tripartite structure with workers and employers participating as equal partners with governments in the work of its governing organs. The ILO formulates international labour standards in the form of Conventions and Recommendations setting minimum standards of basic labour rights and it provides technical assistance to support their implementation.

The primary objective of the ILO Regional Office for Asia and the Pacific is to provide technical assistance to Sub-Regional Offices of the ILO in countries in the region, to support their efforts to promote decent work. This technical support covers a wide range of specific subjects within the four core areas of the ILO's mandate: rights at work, employment, social protection and social dialogue.

The ILO is engaging proactively at headquarters, regional and country level in UN reform to increase the effectiveness of the UN system and to mainstream the Decent Work approach across the UN programmatic portfolio. This engagement has been accorded high priority by the senior management of the organization and regional advisory services on UN reform have been established in the four regions.

The JPO on UN Reform will contribute to the regional advisory services in the Asia and Pacific region at the ILO ROAP.

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## **DUTIES AND RESPONSABILITIES**

The JPO will carry out the following tasks:

- 1.1. Analyze South-South cooperation experience and approaches in the region and cooperate with the South-South Cooperation initiative at ILO headquarters. Liaise with other UN agencies, including the UN Special Unit for South-south Cooperation on this modality
  - 1.2. Keep abreast of interagency cooperation policy developments by monitoring pertinent websites; ILO headquarters website; and liaising with ILO headquarters
  - 1.4. Undertake restructuring of the Partnerships Section of the Knowledge Sharing Platform (KSP) and integrate / link this with the revised headquarters PARDEV site progresses.
  
  - 2.1. Establish a KSP based remote capacity building approach on partnerships with country office focal points;
  - 2.2. Online facilitation of selected topic discussions;
  - 2.3. Prepare a performance report on: a) KSP process; b) topics and policy analysis emerging out of facilitated discussions.
  
  - 3.1. Support documentation and briefs preparation for quarterly regional UN reform coordination meetings (UNDG Asia and Pacific; Peer Support Group, Regional Coordination Mechanism);
  - 3.2. Maintain respective documentation sections on ROAP Knowledge Sharing Platform.
  
  - 4.1. Manage the RPAR sections of a ROAP projects and project pipeline database including programmatic and funding aspects;
  - 4.3. Contribute to a funding and programme cycle analysis of existing and planned projects on that basis to inform fundraising priorities.
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## **QUALIFICATIONS AND EXPERIENCE**

Education: MSC in international relations and / or social sciences.

Experience: Two to three years of professional work experience preferably in an international organization or related area. Work

experience in developing countries and / or the Asia and the Pacific region is desirable.

Competencies: Ability to carry out assignments in accordance with instructions and guidelines; ability to use analytical tools and qualitative and quantitative techniques; ability to conceptualise, plan, coordinate and conduct straightforward research work; ability to draft discussion papers, reports and good computer skills; ability to integrate and work in multicultural teams.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Within the job, the JPO will gain exposure to:

1. On-the-job training on ILO process management and policy development on interagency and UN reform matters at local, regional and global levels;
  2. Formal training of the ILO on UN Reform if budgets and exigencies of work permit;
  3. Training on software application as required in the assignment.
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**INTERNATIONAL LABOUR OFFICE      Junior Professional Officer (JPO)**

**Post number: 13/36**

**Date of issue: January 2019**

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## **JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS**

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### **GENERAL INFORMATION:**

**Title of the posting: JPO, Employment**  
**Duty station: Kathmandu, Nepal**  
**Duration of the assignment: 12 months, renewable**  
**Sector or Field Office: ILO-Kathmandu**  
**Organisational unit: ROAP ILO Bangkok**

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### **SUPERVISION**

**Direct Supervision by: *Mr Jose Assalino, Country Director, ILO-Kathmandu***

**Overall Supervision by: *Mr Jose Assalino, Country Director, ILO-Kathmandu***

#### **Content and methodology of supervision:**

The supervision will involve daily contacts, including participation in meetings of the Country Office. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the Supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated. The associate expert will be guided by the Supervisor to gain the skills and knowledge on applied research, project design and management, communication and fund raising, where relevant.

The Decent Work Technical Support Team for South Asia in New Delhi will provide inputs into the supervision process upon request by the Country Director.

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### **INTRODUCTION**

*The ILO Office in Nepal provides assistance through its Decent Work Country Programme (DWCP) that defines the “Generation of Productive Employment” as the top priority for the country, and includes a number of employment-related outcomes. The DWCP is to promote improved policy coherence supporting increased productive employment opportunities for men and women, and improved labour market governance for creating enabling environment for jobs.*

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*In addition, in the new United Nations Development Assistance Framework (UNDAF) for the period 2013-2017, the ILO Nepal will lead the Employment Outcome to promote that vulnerable groups have improved access to economic opportunities. In this context, the ILO Nepal is currently working with the Government of Nepal and stakeholders in the development of new interventions in the area of Youth Employment, Local Economic Development, Employment Intensive Investment programmes, and Green Jobs.*

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## **DUTIES AND RESPONSIBILITIES**

**Under the supervision of the Country Director and other staff of the Country Office, the JPO will carry out the following tasks:**

- Contribute to the outcomes of the Decent Work Country Programme in the area of employment, youth employment, and enterprise development
- Support the development of an implementation, monitoring and evaluation strategy on employment targets
- Provide support on employment-related projects, including on formalization
- Prepare technical inputs on employment, youth employment and enterprise issues and contribute to website articles and other communication outputs
- Undertake an analysis of data and publications on employment and other issues
- Make presentations on employment-related areas and represent the ILO as requested by the Country Director
- Assist with the organization of workshops and conferences
- Assist with the formulation of projects on employment for the country office and the mobilization of resources

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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced university degree in one of the following areas: Economics, Social Sciences, or Development Studies.

**Experience:** At least three years of professional experience in the subject field, particularly in development cooperation. Prior experience in developing countries would be an advantage.

**Skills:** Excellent written and verbal communication skills. Excellent research and analytical skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as to gender equality and sustainability issues. Ability to work with MS Office programmes.

**Languages:** Proficiency and ability to communicate and draft clearly in the English language.

**Competencies:** Quality orientation; collaboration; orientation to learning and knowledge sharing

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

- Through the work in the Country Office get trained to develop, build-up and manage new programmes and projects
- Through guidance of the supervisor and senior colleagues get trained in fund raising, the formulation, design, implementation, monitoring and evaluation of field projects.
- Through seminars and workshops and interaction with specialists in the Decent Work Technical Support Team, improve knowledge on employment issues

### **Learning elements:**

- Learn about key employment issues and employment policies in a developing country context
- Learn to extract policy messages and policy advice from applied research.
- Translate and adapt global research findings and policy messages into a specific country context.
- Present and communicate research findings through presentations and publications.
- Become familiar with ILO's institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs.
- Become familiar with ILO's mandate and with its integrated approach to Decent Work.
- Interact with ILO constituents, other UN agencies, NGOs, research centres etc. working on the promotion of decent and productive work in general and on sustainability issues specifically.
- Get acquainted to the work of a multi-disciplinary and multi-cultural team.



## JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

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### GENERAL INFORMATION:

**Title of the posting:** JPO, Social Protection

**Duty station:** Kathmandu, Nepal

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

**Sector or Field Office:** ILO-Kathmandu

**Organisational unit:** ROAP ILO Bangkok

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### SUPERVISION

**Direct Supervision by:** *Mr Jose Assalino, Country Director, ILO-Kathmandu*

**Overall Supervision by:** *Mr Jose Assalino, Country Director, ILO-Kathmandu*

#### **Content and methodology of supervision:**

The supervision will involve daily contacts, including participation in meetings of the Country Office. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the Supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated. The JPO will be guided by the Supervisor to gain the skills and knowledge on applied research, project design and management, communication and fund raising, where relevant.

The Decent Work Technical Support Team for South Asia in New Delhi will provide inputs into the supervision process upon request by the Country Director.

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### INTRODUCTION

*The ILO Office in Nepal provides assistance through its Decent Work Country Programme (DWCP) that emphasizes the focus on improved policies on social security and social protection. Nepal is in the process of establishing a comprehensive national social protection scheme based on social insurance principles and the concept of national protection floors. The Government of Nepal is seeking the assistance from the ILO with regard to the legal and administrative considerations for the building of a nationally determined social protection floor.*

*The main objective of the ILO Nepal therefore is to assist the Government of Nepal in establishing a comprehensive national social protection scheme based on the ILO two-dimensional strategy for the extension of social protection and the national social protection floor concept providing a set of basic social guarantees that would provide income security for all in need of such protection and basic medical care.*

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## **DUTIES AND RESPONSABILITIES**

**The JPO will carry out the following tasks:**

- Participate in the coordination and implementation of social security related activities in Nepal, in close collaboration with the Country Office and the Senior Social Security Specialist of DWT-New Delhi;
- Maintain the necessary dialogue and coordination with the Social Protection Task Team in Nepal;
- Support the organization and implementation of social security related activities in Nepal, such as seminars, workshops, courses, studies and technical analysis, as necessary;
- Provide inputs in the preparation of technical cooperation projects;
- Prepare TORs for consultancies, provide inputs in the identification and recruitment of consultants and, as required, oversee the work of consultants;
- Undertake any other tasks as assigned by the Country Office Director and/or the Senior Social Security Specialist of the DWT-New Delhi that are within his/her area of expertise and that are relevant to the assignment.

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## **QUALIFICATIONS AND EXPERIENCE**

*(Describe clearly and accurately the required educational background. If necessary/desirable, indicate work experience requirements)*

**Education:** Social scientist, with a university degree in economics or the social sciences.

**Experience:** At least five years' experience in the fields of social protection and poverty reduction

**Skills:**

**Languages:** Fluent English and good command of any of the other UN languages (French and Spanish).

**Competencies:**

- Ability to analyse and draft in English.
  - Ability to establish professional partnerships and maintain technical cooperation relations with institutional actors.
  - Initiative and ability to work independently, as well as to work in a team and to multi-task..
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**TRAINING COMPONENTS AND LEARNING ELEMENTS****Training components:**

- Through the work in the Country Office get trained to develop, build-up and manage new programmes and projects
- Through guidance of the supervisor and senior colleagues get trained in fund raising, the formulation, design, implementation, monitoring and evaluation of field projects.
- Through seminars and workshops and interaction with specialists in the Decent Work Technical Support Team, improve knowledge on employment issues

**Learning elements:**

The assignment will give the incumbent a hands-on experience of ILO work in the area of social security. In particular it will help the incumbent to improve his/her ability to:

- analyse and draft in English;
  - to plan and coordinate activities in the field of social security in the context of a developing country;
  - Adapt global research findings and policy messages into a specific country context;
  - to establish professional partnerships and maintain technical cooperation relations with institutional actors;
  - to formulate, monitor and evaluate activities and projects;
  - to work independently; to work in a team and to multi-task;
  - Become familiar with ILO institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs;
  - Become familiar with ILO's mandate and with its integrated approach to Decent Work.
-

## **BACKGROUND INFORMATION**

### **Background information should include:**

- general outline of the Programme/project;
- outline of planned developments concerning the Programme/project;
- information about living arrangements/conditions wherever possible.
- state the ILO outcome(s) from the Programme and Budget the JPO will work for

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non and under represented countries.



Post number: 13/73  
Month of issue: January Year:2019

International  
Labour  
Office

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Communications

**Duty station:** Dhaka, Bangladesh

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

**Grade:** P2

**Department/ Field Office:** ILO Country Office for Bangladesh

**Organisational unit:** EMPLOYMENT/SKILLS [SKILLS DEVELOPMENT PROGRAMME, ILO COUNTRY OFFICE FOR BANGLADESH]

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### INTRODUCTION

*The Skills Development Programme combines three projects – the Skills for Employment and Productivity project funded by CIDA; the Center of Excellence for RMG project funded by SIDA and H&M; and the extension period of **the ongoing** TVET reform project.*

*The Bangladesh Country Office completed its Decent Work Country Programme (DWCP) for 2012 – 2015. The proposed programme supports the DWCP in particular the outcome: BGD 101 – Improved skills training contributes to increased employability and livelihoods, and Outcome 2 Skills Development in the Programme & Budget: “Skills development increases the employability of workers, the competitiveness of enterprises and the inclusiveness of growth”.*

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### SUPERVISION

**Direct Supervision by:**

*CTA for Bangladesh Skills for Employment and Productivity Programme.*

**Content and methodology of supervision:**

*A time-bound work plan will be agreed between the JPO and the supervisor within a month of arrival and after the initial orientation process for the JPO is completed. Regular meetings between the JPO and the supervisor about project work will be scheduled every week with more frequent meetings if necessary. The JPO will participate in programme planning meetings which will be held every week.*

*As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for development of new communication products so they are well aligned with project activities and build on and are modelled along existing promotional materials.*

*Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify outputs align with the work-plan and necessary coaching needs have been identified and provided.*

*The JPO will accompany and assist the supervisor in providing appropriate media exposure and coverage to the programme by working with various media outlets and taking photographs and writing stories about programme field activities as well as important missions, seminars, workshops, and meetings.*

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

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## **DUTIES AND RESPONSABILITIES**

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

- *Maintain the working relationships as below:*
  - *Work under the general supervision of the director of the CO-Bangladesh;*
  - *Will build technical collaboration with the relevant communications team at the country and regional level;*
  - *Coordinate closely with relevant national project officers; and*
  - *Coordinate closely with the ILO constituents, ie, the government and the workers and employers' organizations, other stakeholders.*
- Update and maintain the content on the project web page, as well as submitting content to the country office for inclusion on the ILO Dhaka and other (e.g. Asia Pacific and ILO Global) web sites.
- Compile regular project e-newsletters and submit content to stakeholder's newsletters.
- Attend project and stakeholders events and take event photos.
- Develop promotional multimedia materials for the project in English and Bangla.
- Issue regular press invitations, press releases and press briefs and maintain a comprehensive project press contacts list.
- Organise events including project events, press briefings and media field trips and assist project stakeholders to do the same.
- Ensure regular contact with press, RCOMM and DCOMM and encourage coverage by compiling content for feature articles on different aspects of skills development.
- Contribute to ILO social media initiatives by actively using social media as per the ILO communication policy for project developments, as appropriate and contribute content for the official ILO blog.
- Prepare communications plans, reports and progress updates as needed.
- Perform other tasks that may be assigned by the supervisor.

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

- *An updated set of programme web pages*
- *Programme progress reports, communications plans and related items*
- *Linkages with internal and external communications departments.*

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

University degree in the relevant field or equivalent in corporate communications, marketing, public relations, advertising or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in corporate communications, marketing, public relations or advertising.

**Work experience:**

Minimum:

At least two years of experience in communication, marketing, public relations or marketing or a relevant area, at the national / international level

Desirable:

Work experience in the region or another developing country.

**Skills required for the assignment:**

Minimum:

- Strong copy writing, editing, design and desktop publishing skills, including writing web content, developing printed resources and creating e-newsletters
- Strong media experience, including issuing press invitations, press releases, feature and news articles, arranging press conferences and media trips
- Experience creating multimedia resources, including working with film
- Working knowledge of Adobe Illustrator
- Excellent photography skills and basic photography editing skills
- Experience in strategic communications planning, including event management
- Experience managing a small budget
- Experience using social media in a professional capacity, including Facebook, Twitter, Flickr and YouTube, etc.

Desirable:

- *Knowledge of other Adobe Creative Suite programmes, such as Adobe Photoshop would be an asset.*
- *Skills in the use of Final Cut Pro, or similar video editing software would be an asset.*

**Languages:**

Minimum:

*Excellent command of one working language of the ILO (English, French, Spanish).*

*Desirable:*

*Working knowledge of Bangla would be an asset.*

*ILO competencies:*

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

- 1. Integrity and Transparency: Upholds social, ethical and ILO norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest and trustworthy; acts without consideration of personal gain.*
- 2. Sensitivity to Diversity: Is sensitive to, and adapts own behaviour to accommodate, the differences found in diverse work environments; treats all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, physical disability or political conviction*
- 3. Orientation to Learning and Knowledge Sharing: Continuously develops and updates professional skills, and masters new tools; diagnoses development needs and targets learning opportunities; assimilates, applies and shares job related knowledge in a timely manner.*

4. *Client Orientation: Effectively identifies and meets (internal or external) client/constituent needs; builds productive client/constituent relationships; delivers client-centric solutions; takes responsibility for ensuring client/constituent satisfaction and loyalty.*
5. *Communication: Communicates in a clear and effective manner, adapting language, tone and style to match the audience; ensures messages are understood; is attentive to others, and encourages open, two-way communication*
6. *Orientation to Change: Remains positive and effective in response to change; adapts to new work methods and structures; thinks outside the box and is not bound by current thinking; handles ambiguity.*
7. *Takes Responsibility for Performance: Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance.*
8. *Quality Orientation: Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.*
9. *Collaboration: Establishes strong interpersonal relationships and builds internal and external networks; promotes cooperation, supporting others and sharing the credit for achievements; accepts consensus views.*

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

### *Training components:*

*Through the work in supporting programme communications get exposure to and experience in applying communications to fashion print and media products that project the skills programme key messages.*

*Through guidance of the supervisor and senior colleagues get trained in networking to establish key information sources and outlets for programme related communications.*

*Through seminars, workshops and interaction with specialists in develop a sound knowledge of current ILO Comms practice, resources and services at HQ, regional and country level.*

### *Learning elements:*

- *Become familiar with ILO's institutional and informal coordination mechanisms, in particular relations with its tripartite partners.*
- *Become familiar with ILO's mandate and with its work in gender, persons with disabilities, and skills/employment.*
- *Interact with ILO staff working at the CO-Bangladesh, regional and headquarter offices working on media products and events.*
- *Get acquainted with the work of a multi-disciplinary and multi-cultural team.*
- *Get familiarize with the functioning of the UN system by reviewing web sites, and sample information resources.*
- *The JPO will gain in-depth knowledge of ILO communications practices and models and sample materials and will further develop their technical skills in preparing such materials in the context of a field level, skills development programme*

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## BACKGROUND INFORMATION



*The Decent Work Country Programme being implemented by the CO-Bangladesh has three pillars, which are:*

- 1. Employment generation and poverty reduction with improved productivity and competitiveness.*
- 2. Promoting Fundamental Principles and Rights at work through effective social dialogue.*
- 3. Reducing vulnerabilities through Basic Social Protection.*

*The programme contributes to the first pillar.*

*The Skills Programme started operations at the end of 2013 so no web site has yet been established. However, information and sample products and reports from the TVET reform project are available at: [www.ilo.org/tvet](http://www.ilo.org/tvet)*

*The ILO has supported the Government of Bangladesh in reforming its technical and vocational education and training (TVET) system for the past five years through partnership with the EC. This work has resulted in the adoption of a National Skills Development Policy and the revitalisation of the National Skills Development Council (NSDC) with the Prime Minister serving as the Chair of the Council. The NSDC is responsible for national policy implementation, coordination amongst line ministries, and cooperation with the private sector. The overall objective of the ILO's partnership in improving the education and training sector is to better link education and training to national employment and development objectives.*

*ILO's efforts to build collaboration and coordination has resulted in (a) a new substantial ILO partnership with CIDA, (b) targeted collaboration with SIDA and H&M in the RMG sector and (c) an extension of the existing ILO- EC technical cooperation programme.*

*Skills development is high on the development agenda of the country reflected in its Sixth Five Year Plan (SFYP, 2011 -15) as well as in its recent country submission to the UN on the post-2015 development agenda. "Mainstreaming TVET and skills education" is articulated as a target in the Post 2015 Development Agenda besides proposing a new goal on "Increasing employment opportunities and ensuring workers' rights."*

*The three projects noted above make up the strategic programme of technical cooperation for the TVET sector to be implemented by the ILO.*

*The JPO will report to the chief technical advisor who has a direct supervision line with the director of the CO-Bangladesh. The supervisory lines may be reviewed in the coming months. The JPO will work from the programme office, which will be located in an ILO premises in Dhaka.*

*Bangladesh is in Security Level – 2 (Low) effective from 01 January 2011. Missions beyond the Green Zone (25 Km from Dhaka City or from Field Duty Station) need to obtain 'in-country security clearances'. Bangladesh is relatively safe country. However, seriousness of a threat like political strikes varies from time to time. In general, the issues to watch out include: road traffic accident, street crimes such as armed robbery, pick-pockets, and purse snatching. International staff members are required to stay in security cleared accommodation in the diplomatic enclave (Gulshan 1, Gulshan 2, Baridara, and Banani), which is generally free of political strikes and demonstrations since it is accorded special security attention by the government authorities. Apartments in various price-ranges are available and are of different quality. Staff is advised to obtain the security clearance from the UNDSS before finalizing rental with the apartment owner.*

*Everyday consumption items and groceries are easily available locally, but most luxury items are usually imported.*

*The climate is pleasant and cool in winter and early spring, but very warm and humid in summer and during rainy season (fall). Variety of clothing from comfortable cotton clothing for summer to warm clothing for winter is required.*

*The World Health Organization says vehicular air pollution is a major cause of respiratory distress in urban Bangladesh. Medical facilities are adequate for small and medium care issues, but for more severe cases evacuation to a country with good medical facilities is recommended.*

*The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.*

*The ILO has a smoke-free environment.*



International  
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Post number: 1441  
Month of issue: September  
Year: 2019

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title:** Junior Professional Officer on Indigenous and Tribal Peoples

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

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

**Grade:** P2

**Department/ Field Office:** *Conditions of Work and Equality Department*

**Organisational unit:** *Gender, Equality and Diversity and ILO AIDS Branch*

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### SUPERVISION

**Overall Supervision by:** *Shauna Olney, Chief, Gender, Equality and Diversity and ILO AIDS Branch (GED/ILOAIDS), olney@ilo.org*

**Direct Supervision by:**

*Martin Oelz, Senior Specialist on Equality and Non-discrimination (Team leader - indigenous peoples and ethnic minorities), oelz@ilo.org*

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor. Meetings between the JPO and the supervisor to review progress and necessary adjustment to the work plan will be scheduled every two weeks.

Detailed guidance, coaching and instructions will be provided by the supervisor to allow the JPO to acquaint herself/himself to the institutional environment of the ILO as quickly possible and to become a full member of the team.

Work will be discussed with the JPO and reviewed by the supervisor at various stages before completion in order to verify that feedback you been taken up and the results correspond to the required quality standards.

The JPO will accompany and assist the supervisor in seminars, workshops and meetings of the ILO, other UN agencies or intergovernmental bodies. The JPO may also accompany the supervisor on selected missions to attend meetings or trainings, including at the ILO's International Training Centre in Turin.

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

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## **INTRODUCTION**

The position is located in the Gender, Equality and Diversity and ILO AIDS Branch (GED/ILOAIDS) within the Conditions of Work and Equality Department (WORKQUALITY). GED/ILOAIDS is responsible for promoting equality and respect for diversity in the world of work. It strives for the elimination of discrimination, including based on gender, race, ethnicity, indigenous identity, HIV status and disability. The different areas addressed by the Branch are central to the 2030 Agenda for Sustainable Development, and to ensuring that "no one is left behind" in the implementation of this ambitious and transformative agenda. It provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces, and addressing multiple discrimination. GED/ILOAIDS also participates in UN-system wide cooperation and collaboration on gender equality, disability and indigenous peoples and ethnic minorities. It manages the ILO programme on HIV and AIDS in the world of work, and leads the work on the HIV response in the world of work and the private sector in the context of UNAIDS.

As a member of GED/ILOAIDS's Indigenous peoples and ethnic minorities team, the JPO will support the ILO's work to promote enhanced ratification and implementation of the ILO Indigenous and Tribal Peoples Conventions, 1989 (No. 169) in the line with the Strategy for action concerning indigenous peoples endorsed by the ILO Governing Body in 2015. The work will contribute to Outcome 2 (International labour standards and authoritative and effective supervision), Outcome 3 (Economic, social and environmental transitions for full, productive and freely chosen employment and decent work for all) and Outcome 6 (Gender equality and equal opportunities and treatment for all in the world of work) of the Programme and Budget 2020-21.

In case of an extension beyond 12 months, there is a possibility that the JPO will serve in an ILO field office to support country-based work on indigenous and tribal peoples.

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## **DUTIES AND RESPONSABILITIES**

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

- Undertake research and collect and systematize good practices and experiences in promoting the rights of indigenous peoples in the world of work, feeding into GED/ILOAIDS's work to build and share knowledge as a basis for ILO policy advice.
- Participate in the development of reports, tools and guides prepared by the Branch or in cooperation with other ILO units and offices.
- Contribute to the preparation of ILO submissions to and interactions with UN bodies and mechanisms concerned with indigenous peoples, including the Permanent Forum on Indigenous Peoples Issues, and the relevant special procedures of the UN Human Rights Council.
- Provide support for the implementation of development cooperation at the country level, including for awareness raising and capacity building for governments, indigenous peoples and workers and employers and their organizations.
- Support awareness-raising, communication, knowledge sharing and advocacy activities relating to indigenous and tribal peoples led by the Branch.
- Perform others tasks that may be assigned by the supervisor.

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

- ILO policy briefs, good practice notes and reports on various aspects relating to indigenous and tribal peoples' rights, including concerning gender equality and multiple discrimination; mechanisms and institutions to ensure effective consultation and participation of indigenous peoples; and access of indigenous women and men to employment, economic activities and social protection.
  - ILO training courses on indigenous and tribal peoples.
  - Dissemination of knowledge and communication products to target groups and audiences.
-

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

University degree in law or social sciences with a focus on human rights, indigenous peoples, development studies, or related matters.

Desirable:

Advance university degree in law with specialization on human rights, indigenous peoples, or equality and non-discrimination.

### **Work experience:**

Minimum:

At least 1 year of relevant experience.

Desirable:

Work experience in Latin America, Asia or Africa.

### **Skills required for the assignment:**

Minimum:

Strong analytical, research and writing skills, knowledge of the United Nations system, excellent computer skills

Desirable:

Experience in working with the UN system.

### **Languages:**

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second working language of the ILO, preferably Spanish, 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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through the participation in the delivery of GED/ILOAIDS's work plan, the JPO will be trained on the job in translating knowledge into products and services responsive to ILO constituents and partners. Through guidance and support of the supervisor and senior colleagues receive training on gender, equality and diversity issues from a multidisciplinary perspective. Through making contributions to ILO reports and publications, the JPO will enhance their research and drafting skills. Through participation in meetings of the UN or other intergovernmental organization as well as involvement in inter-agency coordination and cooperation will be acquainted with the challenges and opportunities of "Delivering as One".

### **Learning elements:**

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular collaboration between headquarters and field offices, as well networking on thematic issues.
- Become familiar with ILO's mandate and tripartite approach
- Gain in-depth knowledge of ILO's standards and practical work on indigenous and tribal peoples
- Further develop research and writing skills
- Understand the complementarity of international human rights instruments and ILO Conventions and Recommendations.
- Become familiar with the functioning of the UN system

- Get acquainted with the work of a multi-disciplinary and multi-cultural team
- Learn to apply a gender perspective in the implementation of work assignments

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## **BACKGROUND INFORMATION**

Women and men from indigenous communities, as a result of discrimination and social exclusion, often face serious disadvantages as regards access education and training, decent work and social protection, with women experiencing discrimination on multiple grounds. Indigenous workers tend to be disproportionately affected by unemployment and overrepresented in the informal economy where vulnerability for violations of labour rights is high. Under its mandate on social justice, the ILO is working to promote access to decent work for all, including through specific attention to particularly disadvantaged groups such as indigenous peoples.

ILO activities regarding indigenous peoples and ethnic minorities include support for governments, workers' and employers' organizations, as well as indigenous peoples as regards knowledge development, awareness raising and advocacy, legislative and institutional reforms, as well as the sharing of good practice and experiences across countries and regions.

Due to its institutional responsibility for the Indigenous and Tribal Peoples Convention, 1989 (No. 169), the ILO plays a lead role in the UN system with regard to the promotion and protection of the rights of indigenous peoples. This role has gained importance since the adoption of the UN Declaration on the Rights of Indigenous Peoples and the 2014 World Conference on Indigenous Peoples. There has been an increase in UN joint programmes and activities on indigenous peoples in recent years which provide an opportunity to enhance promotion of ratification and effective implementation of Convention No. 169.

The ILO's seeks to intensify its efforts to promote ratification and implementation of Convention No. 169 as a contribution to current and future effort to achieve inclusive and sustainable development that leaves no one behind in line with the 2030 Agenda for Sustainable development and with a view to enhancing climate action in the context of the Paris Agreement on climate change. Information on the ILO's strategy and work on indigenous peoples is available at [www.ilo.org/indigenous](http://www.ilo.org/indigenous).

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.





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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 [associateexperts@ilo.org](mailto:associateexperts@ilo.org).*

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

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### GENERAL INFORMATION:

**Title:** *Junior Professional Officer – Gender equality, non-discrimination and HIV*

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

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

**Grade:** *P2*

**Department/ Field Office:** *Conditions of Work and Equality Department*

**Organisational unit:** *Gender, Equality and Diversity and ILO AIDS Branch*

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### SUPERVISION

**Overall Supervision:** *Shauna Olney, Chief, Gender, Equality and Diversity and ILO AIDS Branch, [olney@ilo.org](mailto:olney@ilo.org)*

**Direct Supervision by:** *Brigitte Zug-Castillo, Senior Adviser, ILOAIDS, [zug@ilo.org](mailto:zug@ilo.org); Senior Specialist on Gender Equality and Non-Discrimination, GED/ILOAIDS*

### Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Meetings between the JPO and the supervisor to review progress and necessary adjustment to the work plan will be scheduled every two weeks.

Detailed guidance, coaching and instructions will be provided by the supervisor to allow the JPO to acquaint herself/himself to the institutional environment of the ILO as quickly possible and to become a full member of the team.

Work will be discussed with the JPO and reviewed by the supervisor at various stages before completion in order to verify that feedback you been taken up and the results correspond to the required quality standards.

The JPO will accompany and assist the supervisor in seminars, workshops and meetings of the ILO, other UN agencies or intergovernmental bodies. The JPO may also accompany the supervisor on selected missions to attend meetings or trainings, including at the ILO's International Training Centre in Turin.

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 Gender, Equality and Diversity & ILOAIDS Branch within the Conditions of Work and Equality Department (WORKQUALITY). GED/ILOAIDS is responsible for promoting equality and diversity in the world of work. It strives for the elimination of discrimination, including based on gender, race, ethnicity, indigenous identity, disability, HIV status, and sexual orientation and gender identity. It provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces, and addressing multiple and intersecting discrimination. It participates in UN-system wide cooperation and collaboration on HIV and AIDS, gender equality, disability and indigenous peoples and ethnic minorities. It leads the work on the HIV response in the world of work and the private sector in the context of UNAIDS. The mandate of the Branch is at the very heart of the 2030 Agenda for Sustainable Development, with the aim of leaving no one behind.

Working with both the Gender team and the ILOAIDS team, the JPO will support the ILO's work to enhance the world of work response to the HIV and AIDS epidemic, in particular with ILO's tripartite constituents. In priority countries efforts focus on giving effect to the HIV and AIDS Recommendation, 2010 (No. 200), including through development cooperation guidance, projects and activities. The JPO will also support the ILO's work on promoting the rights of LGBTI workers, through the ILO's PRIDE research and activities. The intersecting nature of different forms of discrimination, including based on HIV status, gender, sexual orientation and gender identity, race and ethnicity will also be explored and further documented. The JPO will support the work of the ILO's women at work centenary initiative, of which GED/ILOAIDS acts as the coordinating Branch.

The work will contribute to all outcomes of the ILO Programme and Budget and Strategic Plan, as well as to the cross-cutting policy driver on gender equality and non-discrimination.

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## **DUTIES AND RESPONSABILITIES**

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

1. Research and analyse data for project development, reports and publications, with a focus on LGBTI issues related to HIV and AIDS in the world of work, and to intersectionality.
2. Assist in technical backstopping, project implementation and monitoring of technical cooperation activities, with a particular focus on initiatives related to HIV and AIDS, gender equality, sexual orientation and gender identity.
3. Compile information and draft documents on the results of development cooperation projects and activities, for reporting purposes.
4. Draft components of reports and publications in the context of the women at work centenary initiative.
5. Support awareness raising and advocacy activities relating to gender equality at work, including panel discussions and side events, including for International Women's Day and the International Labour Conference.
6. Assist in the development of training and advocacy materials and guidelines on diversity and gender equality issues in the world of work.
7. Perform other tasks that may be assigned by the supervisors.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum: An advanced university degree in social sciences, law, human rights or related fields.

### **Work experience:**

Minimum: Two years of national or international work experience, preferably in the area of gender equality or human rights.

Desirable: Experience in gender equality and non-discrimination issues in a developing country context. Experience related to sexual orientation and gender identity. Experience in HIV and AIDS-related workplace issues.

### **Skills required for the assignment:**

Strong analytical skills in social and labour issues. Knowledge of gender-related issues, especially regarding LGTI people. Knowledge of HIV and AIDS issues. Strong written and spoken communication skills.

### **Languages:**

*Required:*

*Excellent command of one working language of the ILO (English, French, Spanish).*

*Desirable:*

*Very good knowledge of a second working language of the ILO*

### **ILO competencies:**

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

- Capacity to establish strong interpersonal relationships and build internal and external networks; promote cooperation, supporting others and sharing the credit for achievements; accept consensus views.
- Ability to be sensitive to, and adapt own behaviour to accommodate, the differences found in diverse work environments; treat all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, disability or political conviction.
- Capacity to continuously develop and update professional skills, and master new tools; diagnose development needs and target learning opportunities; assimilate, apply and share job related knowledge in a timely manner.

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through the contribution to the delivery of GED/ILOAIDS's work plan and the ILO's "Women at Work Centenary Initiative", the JPO will be trained on the job in translating knowledge into products and services responsive to ILO constituents and other stakeholders. Through guidance of the supervisors and senior colleagues, including participation in the inter-regional gender learning forum, the JPO will be trained on gender, equality and diversity issues from a multidisciplinary and intersectional perspective to be better equipped to address multiple forms of discrimination in the workplace. The JPO will also receive training on HIV and AIDS and the world of work issues, including prevention, non-discrimination, care & support, LGBTI issues, and intersectionality.

Through making contributions to ILO reports and publications and UN initiatives on measuring the implementation of the Sustainable Development Goals, the JPO will enhance his or her research and drafting skills, as well as learn how to communicate effectively both orally and in written form. In addition to the specific work plan and learning elements identified therein, the JPO will participate in regular staff meetings, learning activities open to all JPOs and staff, e.g. language classes, workshops offered at the Office, and training opportunities, including the Gender Academy, at the ILO International Training Centre in Turin, Italy.

## Learning elements:

- Develop knowledge and experience related to the ILO's mandate and tripartite structure, and its relevance to the 2030 Sustainable Development Agenda.
- Become familiar with ILO's institutional and informal coordination mechanisms, in particular collaboration between headquarters and field offices, as well as establishing and maintaining networks on thematic issues
- Gain in-depth knowledge of international labour standards and practical work on gender equality at work, HIV and AIDS, and multiple discrimination
- Further develop research, writing and communication skills
- Develop knowledge of the functioning of the UN system, including UNAIDS, and how the ILO collaborates within that system.
- Understand the complementarity of international human rights instruments, ILO Conventions and Recommendations and the broader UN framework as set out by the newly adopted 2030 Agenda for Sustainable Development.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team
- Improved skills related to awareness raising, promotion and social change and developing tools to match needs of ILO staff and constituents
- Learn to apply a gender- and diversity-responsive perspective in the implementation of work assignments

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## BACKGROUND INFORMATION

In September 2015, the UN adopted the **2030 Agenda for Sustainable Development** with the aim of transforming the planet, eradicating extreme poverty, and creating peace and prosperity.<sup>1</sup> For the ILO, the overwhelming global ownership of the SDGs and their potential impact at country level provides an inspiring framework for action in the world of work. In terms of gender equality and women's empowerment, the SDGs are remarkable in articulating gender-sensitive targets in the seventeen goals, along with a stand-alone goal on addressing the structural barriers to gender equality and the empowerment of women and girls. The 2030 Agenda also included for the first time a target to end AIDS as a public health threat by 2030.

For the ILO, Goal 5: *Achieve gender equality and empower all women and girls*, is of particular significance, along with Goal 3: *Ensure healthy lives and promote well-being* and Goal 8: *Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all*. Goal 10: *Reduce inequality within and among countries* is also relevant. Harnessing the inter-linkages between these goals

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<sup>1</sup> United Nations General Assembly, Draft outcome document of the United Nations summit for the adoption of the post-2015 development agenda, A/69/L.85, 12 August 2015

will be central to delivering on the transformative agenda promised by the SDGs for women at work.

**The women at work centenary initiative** was launched by the ILO with a view to undertaking a major stocktake of the status and conditions of women in the world of work, and identify innovative action that could give new impetus to the ILO's work to fulfil its constitutional mandate to promote full and lasting gender equality and non-discrimination.<sup>2</sup> The initiative is founded on internal ILO and constituent stakeholder engagement. It brings together existing knowledge in key thematic focus areas as well as generating innovative knowledge and data. It supports policy-oriented research, addresses data gaps, and importantly examines issues from new perspectives to elicit innovative thinking and create a new blueprint for action at the national, regional and international levels. The objective is to create state-of-the-art and evidence-based policy research to inform global policy dialogues on four main focus areas: women's access to work; making work pay; work and care; and violence and the world of work. The results of this initiative will guide the Organization's and its tripartite constituents' future action as the ILO moves towards its second centenary.

**ILO' Programme on HIV and AIDS in the World of Work:** Significant progress made in HIV prevention, treatment, care and support since 2000, has changed the global landscape for the HIV response. The ILO, including as a Cosponsor of UNAIDS, has contributed to the success achieved in the HIV response by supporting countries to respond to HIV and AIDS at and through the world of work.

Guided by the ***ILO HIV and AIDS Recommendation, 2010 (No 200)***, as well as the ***ILO Code of Practice on HIV/AIDS and the world of work (2001)***, the ILO has supported the mainstreaming of HIV into the Decent Work Country Programmes and the implementation of programmes and policies in 81 countries since 2002. The Voluntary and Confidential HIV Counselling and Testing (VCT@WORK Initiative) has also ensured that several million workers know their HIV status and those who tested positive have been linked to treatment and care services for life saving anti-retroviral therapy.

The UNAIDS Strategy (2016 – 21): ***On the fast track to end AIDS*** adopted soon after the 2030 Agenda, provides a framework for accelerated action to end AIDS by 2030. The ***Political Declaration on HIV and AIDS (2016 – 21): On the Fast-Track to Accelerate the Fight against HIV and to End the AIDS Epidemic by 2030*** adopted in 2016 also highlights efforts to fast track the countries response to end AIDS. Without a doubt, the global community is united in its efforts to end the AIDS epidemic by 2030.

The world of work is an important entry point in this regard, and there has been an increased acknowledgement of the importance of the world of work in the AIDS response. The UNAIDS Strategy recognizes the importance of the ILO's mandate and of its tripartite constituents, and explicitly includes a target to reduce discrimination in workplace settings (Target 8). This Strategy promotes values and actions close to

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<sup>2</sup> Report of the Director-General, GB.322/INS/13/2, September 2014; See also ILO: Report of the Director-General, *Towards the ILO centenary: Realities, renewal and tripartite commitment*, ILC, 102<sup>nd</sup> Session, Geneva, 2013, paragraph 154.

the ILO's mandate: inclusive national HIV-sensitive social protection; access to HIV services for migrants (including migrant labour); combination prevention programmes for women and young women; and the promotion of gender equality. The **2016 Political Declaration on HIV and AIDS** also attests to the importance of the world of work and the principles enshrined in the ILO Recommendation No. 200.

**ILO and PRIDE:** The work of the ILO project "Promoting rights, diversity and equality in the world of work" (PRIDE) has examined multiple forms of discrimination faced by LGBTI women and men, and identifies good practices in preventing and addressing such discrimination under the four pillars of the ILO's Decent Work Agenda: fundamental principles and rights, employment promotion, social protection, and social dialogue. As LGBTI persons face particular challenges in relation to real or perceived HIV status and have often been marginalized in the AIDS response, addressing these issues at the workplace is a key part of the work.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.



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**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 Procurement

**Duty station:** ILO Headquarters in Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Treasurer and Financial Comptroller (TR/CF)

**Organisational unit:** Procurement Bureau (PROCUREMENT)

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**SUPERVISION**

**Direct Supervision by:** Mr V. Ostojčić, Deputy Chief and Principal Procurement Specialist

**Content and methodology of supervision:** In accordance with the ILO Performance Management Framework (PMF), the direct supervisor will develop an individual work plan with the Associate Expert identifying the specific job outputs expected to be delivered during the duration of the assignment, together with the competencies to be demonstrated and the development objectives to be addressed. The Associate Expert's work performance will be assessed progressively on a basis which is both informal (arising from particular job assignments) and formal (i.e., in the context of the PMF).

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**INTRODUCTION**

PROCUREMENT reports to the Treasurer and Financial Comptroller and provides services to ILO headquarters units, external offices and extra-budgetary funded programmes and projects. PROCUREMENT develops, disseminates and administers procurement policies, rules and procedures in accordance with the ILO Financial Regulations and Rules. It plans, coordinates and executes major procurement



processes, oversees purchasing of goods and services and provides purchasing and contracting advice and support, information and training.

The work of PROCUREMENT contributes to *Strengthening governance, support and management* (particularly, the delivery of *Outcome 2: Effective and efficient governance of the Organization*) within the ILO Strategic Policy Framework 2010-2015 and the Programme & Budget.

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## **DUTIES AND RESPONSABILITIES**

The work of the Associate Expert will involve responsibility for performing all aspects of ILO procurement and contracting transactions from initiation to recommending awards in respect of procurement and/or contract actions for a select group of technically complex goods or services, a variety of goods and/or services of a general nature. The responsibilities include provision of technical purchasing advice to clients at headquarters, support to management in regional/country offices, and adherence to the organization's procurement policies and procedures.

The Associate Expert will carry out the following specific tasks:

- Undertake market research to keep abreast of significant developments; research and analyse statistical data and market reports, production patterns and availability of the goods and services to be contracted; identify new technologies, products and services, as well as new supply sources with a particular view to sustainability for the ILO Requesting unit/office served; and participate in the incorporation of such results in the overall procurement strategy.
- Analyse procurement plans submitted by Requesting units/offices.
- Plan associated procurement actions involving analysis of a range of purchasing and contracting issues, and identification of possible courses of action.
- Render technical advice to Requesting units/offices on following procurement regulations, rules, and procedures and on writing technical specifications. Provide advice on availability and estimated prices of items/services or alternatives.
- In consultation with the Requesting units/offices concerned:
  - Assist Procurement Officers in the solicitation of offers/quotations through RFQ, ITB or RFP processes, and in analysing received responses for conformity with ILO requirements, in particular pricing conditions, delivery schedules, warranty provisions, maintenance contract requirements and

product/service certification to industry standards; assist in the evaluation of bids and negotiation with suppliers to ascertain their commitment and ability to meet specific contractual arrangements and conditions in order to comply with requirements stipulated in ILO tender documents.

- Liaise with invited vendors, respond to vendor questions/queries on tender documents and coordinate site visits where required.
- Evaluate technical and financial proposals and carryout cost benefit analyses for procurement of goods or services and recommend awards of contract in adherence to the organization's regulations, rules, and procedures.
- Prepare and issue purchase orders using the organization's corporate ERP system, where appropriate. Prepare contracts (or amendments) for services provided to the organization at its headquarters as well as in the field.
- Analyse and evaluate vendor's performance as regards quality, price, delivery time and equipment in respect of the organization's requirements.
- Participate in collaborative procurement activities run through the Common Procurement Activities Group (CPAG), Geneva.
- Assist ILO representatives to the High Level Committee on Management's Procurement Network in relation to various projects of the Network (e.g. harmonisation, UN Global Marketplace, vendor management, etc.). Subject to funds availability, the incumbent could eventually attend relevant inter-agency meetings.

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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** University degree in business administration, public administration, commerce, engineering, law or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of two years of relevant professional experience in procurement, contracts management, administration or a related area, including experience in private industry and/or government or international organizations.

**Skills:** Apply analytical tools and qualitative and quantitative techniques. Conceptualise, plan, coordinate and conduct straightforward research work. Computer and data management skills.

**Languages:** Fluency in spoken and written English or French; knowledge of a second ILO working language is an advantage.

**Competencies:** Ability to carry out assignments in accordance with instructions and guidelines and to meet strict deadlines. Ability to communicate effectively both orally and in writing. Ability to work effectively as part of a team. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The main training components concern the proper application of ILO procurement rules, procedures, and templates; ILO ethical standards; standard contract drafting; and negotiation skills.

Through guidance of the supervisor and senior colleagues, the incumbent will have the opportunity to get acquainted with the latest developments and best practices relevant to the UN procurement.

Subject to funds availability, the incumbent could participate in the UNDP/CIPS procurement certification programme.

### **Learning elements:**

The incumbent will learn how to prepare for and conduct procurement tenders on a basis which is fair, transparent, and competitive, in line with ILO financial rules and procedures. This will include preparing solicitation documents, sourcing of suppliers, evaluating tenders and framing recommendations for contract awards. The incumbent will also become familiar with contract drafting and participate in contract negotiations.

The incumbent will familiarize him/herself with the functioning of the UN procurement and gain an in-depth knowledge of collaborative procurement initiatives undertaken at the level of Geneva-based international organizations.

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## **BACKGROUND INFORMATION**

PROCUREMENT is in the midst of a substantial review of ILO purchasing and contracting policies, procedures and practices, with a view to modernizing, simplifying and harmonizing them in line with broader UN system practice.

This is resulting in the preparation of updated governance documentation (Financial Rules, a Procurement Directive, associated Procedures and a Procurement Manual and Tools), as well as revised ILO general contractual terms and conditions. New training modules for managers and operations staff have been completed, an e-

learning module on ILO Procurement is close to being finalized and work continues on refining a recent upgrade of the PROCUREMENT intranet site.

PROCUREMENT has an active role in the inter-agency HLCM Procurement Network and in joint procurement activities with other UN agencies represented in Geneva (CPAG). It participates with other agencies in promotional meetings with companies interested in doing business with the UN system and is represented on the management committee of the United Nations Global Marketplace (the UN's primary procurement portal).

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International  
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Post number: 1503  
Month of issue: September  
Year: 2018

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

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**GENERAL INFORMATION:**

**Title:** Junior Professional Officer (JPO) in Contracting Team of the Procurement Bureau

**Duty station:** ILO Headquarters in Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Treasurer and Financial Comptroller (TR/CF)

**Organisational unit:** Procurement Bureau (PROCUREMENT)

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**SUPERVISION**

**Direct Supervision by:** Mr Walter Grandpré, Head of the Contracting Team and Senior Procurement Officer

**Content and methodology of supervision:** In accordance with the ILO Performance Management Framework (PMF), the direct supervisor will develop an individual work plan with the JPO identifying the specific job outputs expected to be delivered during the duration of the assignment, together with the competencies to be demonstrated and the development objectives to be addressed. The JPO's work performance will be assessed progressively on a basis which is both informal (arising from particular job assignments) and formal (i.e., in the context of the PMF).

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**INTRODUCTION**

This position is located in the Contracting Team of PROCUREMENT and reports to the Head of the team and Chief, PROCUREMENT.

PROCUREMENT reports to the Treasurer and Financial Comptroller and provides services to ILO headquarters units, external offices and extra-budgetary funded programmes and projects. The Bureau develops, administers and disseminates procurement, including contracting, policies, rules and procedures in accordance with ILO Financial Rules and Regulations. It plans, coordinates and executes major procurement processes, acquires services, equipment and goods, and provides contracting services. It also provides information, advice and training on procurement actions in relation to purchasing and contracting issues to major Development Cooperation programmes/projects both at the HQ level and field offices.

The Contracting Team of PROCUREMENT is responsible for the review and drafting of contracts for the supply of goods and services to the ILO HQ, and field offices and technical cooperation programmes and projects located worldwide.

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## **DUTIES AND RESPONSABILITIES**

The work of the JPO will involve responsibility for performing all aspects of ILO contracting transactions from initiating to recommending awards in respect of procurement and/or contracting actions for complex goods or services. The responsibilities include provision of legal advice to clients at headquarters, support to management in regional/country offices, and review of proper application of the organization's procurement policies and procedures.

The JPO will carry out the following specific tasks:

- Provide legal advice, draft legal instruments and initiate correspondence in relation to contracts for the purchase of goods and services by ILO HQ and its 56 field offices;
- Prepare and revise legal templates in consultation with the ILO Office of the Legal Adviser;
- Oversee adherence to contracts, recommend amendments and extensions of contracts, and provide advice on contractual rights and obligations;
- Review solicitation documents to identify legal issues and support requests for tenders initiated by ILO HQ or field offices;
- Undertake legal research on procurement and contractual issues;
- May be asked to participate with the Office of the Legal Adviser in various committees of the International Labour Conference dealing with legal issues or labour standards, including the preparation of background material and documents, drafting records of meetings, drafting reports, etc.
- Brief staff from ILO HQ and field offices on the implications and application of ILO contracting guidelines;
- Assist the Head of the Contracting Team in developing and maintaining PROCUREMENT's computerized tools;

- Assist ILO representatives with, and attend, inter-agency legal network conferences and other relevant international conferences, workshops or events, subject to funds availability; and
  - Perform other work tasks for PROCUREMENT as assigned.
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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** Advanced degree in law.

**Experience:** A minimum of one years of relevant professional experience in law, preferably commercial law or business law. Experience gathered from private industry and/or government or international organizations, preferably at the international level.

**Skills:** Apply analytical tools and qualitative and quantitative techniques. Conceptualise, plan, coordinate and conduct straightforward research work. Computer and data management skills.

**Languages:** Excellent command of English or French and a good working knowledge of the other.

**Competencies:** Ability to carry out assignments in accordance with instructions and guidelines and to meet strict deadlines. Ability to communicate effectively, both orally and in writing. Ability to work effectively as part of a team. Ability to work in a multicultural environment. Gender-sensitive behaviour and attitudes are also required.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The main training components concern the proper application of ILO procurement rules, procedures and templates; ILO ethical standards; standard contract drafting; and negotiation skills.

Through guidance of the supervisor and senior colleagues, the incumbent will have the opportunity to get acquainted with the latest developments and best practices relevant to the UN in contracting and procurement.

### **Learning elements:**

The incumbent will become familiar with contract drafting and participate in contract negotiations. The incumbent will also learn how to prepare for and conduct procurement tenders in line with UN standards and procedures.

The incumbent will familiarize him/herself with the functioning of a major UN agency and will gain an in-depth knowledge of collaborative procurement initiatives undertaken by the Geneva based UN agencies represented by the Common Procurement Activity Group (CPAG).

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## **BACKGROUND INFORMATION**

PROCUREMENT is in the midst of a substantial review of ILO purchasing and contracting policies, procedures and practices, with a view to modernizing, simplifying and harmonizing them in line with broader UN system practice.

This is resulting in the preparation of updated governance documentation (Financial Rules, a Procurement Directive, associated Procedures and a Procurement Manual and Tools), as well as updated legal templates. New training modules for managers and operations staff have been completed, an e-learning module on ILO Procurement is close to being finalized and work continues on refining a recent upgrade of the PROCUREMENT intranet site.

PROCUREMENT has an active role in the inter-agency HLCM Procurement Network and in joint procurement activities with other UN agencies represented in Geneva (CPAG). It participates with other agencies in promotional meetings with companies interested in doing business with the UN system and is represented on the management committee of the United Nations Global Marketplace (the UN's primary procurement portal).

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Post number: 1504  
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Year: 2019

*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 [associateexperts@ilo.org](mailto:associateexperts@ilo.org).*

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**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 Social Protection Policy*  
**Duty station:** *Geneva, Switzerland*  
**Duration of the assignment:** *12 months, renewable*  
**Grade:** *P2*  
**Department/ Field Office:** *Social Protection Department (SOCPRO)*  
**Organisational unit:** *Social Policy Unit (SOC/POLICY)*

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**SUPERVISION**

**Direct Supervision by:**

Christina Behrendt, Head SOC/POLICY, Social Protection Department (SOCPRO),  
[behrendt@ilo.org](mailto:behrendt@ilo.org)

**Content and methodology of supervision:**

*Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below*

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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**INTRODUCTION**

The case for social protection is compelling in our times. Despite the universal recognition of social security as a fundamental human right and as an essential component of social and

economic development, the majority of the world's population does not benefit from any protection. Only 27 per cent of the global population enjoy access to comprehensive social security systems, whereas 73 per cent are covered partially or not at all. While there has been some progress in the extension of social security coverage in some parts of the world, in others stagnation and even contraction have occurred which has been exacerbated by the recent economic and financial crisis.

Considering that social protection can promote human rights, reduce poverty and inequalities, enhance inclusive economic growth and social stability, it is not surprising that it has been embraced widely among UN (United Nations) agencies and development partners, and is increasingly being employed by countries to achieve these objectives. Since 2009, a broad coalition of development partners has been active in advocating for Social Protection Floors (SPFs) through the Social Protection Floor Initiative launched by the United Nations System Chief Executives Board (UNCEB) and co-lead by the WHO and ILO. In addition, the Social protection Inter-agency Board was created upon the G20's recommendation in 2011, co-led by the World Bank and the ILO, to further strengthen inter-agency collaboration and produce common tools.

The ILO Social Protection Floors Recommendation, 2012 (No. 202) highlights the commitment of governments, employers and workers of the ILO's 187 member countries to step up their efforts to extend social protection coverage through a two-dimensional strategy. In its horizontal dimension through a rapid implementation of national Social Protection Floors (SPFs) guaranteeing access to essential health care for all and basic income security over the life cycle. And in its vertical dimension providing progressively higher levels of protection, guided by the ILO up-to-date social security standards, to as many people as possible as soon as possible.

SPFs should be comprised of at least the following four guarantees:

1. Access to essential health care;
2. Basic income security for children providing access to nutrition, education, care and any other necessary goods and services;
3. Basic income security for persons of working-age who are unable to earn sufficient income due to sickness, unemployment, maternity, disability;
4. Basic income security for older persons (pensions and other benefits)

SPFs should be nationally defined through an effective social dialogue, be (financially) sustainable, based on legal entitlement and allow for people to live life in dignity.

The Social Protection Department (SOCPRO) undertakes research and policy development to underpin strategies for the extension of social protection; develops good governance tools for social protection systems; carries out knowledge development; strengthens national capacities in the field of social protection; and undertakes promotion and advocacy in order to strengthen national social protection systems. SOCPRO contributes to the achievement of the ILO's mandate by promoting and ensuring that member States give high priority to providing social protection to their populations through effective, efficient and sustainable social protection systems, including nationally-defined social protection floors in line with the Social Protection Floors Recommendation, 2012 (No. 202).

The JPO will be located in the Social Policy Unit of the Social Protection Department, which collaborates closely with the regional, sub-regional and country offices of the ILO to respond to the growing demand for social protection policy and other experts to support national development processes. Technical and policy advice is provided in collaboration with national

counterparts and tripartite representatives relying on the ILO for high-quality expertise in the field of social protection and in line with international standards and good practices, with a particular emphasis on national dialogue processes and rights-based public social protection schemes aiming at universalizing effective access to health care and ensuring income security for all. The ILO works closely with UN Country Teams, international organisations and bi- and multilateral aid agencies. The JPO will further contribute to the Departments' evidence base on social protection through the production of knowledge, policy briefs and guides to support country level implementation and advocacy efforts aimed at ensuring social protection is prioritized in global, regional and national agendas and development plans.

The JPO will contribute to the social protection outcomes of the ILO. The incumbent will contribute to Outcome 3 on social protection, namely 'Creating and extending social protection floors' within the ILO's Strategic Policy Framework 2018-2021 and namely the Programme and Budget for the biennium 2018-19.

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## **DUTIES AND RESPONSABILITIES**

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

- (1) Undertake research and draft high-quality inputs to ILO documents, including reports, background papers and policy papers/briefs, including the compilation and analysis of relevant quantitative and qualitative information necessary for the assessment of the social protection policies at the national, regional and international level.
- (2) Contribute to the development of policy guidance and capacity-building material in line with ILO standards by Identifying and documenting good practices and country experiences; contributing to the development of technical guides and capacity-building tools on technical areas related to the design, development, coordination and delivery of social protection policies and programmes, monitoring and evaluation of public social protection interventions as well as on linkages and cross-cutting themes (e.g. food security, rural populations, workers in the informal economy, active-labour market policies, etc.);
- (3) Assist in providing technical advice to ILO constituents in close collaboration with field specialists, including backstopping, project implementation and monitoring of technical cooperation projects and country programmes on different aspects of social protection systems, including floors;
- (4) Provide relevant and concerted support to UN country teams for the coordinated implementation of national Social Protection Floors, through the preparation of toolkits, training curricula, and fostering knowledge sharing (across countries and regions);
- (5) Support the development of new methodologies and tools to assess various aspects of social protection policies and programmes, and their impact on poverty reduction, the creation of employment and other dimensions in close collaboration with academic institutes and/or other departments of the ILO;

- (6) Contribute to the dissemination of information through enhancing and regularly updating relevant internet platforms, in particular the ILO Social Protection Platform ([www.social-protection.org](http://www.social-protection.org)) and sharing information through social media, trainings, events, communities of practice and other communication tools;
- (7) Foster knowledge sharing and South-South collaboration in various policy and technical areas and support the organization of south-south technical advisory missions and knowledge sharing events between countries;
- (8) Support the drafting of project proposals, contribute to the resource mobilization strategy of the Department and its implementation as well as partnerships with UN agencies and other development partners;
- (9) Perform others task that may be assigned by the supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

Advanced university degree (Master's level or Post Graduate diploma) in economics, social policy, political sciences, sociology, law, development studies, or degree from a management or business school/graduate school of social science.

### **Work experience:**

Minimum:

At least two years of experience in working on social security/protection issues at the national / international level.

Desirable:

Work experience in a government, social security institution, consulting firm in the field of social protection, or in an international organisation. Experience in working and living in a developing country would also be an asset.

### **Skills required for the assignment:**

Minimum:

Strong analytical, research and drafting skills in social security/protection, poverty reduction development economics, or related issues;

- Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;
- Ability to work independently and plan complex activities;
- Good listening and dialogue skills;
- Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
- Ability to establish and nurture partnerships;

- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
- Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.

### **Languages:**

Minimum:

Excellent command of English

Desirable:

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

### **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:**

Through guidance of the supervisor and senior colleagues, the JPO will acquire a solid knowledge on policies, strategies and approaches for the extension of social protection, with a focus on rights-based implementation, progressive universalization of protection, social dialogue and tripartite participation, coherence across intuitions for the delivery of social protection floors and linkages with active labour-market and other policies.

Through the work in the department, seminars, workshops and interaction with specialists in the field, the JPO will be exposed to the work of an international environment, and acquire a solid knowledge on various technical aspects of social protection systems and the provision of advisory services in the field of social protection.

### **Learning elements:**

The JPO will have the opportunity: to enhance his/her technical knowledge in the field of the extension of social protection as well as in the design and implementation of social protection floors;

- To gain knowledge of international legal social security instruments and their practical implementation, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202) and the ILO Social Security (Minimum Standards) Convention, 1952 (No.102);
- To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and

- recording, capitalizing on and disseminating of this information, communicating, connecting actors and conducting training sessions;
- To improve his/her professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;
  - To become familiar with the ILO's mandate and institutional functioning;
  - To get acquainted with the UN system; its regional bodies, coordination and inter-agency mechanisms and frameworks and in its inter-action with government counterparts and other development partners;
  - To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.
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## **BACKGROUND INFORMATION**

As a follow up to the adopted Social Protection Floors Recommendation, 2012 (No. 202) and accompanying Resolution, areas for ILO action have been identified in the Social Security Plan of Action 2011-19 adopted by the Governing Body in 2012. In line with the Plan of Action and Recommendation, the work of the Office as outlined in the Programme & Budget (P&B) outcomes will mostly focus on having an impact at the country level to deliver the ILO's mandate at the global and regional levels to ensure this impact is optimal for people in all countries.

The ILO will:

- Support national scale-up. The ILO works closely with government counterparts to support effective scale-up of national social protection schemes and programmes, including assessment of financing options and fiscal space.
- Ensure protection of the right to social security and minimum income guarantees in policy reforms that are being undertaken in crisis/austerity affected countries.
- Provide technical support and critical policy advice in the design, legal framework, costing, implementation and/or monitoring and evaluation of social protection programmes and capacity development promoting social inclusion worldwide.
- Encourage national social dialogue to ensure that development decisions are socially-responsive and have national ownership.
- Build linkages to eliminate the worst forms of exploitation, like child labour, and to ensure that people in rural areas, the informal economy, and specific vulnerable groups such as domestic workers, migrant workers, persons with disabilities and chronic illnesses (including HIV and AIDS) are included in development.
- Advocate for social protection floors in various fora. For example, ILO is co-leading the Social Protection Interagency Cooperation Board (SPIAC-B), endorsed by the G20, to forge alliances and bring together key partners, raise awareness and ensure that social protection is at the forefront of the development agenda.

The outputs delivered by the JPO are part of and will thus contribute directly to outcome 3 of the P&B 2016-17.

In light of these developments and as part of the Office's work plan, material has to be produced in English, and other languages. The development of relevant material, policy and country briefs, quantitative and qualitative studies, tools and other material will feed into the

evidence base on social protection and support implementation of social protection floors at the country level.

The key tool for knowledge management and information sharing of the department is the web-based Social Protection Platform. The platform aims at facilitating the exchange of information and ideas, capture and document experiences, identify knowledge gaps, create knowledge and promote innovation (see [www.social-protection.org](http://www.social-protection.org)). The JPO will contribute directly and indirectly to the Social Protection Platform and social media through the regular updating and production and identification of knowledge to be disseminated.

#### **ILO social security strategy and Social Protection Floors Recommendation**

- [Social protection for all: Building social protection floors and social security systems: The strategy of the International Labour Organization](#), Geneva: ILO, 2012.
- [ILO Recommendation concerning national floors of social protection](#) (Social Protection Floors Recommendation), 2012 (No. 202).
- [Social protection floors for social justice and a fair globalization, Reports IV\(1, 2A and 2B\)](#), 101th Session of the International Labour Conference, Geneva: ILO, 2012.

#### **Flagship publication:**

- [ILO World Social Protection Report 2017-19: Universal social protection to achieve the Sustainable Development Goals](#), Geneva: ILO, 2017.

For more resource documents and publications: [www.social-protection.org](http://www.social-protection.org)

An information booklet for JPOs including useful links and information on housing and living arrangements will be provided when assigned to the position.

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International  
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Post number: 1506  
Month of issue: January  
Year: 2019

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**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 *Social protection*

**Duty station:** *Yangon, Myanmar*

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

**Grade:** P2

**Department/ Field Office:** *ILO Liaison Office in Myanmar*

**Organisational unit:** *ILO Liaison Office in Myanmar*

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**SUPERVISION**

**Direct Supervision by:**

*Piyamal Pichaiwongse, Deputy Liaison Officer, ILO Yangon, <piyamal@ilo.org>*

**Content and methodology of supervision:**

*A yearly work plan will be agreed between the JPO and the supervisor. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor on the various technical tasks assigned to the JPO, as well as by the social protection team members. Specific technical inputs will be provided to the JPO by the Social Protection regional Specialist based in the Decent Work Team in Bangkok upon request.*

*The JPO will accompany and assist the supervisor as well as the social protection technical staff in conducting missions, seminars, workshops and technical meetings as required. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.*

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**INTRODUCTION**

Since March 2011, the Government of the Republic of the Union of Myanmar has embarked on a multidimensional reform process encompassing the country's political, economic, social and administrative settings. As a result, the country has moved rapidly from a situation of military dictatorship to being more open (both economically and socially) and democratic. The Government and Parliament have embarked on a major reform process and targeted all reform activity at two principal outcome priorities: poverty reduction and rural development. Following the lifting of mandate restrictions<sup>1</sup>, an ILO programme of work was agreed upon in tripartite consultations, which encompasses a broad range of technical support on priority areas, among which is the development of a social protection floor (SPF).

Official figures indicate that 26% of the population lives below the poverty line – with a higher prevalence in rural areas. Recent revisions of the data produced a higher poverty estimate and suggested that between 70% and 80% of the population are clustered around

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<sup>1</sup> Up until 2012, the ILO Liaison Office in Myanmar's mandate was restricted to two areas of activity: the elimination of all forms of forced labour and the introduction of freedom of association and social dialogue.



the poverty line. With increased investment and rapidly increasing GDP, there is a significant risk of growing income inequality if social security policies are not in place to play a redistributive function.

Social protection benefits from a high-level political commitment in Myanmar and will probably continue to benefit from it in the future as this is one of the topics discussed in the campaign of the upcoming elections. In his address at the National Social Protection Conference held in June 2012, President U Thein Sein called for an inclusive and comprehensive social protection system, providing access to health care and income security for all (the main objectives of the SPF) and for the establishment of a “national high-level institution” mandated to guide and coordinate a broad range of national social protection initiatives in conformity with national development priorities and the recently adopted Social Protection Floors Recommendation, 2012 (No. 202).

In 2013-2014, the ILO facilitated an assessment-based national dialogue on social protection alongside other members of the UN country team. It created an inclusive platform that proposed a number of costed policy options to close social protection coverage gaps. In December 2014, the Government of Myanmar adopted a national social protection strategic plan which provides a coherent umbrella for the coordination of social protection policies and includes eight flagship programmes that were proposals from the national dialogue.

Next steps for which the ILO will support Myanmar constituents to achieve a SPF:

- Conducting feasibility studies for the scaling up or creation of social protection schemes along the life cycle.
- Embedding social protection benefits in the legal framework in coherence with the broader agenda on labour law reform and ensure the necessary fiscal space is available for their implementation.
- Promoting participatory governance structures of social protection schemes so as to mainstream international best practices, give a voice to beneficiaries and contribute to overcoming mistrust among communities formerly affected by conflicts.
- Strengthening sector coordination to smooth the transition from emergency-based NGO-led temporary social protection measures to a sustainable rights-based system and to ensure integrated delivery of social protection benefits, especially to the most hard-to-reach and vulnerable population.

In that context, the associate expert will support the activities of the ILO Liaison Office in Myanmar regarding the extension and strengthening of social protection.

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## **DUTIES AND RESPONSABILITIES**

Under the overall supervision of the Liaison Officer and the direct supervision of the Deputy Liaison Officer, the JPO will perform the following duties and responsibilities:

- Assist the office in facilitating and partaking in multi-stakeholders consultations on social protection under the framework of the national social protection Technical Support Group and in close collaboration with development partners members of the Social Protection Inter-Agency Coordination Board (SPIAC-B).
- Support the office in the assistance provided to relevant institutions in charge of social protection in Myanmar, and in particular the Social Security Board and the Department of Social Welfare.
- Assist in organizing, supervising and drafting technical studies such as feasibility studies of social protection schemes and delivery mechanisms, costing of SPF components, Social Protection Expenditure and performance Review (SPER) and Social Budget, depending on local priorities.
- Participate in the development of the knowledge base and SPF good practices through: drafting components of global guides, collecting and analysing quantitative

and qualitative data for the ILO Social Security Inquiry, drafting inputs to the global knowledge-sharing platform and assisting in providing presentations to capacity building workshops, conferences and seminars.

- Collaborate with other projects conducted in the ILO Liaison Office in order to ensure synergies and integrated advisory services to the constituents, in particular with such areas of work as safe migration, elimination of child labour and occupational health and safety.
- Contribute to the ILO support to the ASEAN agenda on social protection in collaboration with the Decent Work Team in Bangkok.
- Assist the office in the elaboration of the Decent Work Country Programme (DWCP) as well as in formulating project proposals and ensuring their technical backstopping in the area of social protection.
- Undertake such other tasks and responsibilities as may be assigned by the Liaison Officer.

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

- Projects related to the extension of social protection in Myanmar, with a strong focus on inclusiveness and gender sensitivity of social protection schemes.
- Local and regional reports and conferences on the state of social protection coverage and legal framework in Myanmar.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum: First university degree in economics, social sciences, law, business administration or a related field.

Desirable: Advanced university degree in one of the above-mentioned fields, specialization in social protection governance and financing would be a strong advantage.

### **Work experience:**

Minimum: At least two years of experience in project management at national or international level, with prior experience in social protection.

Desirable: Technical experience in social protection scheme design and financing. Experience in South-East Asia is highly desirable, prior experience in relation with Myanmar would be considered an asset.

### **Skills required for the assignment:**

Minimum:

- Capacity to use diplomacy and work in a multicultural environment.
- Technical knowledge in social protection (including quantitative skills).
- Command of project management tools.

Desirable:

- Good knowledge of inter-agency coordination initiative in the development field.
- Exposure to social protection and public financing issues would be an asset.

### **Languages:**

Excellent command of English.

### **ILO competencies:**

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

1. Capacity to adapt to a changing environment and approach change positively.
  2. Ability to work on own initiative as well as cooperate as a team member within a multicultural team.
  3. Methodological and thorough and quality oriented.
- 

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

- Through the technical work conducted with constituents and senior colleagues, the JPO will get hands-on experience with ILO technical/analytical tools at country level.
- Through seminars, workshops and interaction with specialists, the JPO will acquire a set of skills related to capacity-building on social protection and decent work.
- Through interaction with colleagues and involvement in the office work plan, the JPO will be exposed to topics relevant to the decent job agenda in developing countries.

### **Learning elements:**

- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
  - Gain capacity to support the delivery of programmes and technical cooperation projects at country level.
  - Become familiar with ILO's mandate and with the UN system. The JPO will gain capacity to support joint UN operations at country level.
  - Become familiar with ILO's institutional and informal coordination mechanisms, in particular the JPO will gain capacity to work effectively with ILO constituents using ILO's social dialogue tools.
  - Reinforce one's technical knowledge in social protection within the framework of the social protection floor concept and the decent work agenda.
- 

## **BACKGROUND INFORMATION**

The country programme outcome on building a national social protection floor will contribute to design and implement a more comprehensive and inclusive social protection system in Myanmar through the effective application of the social security law and the progressive establishment of a nationally defined social protection floor. The country programme outcome aims at improving the effective access to social protection for all, including the most vulnerable groups, in coordination with the wider development agenda.

For more information on the work led the country on social protection: <http://www.social-protection.org/gimi/gess/ShowProject.action?id=2487>

The project is aligned with and contributing to national development priorities and the overall assistance framework of the United Nations.

The country programme reports under the ILO programme outcome 4 "More people have access to better-managed and more gender-equitable social security benefits". It is also a strong contribution to the Regional Outcome RAS 126: Increased knowledge and capacity in the region to promote coherent policies in support of decent work for all women and men and to the Area of Critical Importance 3 "Creating and extending social protection floors", for which Myanmar is a target country.

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**Post number:** 15/15  
**Month of issue:** January  
**Year:** 2019

*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](mailto:JPO@ilo.org).*

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

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**GENERAL INFORMATION:**

**Title:** Expert in Partnership and Resources Mobilization

**Duty station:** CO-Algiers

**Duration of the assignment:**

**Grade:** P3

**Department/ Field Office:** Algiers Office

**Organisational unit:** [Algiers Office](#)

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**SUPERVISION**

**Direct Supervision by:**

[Mr. Mohamed Ali Deyahi, Director of Algiers Office](#)

**Content and methodology of supervision:**

An initial time-bound work plan will be agreed between the JPO and the supervisor based on the “duties and responsibilities” and the “outputs” described below. Regular meetings between the JPO and the supervisor will be scheduled to discuss the progress in work. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor.

The JPO will assist the supervisor on substantive and organizational issues related to seminars, workshops, and meetings. Mission travel is also envisaged.

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

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## **INTRODUCTION**

The ILO Country Office in Algiers represents the International Labour Office in the four Maghreb countries: Algeria, Libya, Mauritania, Morocco and Tunisia. The Office implements the mandate of the Office in this region and develops technical cooperation (TC) for the promotion of Decent Work.

Since the so-called “Arab spring”, programming, coordination and resource mobilization needs have become more pressing and a strengthened follow-up for the four countries is needed.

The post requires a good level of expertise and solid foundations in the four areas of interventions of the Decent Work Agenda to enable a clear, ordered and comprehensive approach in supporting the TC activities of the office.

## **DUTIES AND RESPONSABILITIES**

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

1. Identify and follow-up on new opportunities to expand the ILO's technical cooperation programme in the Maghreb countries. Review and analyze country specific development plans and priorities, socioeconomic data, reports and other relevant information; identify potential technical cooperation project areas and provide written analysis on the findings to management. Elaborate concept notes and project documents.
2. Assemble and edit basic data required for planning and negotiation of program/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution.
3. Nurture relations with donors, from project financing to complex partnership TC programmes arrangements. This includes the definition of the major focus areas for each partnership programme, based on the donor's policies and priorities and the ILO's own programme of work.
4. Prepare briefings and information notes for management on issues that are considered important for programming and resource mobilization linked to TC activities.
5. Assist and participate in the programming and preparation of meetings, training activities and workshops on matters related to technical cooperation.
6. Coordinate technical support to the projects in the region.
7. Monitor progress of ILO TC programs, projects and activities by reviewing, verifying and analyzing work-plans, progress reports, final reports and other data for clarity, consistency and completeness. Support programmes in applying results based programming and management tools.
8. Analyse the distribution and use of resources for the regular budget for technical cooperation, extra budgetary programme support income and other special resources. Recommend resource levels and guidance.
9. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
10. Assist the Director of the Algiers Office and undertake any other duties and responsibilities as required and appropriate, including administrative matters and focal point responsibilities linked to TC activities.

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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** First level university degree in economics, social science, international studies or other relevant field.

### **Work experience:**

Minimum: At least five years of professional experience in the design, management, implementation and/or evaluation of projects, of which at least three years at the international level.

### **Skills required for the assignment:**

Good knowledge of the role and operations of UN system activities for development. Demonstrated skills and ability to perform complex analyses on a wide range of factors, requirements, policies and priorities for the assessment and implementation of programmes and activities. Ability to draft and revise policy documents. Thorough knowledge of the organization's financial rules, practices and procedures. Thorough knowledge of the programmes, operations and activities of the organization. Excellent knowledge of the theories, principles, methods, practices and techniques of programme formulation, implementation, management and evaluation. Ability to provide expert advice. Ability to persuasively negotiate sensitive issues. Ability to prepare high quality and technically sound reports. Ability to analyse, justify selection and appraisal of technical cooperation proposals. Ability to summarize complex issues into user-friendly guidance notes and concept papers. Ability to represent the Office in negotiations with multi-bilateral donors. Ability to solve complex problems and to build sound relationships with counterparts in donor countries. Ability to plan and organise work and to provide guidance and training to staff. Capacity to work harmoniously with other units in the office; good communication, team work and ability to deal calmly with conflicting situations. The ability to work in a multicultural environment and gender-sensitive behaviour and attitudes are also required.

### **Languages:**

Minimum: Excellent command of French and good knowledge of English.

### **Desirable:**

Work experience in North Africa will be considered 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.





International  
Labour  
Office

Post number: 1519  
Month of issue: April  
Year: 2019

*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](mailto:jpo@ilo.org).*

## 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 *Communication*

**Duty station:** *Dakar, Senegal*

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

**Grade:** P2

**Department/ Field Office:** *ILO Country Office and Decent Work Team in Dakar, (Senegal)*

**Organisational unit:** *ILO Country Office and Decent Work Team in Dakar, (Senegal)*

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### SUPERVISION

#### Direct Supervision by:

*Ms. Vera Paquete-Perdigão, CO/DWT Director, [perdigao@ilo.org](mailto:perdigao@ilo.org)*

#### Content and methodology of supervision:

The JPO will work under the overall guidance of the Director of the Dakar Country Office and Decent Work Team. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The negotiated workplan will detail expected outputs and success indicators over the reporting period. Informal feedback will be provided daily, formal written feedback after three months and then twice yearly.

The JPO will meet regularly with other members of the Country Office and Decent Work Team on topics directly relevant to the Decent Work Country Programmes of the countries covered by the Dakar's Country Office.

The JPO will accompany and assist the supervisor in the planning and conducting of missions, seminars, workshops, meetings and related research.

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

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## **INTRODUCTION**

The overall goal of the International Labour Organization (ILO) is decent work for women and men throughout the world. Decent work is central to global efforts to reduce poverty, and is a means for achieving equitable, inclusive and sustainable development. For this reason Decent Work Country Programmes (DWCPs) have become the main instrument for ILO cooperation with member states and they constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in consultation with ILO constituents at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through efficient programmes built upon the strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives.

The JPO's overall task is to assist in enhancing the communication and knowledge management related to the Decent Work Country Programmes (DWCPs) of all five countries covered by the ILO Country Office in Dakar: Senegal, Guinea, Guinea-Bissau, Gambia and Cabo Verde.

In this context, (s) he will be responsible for designing and implementing the Office's communications and knowledge management strategies and assisting the management and the Office's team of specialists in sharing the results and the lessons learned in the implementation of the DWCPs.

Through this assignment, the JPO will develop expertise regards ILO technical response in the field of decent work in fragile contexts and middle income countries, as well as the foundations of communicating for results and impact reporting.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Dakar Country Office and Decent Work Team Director, the JPO will perform the following duties and responsibilities:

- Examine knowledge management and communication practices (internal and external) and provide comments on how to enhance its effectiveness and outreach;

- Participate in the development of the Dakar Country Office communications and knowledge management strategies;
- Localize the ILO's communications and knowledge management strategies to the programme context in all the countries covered by the Decent Work Team and assist the Dakar Country Office in implementing the localized strategy, including identifying good practices/lessons learned, developing relevant databases, and sharing knowledge.
- Build technical collaboration with communications units of the UN Country teams, ILO's national constituents, and project and programme partners.
- Undertake research and participate in documenting and publishing project results and impacts;
- Organise social media awareness and advocacy campaigns on key decent work issues;
- Write and prepare stories, fact sheets, and social media posts based on the Office's programmes and experiences;
- Devise and produce the Dakar Country Office's periodic report, e-newsletter and compile from existing databases an integrated mailing list that will allow tailored messages to different audiences;
- Update and maintain the content on the Dakar Country Office's web page and social media platforms (Twitter, Facebook, etc).
- Screen think tanks, development research centres and development institutions which could benefit of the Office's knowledge products and experience;
- Provide research and editorial support for documents, papers, reports and other communication materials;
- Assist the Dakar Country Office in the issuing regular press invitations, press releases and press briefs and maintain a comprehensive project press contacts list;
- Perform others tasks that may be assigned by the supervisor.

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

- Dakar Country Office's communications and knowledge management strategies
- Dakar Country Office's periodic report, e-newsletter, website and social media content on ILO projects and decent work issues
- Dakar Country Office's publications shared with relevant partners and stakeholders

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## **QUALIFICATIONS AND EXPERIENCE**

**Education:**

Minimum: First university degree in journalism, communications, creative writing, social sciences or a related field

Desirable: Advanced university degree / Master's or Post Graduate Diploma in communications, marketing, public relations or advertising

**Work experience:**

Minimum: At least two years of experience in media, marketing, public information, advocacy or campaigns in a relevant area at the national / international level.

Desirable: Additional experience in development cooperation, project management, and/or corporate social responsibility would be an advantage.

**Skills required for the assignment:**

Minimum:

- Strong copy writing, editing, design and desktop publishing skills, including writing web content, developing printed resources and creating e-newsletters
- Strong media experience, including issuing press invitations, press releases, feature and news articles, arranging press conferences and media trips
- Experience creating multimedia resources, including working with film
- Working knowledge of Adobe Illustrator
- Excellent photography skills and basic photography editing skills
- Experience in strategic communications planning, including event management
- Experience managing a small budget
- Experience using social media in a professional capacity, including Facebook, Twitter, Flickr and YouTube, etc.

Desirable:

- Knowledge of other Adobe Creative Suite programmes, such as Adobe Photoshop would be an asset.
- Skills in the use of Final Cut Pro, or similar video editing software would be an asset.

**Languages:**

Minimum: Excellent command of French language

Desirable: Good knowledge of English language 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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The position will offer the JPO exposure to:

- Employment and labour issues and challenges in fragile contexts and middle income countries
- Communication for results
- Working in the contexts of the UN system and national partners in West Africa
- Technical cooperation project and programme cycle management
- Resource mobilization for development cooperation
- Impact reporting and reporting for results
- Working in cross-cultural, multi-disciplinary environment
- The structures and functions of the International Labour Office in West Africa and the various components of the ILO globally as well as its partnerships with national governments, workers' and employers' organizations, UN agencies, civil society organizations, and the private sector

Through technical backstopping from the Abidjan's Regional Office for Africa and Geneva, the JPO in will develop skills in producing communications tools and products.

### **Learning elements:**

Acquire practical experience in a strategic communications role.

- Become familiar with ILO's mandate and institutional mechanisms.
- Interact with social partners, local media and civil society stakeholders working on decent work-related issues.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize with the functioning of the UN system, including communications capacities.
- Gain in-depth knowledge of the context of West Africa and labour related-issues

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## **BACKGROUND INFORMATION**

The ILO Country Office in Dakar has overall responsibility for ILO projects, programmes and activities in five countries in West Africa, namely Senegal, Guinea, Guinea-Bissau, Gambia and Cabo Verde. The Office fulfills representation, project design, management and monitoring responsibilities in these countries. It administers a portfolio of considerable importance and complexity with a number of development cooperation programmes, as well as the development and implementation of Decent Work Country Programmes (DWCPs) in all three countries.

Decent Work Country Programmes (DWCPs) have become the main instrument for ILO cooperation with member states and constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in consultation with ILO constituents at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through efficient programmes built upon the strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives. Within the priority areas identified, intended outcomes are, thereafter, defined. These outcomes constitute the basis for programming activities as well as resource mobilization and allocation, including regular and extra-budgetary funding.

The DWCP's for countries covered by the Dakar Office stress high unemployment, jobless growth, prevailing poverty and fragility as major development challenges. Sustainable poverty reduction through decent work is recognized as a priority in these countries and calls for a strong demand on the ILO's expertise in this area as well as an integrated UN response. The JPO will be part of the effort to make the DWCP's of the three countries covered by the ILO Dakar Office actionable and assist in formulating an operational level response to the decent work deficits.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.



International  
Labour  
Office

Post number: 1521  
Month of issue: May  
Year: 2019

*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](mailto:JPO@ilo.org).*

## 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 *Monitoring and Evaluation*

**Officer Duty station:** *Dakar, Senegal*

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

**Grade:** P2

**Department/ Field Office:** *ILO Country Office and Decent Work Team in Dakar (Senegal)*

**Organisational unit:** *ILO Country Office and Decent Work Team in Dakar Senegal*

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### SUPERVISION

#### Direct Supervision by:

*Ms. Vera Paquete-Perdigão, CO/DWT Director, [perdigao@ilo.org](mailto:perdigao@ilo.org)*

#### Content and methodology of supervision:

The JPO will work under the overall guidance of the Director of the Dakar Country Office and Decent Work Team. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The negotiated workplan will detail expected outputs and success indicators over the reporting period. Informal feedback will be provided daily, formal written feedback after three months and then biannually.

The JPO will meet regularly with other members of the Country Office and Decent Work Team on topics directly relevant to the Decent Work Country Programmes of the countries covered by the Dakar's Country Office.

The JPO will accompany and assist the supervisor in the planning and conducting of missions, seminars, workshops, meetings and related research.

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

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## **INTRODUCTION**

The overall goal of the International Labour Organization (ILO) is decent work for women and men throughout the world. Decent work is central to global efforts to reduce poverty, and is a means for achieving equitable, inclusive and sustainable development. For this reason Decent Work Country Programmes (DWCPs) have become the main instrument for ILO cooperation with member states and they constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in consultation with ILO constituents at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through efficient programmes built upon the strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives.

The JPO's overall task is to assist in developing and/or strengthening the Monitoring and Evaluation Plans of the Office's DWCPs of all five countries covered by the ILO Country Office in Dakar: Senegal, Guinea, Guinea-Bissau, Gambia and Cabo Verde.

In this context, (s)he will be responsible for developing and refining M&E tools for all Office's initiatives and development cooperation interventions and assisting the management and the Office's programming unit in analysing DWCPs' performance indicators and preparing key DWCPs' implementation reports.

Through this assignment, the JPO will develop expertise regards ILO technical response in the field of decent work in fragile contexts and middle income countries, as well as the foundations of result based management and programme cycle management.

## **DUTIES AND RESPONSABILITIES**

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Under the direct supervision of the Director of CO/DWT and in collaboration with the Dakar CO programming unit, the JPO will carry out the following tasks:

- Assist in the development and/or strengthening of the Monitoring and Evaluation Plans of the Office's DWCPs;
- Assist the programming unit in the analysis of performance indicators and prepare key reports;
- Develop and refine M&E tools for all Office's initiatives and development cooperation programmes, mainstreaming gender and environmental concerns in all M&E protocols;
- Contribute to the preparation of the Office's implementation reports;
- Review relevant the available DWCP reports and development cooperation projects' evaluations and identify lessons learnt and good practices;
- Ensure that monitoring and evaluation results are taken into account for the continued implementation of the Office's initiatives and development cooperation programmes;
- Assist in the mid-term and final evaluations of development cooperation projects;
- Perform others tasks that may be assigned by the supervisor

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

- All Office's activities in terms of Development Cooperation (XBTC and RBTC) are linked to the outcomes and indicators of the ILO Programme & Budget and recorded in the Strategic Management Module (SMM) and Integrated Resource Information System (IRIS)
- All the evaluation reports both for development cooperation and regular budget interventions are produced in due time and in the appropriate format.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

*Minimum:*

*A first-level university degree (Bachelor's) in Social Sciences, Demography, Development Planning, Statistics or a directly-related technical field(s) is required.*

### **Work experience:**

*Minimum:*

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

**Skills required for the assignment:**

Minimum:

*Good knowledge of monitoring and evaluation tools and good skills in defining SMART indicators.*

**Languages:**

Minimum:

Excellent command of French, with proven drafting skills

Desirable:

Good knowledge of English language would be an asset

**ILO competencies:**

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

1. Excellent 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.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS****Training components:**

The position will offer the JPO exposure to:

- Employment and labour issues and challenges in fragile contexts and middle income countries
- Result based management
- Working in the contexts of the UN system and national partners in West Africa
- Technical cooperation project and programme cycle management
- Impact reporting and reporting for results
- Working in cross-cultural, multi-disciplinary environment
- The structures and functions of the International Labour Office in West Africa and the various components of the ILO globally as well as its partnerships with national governments, workers' and employers' organizations, UN agencies, civil society organizations, and the private sector

## Learning elements:

*Throughout the period, the incumbent will:*

- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Acquire good knowledge of ILO programming aspects which include design and monitoring, review and evaluation
- Assist independent evaluation of ILO development cooperation projects
- Participate in the design/evaluation of DWCPs of selected countries
- Participate in technical workshops on results-based management and project design when available

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## BACKGROUND INFORMATION

The ILO Country Office in Dakar has overall responsibility for ILO projects, programmes and activities in five countries in Senegal, Guinea, Guinea-Bissau, Gambia and Cabo Verde. The Office fulfills representation, project design, management and monitoring responsibilities in these countries. It administers a portfolio of considerable importance and complexity with a number of development cooperation programmes, as well as the development and implementation of Decent Work Country Programmes (DWCPs) in all five countries.

Decent Work Country Programmes (DWCPs) have become the main instrument for ILO cooperation with member states and constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in consultation with ILO constituents at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through efficient programmes built upon the strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives. Within the priority areas identified, intended outcomes are, thereafter, defined. These outcomes constitute the basis for programming activities as well as resource mobilization and allocation, including regular and extra-budgetary funding.

The DWCP's for countries covered by the Dakar office stress high unemployment, jobless growth, prevailing poverty and fragility as major development challenges. Sustainable poverty reduction through decent work is recognized as a priority in these countries and calls for a strong demand on the ILO's expertise in this area as well as an integrated UN response. The JPO will be part of the effort to make the DWCP's of the five countries covered by the ILO Dakar Office actionable and assist in formulating an operational level response to the decent work deficits.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.

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**JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS**

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**GENERAL INFORMATION:**

**Title of the posting:** JPO Monitoring and Evaluation

**Duty station:** Bangkok

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

**Sector or Field Office:** Regional Office for Asia and the Pacific

**Organisational unit:** Regional Programming Services (RPS)

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**SUPERVISION**

**Direct Supervision by:** Ms Reiko Tsushima, Head, Regional Programming Services Unit

**Overall Supervision by:** Ms Panudda Boonpala, Deputy Regional Director

**Content and methodology of supervision:**

The incumbent will work in coordination with the regional Monitoring and Evaluation Officer of RPS and under the direct supervision of the Head of RPS.

The RPS work plan and the regional monitoring and evaluation plan for 2018-19 will be used to guide the development of a work plan of the incumbent, which in turn will be used to monitor the performance of the incumbent. The incumbent's performance will be reviewed after one year as per required procedure.

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**INTRODUCTION:**

The position is located in the Regional Programming Services Unit (RPS) of ILO Regional Office for Asia and the Pacific.

ILO's programme and budget, and implementation of its programmes is based on the principle of results based management (RBM). ILO's RBM is central to its accountability framework, where performance data gathered by monitoring and evaluation systems are fed into decision making to inform ILO policies, strategies and accountability. At the Country Level, Decent Work Country Programmes provide the framework for results based management.

The RPS in ROAP supports Results Based Management, by facilitating strategic planning, implementation and reporting of results in the Asia and Pacific Region. It supports the Regional Director in all matters related to Decent Work Country Programme (DWCPs). It provides overall guidance for the formulation, implementation and monitoring of DWCPs and for Country Programme Reviews (CPRs) and report on the status of DWCP development in the region. This also includes quality appraisal of the new DWCPs and Development Cooperation (DC) projects and overseeing all decentralized independent evaluation of DC projects in the region.

The RPS also supports regional management in the reporting in the ILO biennium implementation plan of its performance/progress as per results planned. RPS provides strategic advice to regional management in regard to the allocation of ILO regional resources as per regional and country outcomes and other priority areas.

The RPS also provides briefing and capacity building for staff in results based management; project design, and monitoring and evaluation. The RPS also provides technical advice and helps Country Offices to strengthen their DWCP monitoring and evaluation plan.

ROAP through Regional Programme Service Unit (RPS) has recognized the need to strengthen the monitoring and evaluation work in the region and in particular that of DWCPs. RPS has planned to continue to support COs and to strengthen constituents' and staff's knowledge and capacity in RBM and M&E.

ROAP has a full-time regional Monitoring and Evaluation Officer, who is regional focal point on evaluation and works closely with the Evaluation Unit (EVAL) at ILO HQ to support the credibility and independence of decentralized evaluation work managed and carried out in the region.

The regional Monitoring and Evaluation Officer will work closely with the JPO and will coordinate the evaluation work of the JPO, which in turn will link to the broader ILO evaluation system directed by EVAL.

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## **DUTIES AND RESPONSABILITIES**

Under the supervision of the Head of RPS and in close coordination with the regional Monitoring and Evaluation Officer the JPO will perform the following duties and responsibilities

- Keep abreast of developments in strategic planning and results based management disciplines by engaging in pertinent professional discussions
- Assist in the development and/or strengthening of the Monitoring and Evaluation Plan of DWCPs, including alignment of project M&E Plan to DWCPs of selected countries

- Monitor and liaise with Country Offices as per the regional M&E plan
- Assist in the evaluation management of technical cooperation projects
- Monitor and support country offices on their action plans to respond to the evaluation recommendations
- Assist in the activities planned by UN Evaluation Group for Asia and the Pacific, including participate in meetings with other UN agencies and other organizations on evaluation activities as requested
- Review relevant the available DWCP Review reports/ and TC project evaluations and identify lessons learnt and good practices
- Support and assist in the use of evaluation findings including
- Assist in the appraisal of new development cooperation projects
- Liaise with Country Offices and Decent Work Technical Support teams in matters related to monitoring and evaluations of programmes and DWC projects
- Assist in conducting the DWCPs evaluability assessment exercises
- Any other programming related work that may be assigned by the direct supervisor

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## QUALIFICATIONS AND EXPERIENCE

**Education:** Advanced university degree in social and political sciences, economics or other related fields.

**Experience:** At least two years experience in monitoring and evaluation of socio-economic development programmes and projects based on Logical Framework approach; familiarity with the Theory of Change and results-based management tools and concepts would be an asset.

**Skills:** Proficiency in the use of Microsoft Word, PowerPoint, Excel and other software, Internet browsers and database applications

**Languages:** English

**Competencies:**

- Ability to prioritize work to important deadlines
  - Ability to carry out assignments in accordance with instructions and guidelines Ability to analyse and conclude substantive elements/main messages from reports;
  - Ability to use analytical tools and qualitative and quantitative techniques; ability to conceptualise, plan, coordinate and conduct straightforward research work;
  - Ability to draft discussion papers, reports and good computer skills; - Ability to work on own initiative as well as cooperate as team member in a multi-cultural team
  - Ability to work in a multicultural environment, and gender-sensitive behaviour and attitude are also required
- 

**TRAINING COMPONENTS AND LEARNING ELEMENTS****Training components:**

- On-the-job training on ILO programming aspects which include design and monitoring, review and evaluation
- Manage independent evaluation of ILO technical projects
- Coordinate/liaise with country offices and support them in regard to their capacity in M&E
- Participation in the CPRs of selected countries
- Participation in technical workshops on results-based management and project design when available

**Learning elements:**

- The incumbent will gain in-depth knowledge on results-based management in ILO and will get acquainted with the programming work of a multi-disciplinary and multi-cultural team.
  - By the end of the first year, the incumbent will have managed at least one independent project evaluation.
  - By the end of the first year, the incumbent will understand the results-based evaluation in ILO and in the context of UN
  - By the end of the first year, the incumbent will understand and be able to provide support on the DWCP monitoring plan to at least one country office
-





International  
Labour  
Office

**Post number:** 1525  
**Month of issue:** January  
**Year:** 2019

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## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Natural Disaster and Employment: Preparedness and Response

**Duty station:** Suva, Fiji

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

**Department/Field Office:** ILO Country Office for Pacific Island Countries

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### SUPERVISION

#### Direct Supervision by:

Donglin Li,  
Director,  
ILO Country Office for Pacific Island Countries,  
lidl@ilo.org

#### Content and methodology of supervision:

In accordance with ILO's Performance Management Framework, a time-bound work plan with indicators, etc. will be agreed between the JPO and the supervisor on the JPO's contributions in the areas of employment policy and labour statistics. This plan will be developed in consultation with the Employment Intensive, Crisis Response and Green Jobs Specialists in the Decent Work Team, Bangkok.

Regular meetings between the JPO and the supervisor about the progress of the planned work will be scheduled monthly. Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the results of his/her contributions and give advice on further development of technical skills and knowledge required for his/her career development. The JPO will accompany and assist the supervisor and the relevant technical specialists in missions and workshops.

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### INTRODUCTION

ILO Country Office for Pacific Island Countries (ILO Suva) is responsible for the ILO programme assisting Governments and Employers' and Workers' Organizations of Cook Islands, Fiji, Kiribati, Republic of Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tuvalu, Tonga and Vanuatu in their efforts to reduce Decent Work deficits and to pursue development for dignity through the achievements of rights at work, employment, social protection and social dialogue. It has been promoting Decent Work through various means of action including technical co-operation in Pacific Island countries.

Organizationally, ILO CO-Suva belongs to the Asia and the Pacific Region, which is supervised overall by the ILO Regional Office for Asia and the Pacific in Bangkok. Technical specialists stationed in Bangkok provide technical support and backstopping to the activities at the country level.

The people in the Pacific Islands are amongst the most prone to disaster and climate risks, such as tsunami, earthquakes, cyclone, landslides, flood and even droughts. These natural calamities have devastating impact on livelihoods and employment especially for the poorest and most vulnerable people.

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## **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the supervisor, the JPO will support ILO's interventions focusing on the employment aspects of natural disaster including pre-disaster preparedness for livelihood risk reduction and response as part of the recovery and reconstruction phases. In particular, the JPO will perform the following duties and responsibilities:

- Assist the supervisor to strategically position the ILO and its Decent work Agenda in the Pacific inter-agency humanitarian assistance framework.
- Participating in field missions to provide technical advice in inter-agency activities, and assist the supervisor in fund raising, and developing communication materials as required.
- In case of a natural disaster in one or more countries in the Pacific, support the supervisor and the Crisis Specialist in Bangkok to respond to the crisis by closely liaising with local constituents and specialists at HQs, ROAP and DWT in Bangkok. The incumbent will assist the Country Office management in participating in UNCT/HCT activities by attending cluster meetings and following up with relevant cluster activities.
- Assist in developing capacities of the constituents in the Pacific by organising training programmes and workshops on natural disaster and climate change response.
- Act as a focal point for climate change and disaster risk recovery activities, working in collaboration with other focal points in UN agencies and regional organizations, including the Pacific Islands Forum Secretariat.
- Contribute to enhance capacities of constituents in the Pacific in Disaster response preparedness, Disaster Risk Reduction and Climate Change adaptation through *ad hoc* training, monitoring in-country activities and by disseminating ILO technical materials in several technical areas including

*Business Continuity Management, Pre-disaster Recovery Planning, Post-disaster Needs Assessment, Local Economic Recovery, Workspace Safety, and Gender and Natural Disasters.*

- Support the supervisor in developing TC projects and programmes for disaster response, disaster preparedness, climate change mitigation for both selected countries or the sub-region (e.g. for capacity development programmes)
- Disseminate research findings and knowledge generated from the research activities above through international conferences, technical workshops and meetings with other UN and development partner agencies, donors and research institutions.
- Perform other duties as required.

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## QUALIFICATIONS AND EXPERIENCE

**Education:** Advanced university degree in economics, development studies, business administration or a related field.

**Work experience:** Minimum of two year experience in relevant fields. Operational exposure/experience in natural disaster response, livelihoods recovery, employment creation and/or related issues constitutes an asset.

**Skills required for the assignment:** Sound analytical skills on social, economic and cultural issues. Ability to work well in a multicultural team. Willingness to serve in environments affected by natural disaster.

**Languages:** Excellent command of English. Good knowledge of 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.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

### **Training components:**

The JPO will get trained to develop his/her capacity in designing and implementing disaster preparedness and recovery and reconstruction for employment creation through guidance of the supervisor and senior colleagues. Through seminars, workshops and interaction with specialists in crisis response and green jobs, the JPO will be exposed to the latest natural disaster and climate change issues at the global level and the practical application of disaster preparedness and responses at the national level.

## **Learning elements:**

Through technical operations at the country level and policy and knowledge development experience at the regional and global level, the JPO will be able to:

- Become familiar with ILO's institutional coordination mechanisms, in particular the application of International Labour Standards (ILS) on employment promotion at the national level and ILO's technical support in the implementation of ILS through technical cooperation activities.
- Enhance ability to design and implement an innovative approach on economic recovery and reconstruction in the area of livelihoods recovery and employment creation in crisis-affected environments;
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize with the functioning of the UN system through working with three UN Country Teams in Fiji, Samoa and PNG.

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## **BACKGROUND INFORMATION**

Dealing with climate change is one of the most critical challenges for the Pacific Island region. Due to its unique geography and environment, the Pacific is forecast to suffer from increased environmental degradation due to climate change, including both natural disasters and slow-onset impacts including mass coral bleaching, loss of land due to rising sea levels and the contamination of groundwater. The effects of these changes will reverberate across many economic and social areas of Pacific Island countries including habitats, livelihoods, and health and food security.

Both natural disasters and slow-onset environmental degradation will have important implications for the provision of decent jobs in the Pacific. Research on extreme weather events in the Pacific region in recent decades indicates an increase in the frequency and severity, particularly the intensity of tropical cyclones. The impact on people's livelihoods is often particularly severe as a large proportion of the populations of many Pacific Island countries live and work in coastal areas. Slow-onset impacts of climate change – including through sea level rise, temperature increase and coral bleaching - are also likely to have a dramatic impact on jobs in the Pacific, particularly in the medium and long term.

An increasing number of regional meetings have focussed on actions to address the impacts of climate change on the Pacific. In September 2013, the leaders of Pacific Island countries penned the Majuro Declaration on Climate Change, expressing a commitment to 'accelerate and intensify our efforts to prepare for and adapt to the intensifying impacts of climate change, and to further develop and implement policies, strategies and legislative frameworks, with support where necessary, to climate-proof our essential physical infrastructure, adapt our key economic sectors and ensure climate-resilient sustainable development for present and future generations.

In December 2015, at the Paris climate conference (COP21), 195 countries adopted the first-ever universal, legally binding global climate deal. The agreement sets out a global action plan to put the world on track to avoid dangerous climate change by

limiting global warming to well below 2°C. By December 2016, all ILO member States in the Pacific have ratified the Agreement leading the way for the world.

#### Opportunities for ILO assistance

The magnitude, pervasiveness and alarming upward trend of natural disasters in the Pacific Islands countries, demands a special ILO focus, both in terms of preparing and responding to these events.

#### **Disaster preparedness**

- Support small and medium enterprises to develop business continuity plans, and
- Support small-scale and community contractors in building and maintaining public infrastructure resilient to natural disasters.

#### **Disaster response**

- Jointly assess the impact of disasters in terms of employment and livelihood losses and needs.
- Launch emergency employment promotion programmes, which provide alternative income to the affected people and contribute to clean-up and repair of public infrastructure. (Cash for Work or Community Based Emergency Employment (CBEE)).
- Establish community contractors or groups to be involved in the reconstruction efforts, working with key partners like Public Works Department and the donors/financial institutions. (Employment Intensive Investment Programme)
- Assist trade unions in supporting their members who lost jobs to find alternative sources of income.
- Assist Employer organizations to support their members to re-establish their operations.

All of ILO employment and enterprise programmes introduce decent work practices and raise awareness for good working practices, workers' protection and occupation safety and health. Compliance with national labour laws is essential.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.



International  
Labour  
Office

**Post number:** 1526  
**Month of issue:** January  
**Year:** 2019

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Employment Policy and Labour Statistics

**Duty station:** Suva, Fiji

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

**Department/ Field Office:** ILO Country Office for Pacific Island Countries

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### SUPERVISION

#### Direct Supervision by:

Mr. Donglin Li, Director,  
ILO Country Office for Pacific Island Countries,  
lidl@ilo.org

#### Content and methodology of supervision:

In accordance with ILO's Performance Management Framework, a time-bound work plan with indicators, etc. will be agreed between the JPO and the supervisor on the JPO's contributions in the areas of employment policy and labour statistics. This plan will be developed in consultation with the Employment Policy Specialists and Labour Statisticians Specialists in the Decent Work Team, Bangkok.

Regular meetings between the JPO and the supervisor about the progress of the planned work will be scheduled monthly. Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the results of his/her contributions and give advice on further development of technical skills and knowledge required for his/her career development. The JPO will accompany and assist the supervisor and the relevant technical specialists in missions and workshops.

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### INTRODUCTION

ILO Country Office for Pacific Island Countries (ILO Suva) is responsible for the ILO programme assisting Governments and Employers' and Workers' Organizations of Cook Islands, Fiji, Kiribati, Republic of Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tuvalu, Tonga and Vanuatu in their efforts to reduce Decent Work deficits and to pursue development for dignity through the achievements of rights at work, employment, social protection and social dialogue. It has been promoting Decent Work through various means of action including technical co-operation in Pacific Island countries.

Organizationally, ILO CO-Suva belongs to the Asia and the Pacific Region, which is supervised overall by the ILO Regional Office for Asia and the Pacific in Bangkok. Technical specialists stationed in Bangkok provide technical support and backstopping to the activities at the country level.

Across the Pacific island countries, a shortage of comparative data on Pacific labour markets and varying definitions of employment and unemployment make it difficult to analyse and compare labour market trends. However, it is clear that the Pacific region suffers from significant unemployment and under-employment, particularly amongst the youth, who form a significant part of the population.

The Employment Convention, 1964 (No. 122) requires action by governments to promote full employment. The ILO works with constituents in researching, developing and implementing policies and programmes to achieve this goal.

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## **DUTIES AND RESPONSIBILITIES**

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

- Assist in the formulation, implementation and/or monitoring of employment policies of the member states;
- Compile labour statistics and labour market information available in the member States;
- Provide support to member States in the production of labour statistics and labour market information from households surveys, establishments surveys, administrative records and other sources as may be advised – ensuring that data and analysis is disaggregated by gender.
- Participate in the analysis of new labour statistics and labour market information;
- Draft periodic labour market updates and profiles of member countries;
- Liaise with clients to support in the implementation of Labour Force Surveys and other statistical data collection to include labour market information;
- Liaise with donor agencies and other international organizations to identify possible technical cooperation initiatives and draft relevant technical cooperation concept notes;

- Collaborate with academic institutions in the Pacific to improve the capacity of staff in the government agencies in collecting and analysing statistical data;
- Contribute to capacity building programme organized by ILO and partners in the production of labour statistics and labour market information, with a particular focus on the implementation of the Resolution of the 19<sup>th</sup> International Conference of Labour Statisticians;
- Prepare reports and proposals for monitoring the employment promotion programmes;
- Organize missions with the supervisor and technical specialists to the member countries for technical advisory services to the constituents;
- In all matters ensure that gender issues are taken into account.
- Perform others task that may be assigned by the supervisor.

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

- Workshops for labour statisticians in the Pacific
- Concept note of the project on Labour Market Information and Analysis

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## QUALIFICATIONS AND EXPERIENCE

**Education:** A minimum of degree in Economics or Statistics.

**Work experience:** At least two years of experience in statistical data collection and analysis or a relevant area, at the national/international level. Work experience in labour market policy in a developing country is desirable.

**Skills required for the assignment:** Excellent computer skills in Stata or SPSS, ADePT and other statistical soft wares and strong analytical and research skills in labour economics. Basic knowledge of the ILO mandates is essential. Good knowledge of economy of small island developing states is preferable.

**Languages:** Excellent command of English. Good knowledge of 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.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS



### **Training components:**

Through the work in the ILO Suva, the JPO will get trained to develop his/her capacity in advising on the formulation of national employment policies. Through guidance of the supervisor and senior colleagues, the JPO will get trained in building technical advisory functions on employment policies and labour statistics to the government and other stakeholders at the national level. Through seminars, workshops and interaction with specialists in employment policy and labour statistics, the JPO will be exposed to the latest labour market issues at the global level and the practical applications of policy advice at the national level.

### **Learning elements:**

- Become familiar with ILO's institutional coordination mechanisms, in particular the application of International Labour Standards (ILS) on employment promotion at the national level and ILO's technical support in the implementation of ILS through technical cooperation activities.
  - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
  - Familiarize with the functioning of the UN system through working with three UN Country Teams in Fiji, Samoa and PNG.
  - The JPO will gain in-depth knowledge of employment policy formulation and labour statistics and will further develop his/her skills as a policy advisor.
- 

## **BACKGROUND INFORMATION**

Pacific Island Countries, having limited scale of economy and availability of formal sector jobs, face significant employment challenges, typically in the areas related to migration and seasonal work, youth employment and social protection. Natural disasters like cyclone happening frequently in the region further exacerbate the instability of economic development, thus affecting negatively the livelihoods of the people, particularly for the poor families. Lack of labour statistics at different levels among the member countries is a critical shortage for policymakers in making effective employment policies and programmes.

The ILO is expected to contribute to the member countries by providing technical advice in the formulation of employment policies by building capacity of Labour Ministries and Bureau of Statistics in collecting and analysing labour market information.

Decent Work Country programmes in PNG, Fiji, Samoa priorities work on Employment Policy and Labour Statistics. In Fiji this work is being undertaken in partnership with the Asian Development Bank (ADB).

In terms of partnership development, Statistics for Development Division of the Secretariat of the Pacific Community (SPC) in Noumea and Faculty of Economics of University of the South Pacific (USP) in Suva will be the key institutions in capacity building of respective government departments of the member countries.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.



International  
Labour  
Office

Post number: 1527  
Month of issue: January  
Year: 2019

*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*

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**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 Programming and Management (TC operations)**

**Duty station:** Dhaka, Bangladesh

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

**Grade:** P2

**Department/ Field Office:** ILO Country Office for Bangladesh (CO-Dhaka)

**Organisational unit:** CO-Dhaka Programming Section

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**SUPERVISION**

**Direct Supervision by:**

Srinivas B. Reddy, Country Director

**Content and methodology of supervision:**

A workplan for the first year will be agreed between the JPO and the supervisor during the initial month of the assignment.

The JPO will be invited to relevant regular meetings of CO-Dhaka, where individual portfolios can be reviewed with any feedback, including that of the JPO. The workplan may be modified accordingly.

The JPO will accompany and assist the supervisor and/or any other ILO officials and external experts the supervisor designate in missions, seminars, workshops, and meetings.

As necessary, detailed instructions, guidance and coaching will be provided by

the supervisor for effective discharging of the programming and management support function for TC operations in Bangladesh.

Individual performance will be reviewed in accordance with the ILO's Performance Management Framework, as applicable to JPOs.

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## **INTRODUCTION**

The ILO Country Office for Bangladesh (CO-Dhaka) operates under the Regional Office for Asia and the Pacific (RO-Bangkok), with technical backstopping support from the Decent Work Technical Support Team for South Asia (DWT-New Delhi) and a range of technical departments in the Geneva Headquarters.

CO-Dhaka promotes decent work as a national objective and assists the national tripartite constituents and other stakeholders to achieve this objective. CO-Dhaka developed a Decent Work Country Programme (DWCP) for Bangladesh for the period 2012-15, in consultation with the tripartite constituents, and in alignment with the ILO Strategic Policy Framework 2010-15, the Bangladesh Sixth Five-Year Plan 2011-15, and the UN Development Assistance Framework 2012-16. DWCP is a main framework of ILO cooperation at the country level worldwide, which defines priorities for ILO services, addressing the needs and aspirations of the national tripartite constituents. In such framework, CO-Dhaka manages some 14 technical cooperation (TC) projects, worth over US\$50million of extra-budgetary donor funding.

CO-Dhaka seeks to strengthen its capacity to provide programming and management support for the TC operations in the country, which have grown exponentially over the last two years following some major industrial accidents in the ready-made garment sector. In this context, and as part of CO-Dhaka Programming Section, the JPO is expected to closely coordinate his/her work with the team consisting of three National Programme Officers, to provide the support services to TC projects/programmes in the area of responsibility, among other associated tasks.

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## **REPORTING LINES**

The JPO will report to the Country Director, CO-Dhaka, as direct supervisor.

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## **DUTIES AND RESPONSABILITIES**

- a. Provide programming and management support for ILO TC projects/programmes in the area of responsibility, among those under CO-Dhaka administrative responsibility, to ensure their full and timely delivery, with zero-tolerance for non-compliance.
  - b. Monitor project/programme progress by reviewing, verifying and analysing the workplans, periodic reports, budget sheets, and other relevant data and make recommendations for any remedial or preemptive action as required;
  - c. Follow-up, as appropriate, with relevant ILO field offices and departments in the Geneva Headquarters, national constituents and other partners, to expedite implementation to meet the targets;
  - d. Participate in developing a Bangladesh Decent Work Country Programme 2016-20 and its monitoring and reporting.
  - d. Contribute to the preparation and drafting of programme implementation reports, TC project implementation reports and other reports of planning and monitoring on the basis of contributions from ILO TC projects/programmes;
  - e. Contribute to setting up and improving system or mechanism to facilitate inter-project collaboration and knowledge/records management;
  - f. Attend meetings related to the ILO national constituents, the UN Country Team, and other relevant actors, assist in preparation of these meeting, and attend such meetings on behalf of CO-Dhaka in the absence of relevant officials. Report on and assist in providing appropriate follow-up to such meetings;
  - g. Support the organization of conferences, seminars, workshops, training sessions and meetings;
  - h. Assist in developing and implementing a streamlined but effective workflow and accompanying staff training plan to enhance the administrative system of CO-Dhaka to meet the increasing demands and expectations for ILO interventions.
  - i. Collaborate with other units of the ILO as necessary, in particular PARDEV, FINANCE and HRD and their corresponding teams in RO-Bangkok.
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## **QUALIFICATIONS AND EXPERIENCE**

### Education

- Advanced university degree or Master's/ Post Graduate Diploma in business or public administration, social science, or other related field.

### Experience

- Three years of professional experience in programme management at the national level, or two years at the international level, or related areas such as project management/business administration, and working with private sector or international/governmental/non-governmental organizations.

### Languages

- Excellent command of written and spoken English.

#### Competencies

- Excellent drafting and 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 of the organization.
- Good communication and inter-personal skills, both written and verbal.
- Good knowledge of financial principles and practices.
- Ability to conceptualize, plan, coordinate and conduct straightforward research work.
- Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

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### **TRAINING COMPONENTS AND LEARNING ELEMENTS**

#### **Training components:**

The JPO will be trained, either on the job or through participation in on-site/distance-learning programmes, in:

- Design, implementation, monitoring and reporting on the extra-budgetary TC projects/programmes in the framework of a DWCP;
- Country-level operations and mechanisms of the UN system, including inter-agency coordination;
- Working with a wide range of stakeholders, including through networking with the ILO tripartite constituents; and
- Any related core competencies, including soft skills.

#### **Learning elements:**

- Become familiar with the ILO's mandate and the Decent Work agenda, and how these are operationalized on the ground, particularly through extra-budgetary TC projects/programmes, applying results-based management approach.
  - Become familiar with ILO's institutional and informal coordination mechanisms, in particular relations with its tripartite partners.
  - Get acquainted with the work of multi-disciplinary, multi-cultural teams.
  - Get familiarized with the functioning of the UN system in support of a country aspiring to graduate from the low-income country status to a middle-income one in the next five years.
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## **BACKGROUND INFORMATION**

The current [DWCP for Bangladesh \(2012-15\)](#) is built around three pillars:

1. Employment generation and poverty reduction with improved productivity and competitiveness.
2. Promoting Fundamental Principles and Rights at work through effective social dialogue.
3. Reducing vulnerabilities through Basic Social Protection.

For further information on the current activities of CO-Dhaka, visit its website:

<http://www.ilo.org/dhaka>

Bangladesh is in low security level – 2. Security Clearance is required for travel to this country, and ‘in-country security clearances’ need be granted for missions beyond the Green Zone (25 Km from Dhaka City or from Field Duty Station). Bangladesh is relatively safe country. However, seriousness of a threat like political strikes varies from time to time. In general, the issues to watch out include: road traffic accident, street crimes such as armed robbery, pick-pockets, and purse snatching.

International staff members are required to stay in security cleared accommodation in the diplomatic enclave (Gulshan 1, Gulshan 2, Baridara, and Banani), which is generally free of political strikes and demonstrations since it is accorded special security attention by the government authorities. Apartments in various price-ranges are available and are of different quality. Staff is advised to obtain the security clearance from the UNDSS before finalizing rental with the apartment owner.

The World Health Organization says vehicular air pollution is a major cause of respiratory distress in urban Bangladesh. Medical facilities are adequate for small and medium care issues, but for more severe cases evacuation to a country with good medical facilities is recommended.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.

Position: 15/28

Date: January 2019

## JOB DESCRIPTION

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### GENERAL INFORMATION

**Title of the posting:** JPO on Livelihoods and Crisis Response  
**Sector/Office:** Regional Office for Arab States (ROAS)  
**Location:** Beirut, Lebanon  
**Duration of appointment:** 12 months (fixed term) with a possible extension subject to fund availability

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### SUPERVISION

**Direct supervision by:** Frank Hagemann  
**Title of the supervisor:** DWT Director  
**Content and methodology of the supervision:** Regular day to day supervision and working together with DWT in the area of the ILO response to the Syrian refugee crisis.

**Administrative supervision:** ROAS

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### DUTIES AND RESPONSIBILITIES

The JPO will contribute to the ILO's activities in the area of preparation for and respond to the Syrian refugee crisis in Lebanon and Jordan (and potentially Iraq). In particular, the JPO will assist the DWT Director through the following activities:

#### 1. Programme and operations

- Assist in providing technical backstopping to ROAS's technical cooperation projects in Lebanon and Jordan on livelihoods, local economic development, and employment intensive public investment programmes. This includes implementing activities and monitoring and reporting on progress.
- Assist in resource mobilization through contributing to the organisation of donor meetings, technical workshops regional and international conferences by preparing documents as well as providing administrative and logistical support.
- Contribute to the development of project documents in the areas of livelihoods, local economic development and employment intensive public investment programmes.
- Support the team in liaising and building partnerships with relevant UN partners, governments, and research institutes.
- Attend inter-agency meetings on behalf of ILO upon request.
- Perform other duties as required.



## 2. Policy development and research

- Organise a resource base on existing research and analyse past and on-going ILO interventions on the employment and livelihoods of Syrian refugee crisis. Generate lessons learned, good and bad practices for future interventions.
- Contribute to writing of on-going research activities, technical papers, workshop reports and other documents related to the crisis.
- Prepare advocacy materials on ILO approach and activities related to the Syrian crisis.
- Disseminate research findings and knowledge generated from the research activities above through international conferences, technical workshops and meetings with other UN and development partner agencies, donors and research institutions.
- Perform other duties as required.

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## **QUALIFICATIONS AND EXPERIENCE**

**Qualifications:** Advanced university degree in business administration, economics, development studies or any other relevant disciplines.

**Experience:** Minimum of three year experience in relevant fields. Operational exposure/experience in natural disaster response, post-conflict reconstruction, livelihoods recovery, employment creation and/or related issues constitutes an asset.

Sound analytical skills on social, economic and cultural issues.

Ability to work well in a multicultural team.

Willingness to serve in environments affected by armed conflict and/or natural disaster.

**Languages:** Excellent command of written and spoken English is required. Good knowledge of Arabic is a strong asset.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Through technical operations at the country level and policy and knowledge development experience at the regional and global level, the JPO will gain:

- Enhanced ability to design and implement technical cooperation projects;
- Improved technical competencies in the area of livelihoods, local economic development and public investment programmes in specific crisis-affected environments;
- Exposure to a multi-disciplinary inter-agency environment in a crisis response situation;
- Strengthened skills in management communication, coordination, advocacy and research.

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## **BACKGROUND INFORMATION**

### **The Syrian Refugee crisis and ILO engagement**

Entering its fifth year, the scale and protracted nature of the Syrian Refugee crisis continues to be challenging, with the number of Syrian refugees growing by around 100,000 every month<sup>1</sup>. This crisis has caused the largest displacement in recent times with more than 50 per cent of the 22 million population of Syria being either refugees or internally displaced Syrians. The majority of the displaced Syrians are living in difficult socio-economic conditions with limited livelihood resources and (decent) employment opportunities, increased vulnerabilities and higher poverty incidences.

Moreover the socio-economic impact of the Syrian refugee crisis on neighbouring countries has been immense including pressures on labour markets as refugees seek informal irregular work opportunities to be able to survive. This has added to pre-existing pressures on the already vulnerable labour markets of the neighbouring countries.

According to UNHCR, the Middle East and North Africa region is hosting more than 3.7 million Syrian refugees and some 81 thousands awaiting registration.<sup>2</sup> This figure includes 1.6 million Syrians refugees registered in Turkey, more than 1.1 million in Lebanon, 619 thousand in Jordan and around 235 thousands in Iraq. North Africa on the other hand registers some 24 thousand Syrian refugees. When the Syrian refugee crisis started, UN response and coordination was focussed on humanitarian assistance with as separate parallel track on development assistance. As it was getting clearer that the crisis was deepening with no predictable ending, Governments and UN agencies prepared national plans which fed into one regional platform which is the 'Regional Refugee and Resilience Plan' (3RP) for 2015-2016, providing an overall background and comprising two inter-connected components “*the 3RP Refugee protection and humanitarian component*” and “*the 3RP Resilience/Stabilization based development component*”.

ILO's engagement in Jordan and Lebanon focuses on four areas of work. These are: 1) assessments of labour market impacts and knowledge development, 2) supporting job creation for host communities through local economic development 3) a focus on child labour and finally 4) collaborating with UN interagency working groups on livelihoods and contributing to national resilience plans.

The tremendous impact of this crisis on the Labour markets of the countries neighbouring Syria provides the ILO with an opportunity to position itself as the lead on providing a vision for responding to the employment challenge of both host communities and refugees and developing an integrated response.

### **Overview of ILO and crisis response**

Since its foundation, the ILO has highlighted the role of socio-economic programmes and policies in peace building and recovery. The Employment (Transition from War to Peace) Recommendation, 1944 (No. 71) proposed a pioneering approach to promote peace and social justice in the aftermath of world war II through employment - based recovery and

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<sup>1</sup> 3RP

<sup>2</sup> In addition and according to OCHA, as of January 2015, 7,6 million Syrians were displaced internally. With the added 3.7 million in neighbouring countries, it is estimated that more than 50 per cent of the 22 million population of Syria are either refugees or internally displaced Syrians.

reconstruction. This approach continues to be highly pertinent in similar contexts although the majority of conflicts are now taking place within States.

Post conflict, fragile and disaster affected environments are characterized by instability, insecurity, poverty and inequality. Lack of employment opportunities and livelihoods, (youth) unemployment and under employment, inequalities and lack of participation can be catalysts for conflict. Conflict, natural disasters and fragility aggravate poverty, unemployment and informality, creating a vicious circle leading to even greater fragility. As such the decent work can be a critical factor in breaking this circle and can lay the foundations for the construction of stable communities. Consistent with the decent work approach, the ILO's action in situation's of fragility addresses gender specific security needs. Women are driving forces for post conflict recovery and their inclusion in state-building activities provides the foundation for inclusive development strategies

The ILO's Strategic Policy Framework (2010-15) identifies crisis response as a priority and Decent Work Country Programmes (DWCPs). Moreover the international community recognizes the centrality of decent work for peace, security and social justice even in the most complex and fragile settings. The UN has acknowledged that employment creation is essential for political stability, reintegration, socio-economic progress and sustainable peace. The ILO has led the development process of the UN System-wide Policy on Post-conflict Employment Creation, Income Generation and Reintegration, which the first UN system-wide policy on employment creation in conflict-affected environments, endorsed by the UN Secretary General in 2008. Within the UN Inter-Agency Standing Committee's Cluster Working Group on Early Recovery, the ILO co-leads a sub-cluster on livelihoods. The ILO is an active partner in a variety of inter-agency initiatives and international forums related to peace building and reconstruction.

Over and above the global role are the country level experiences which focus on three main areas of work:

- Strengthening labour market governance through social dialogue by building the capacity of ILO constituents to play an enhanced role in preventing, mitigating, preparing, recovering and monitoring communities and countries affected by fragility and disasters.
- Promoting employment opportunities and social protection for women and men under a coherent and comprehensive policy framework for socio-economic reintegration and poverty alleviation
- Addressing youth in vulnerable employment conditions to contribute to stabilization and conflict resolution

**INTERNATIONAL LABOUR OFFICE**

**JPO**

**Technical Cooperation Programme**

**Post number: 1542**

**ANNOUNCEMENT OF VACANCY**

**Date of issue: January 2019**

**Closing date for applications: No fixed date**

## **JOB DESCRIPTION**

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### **GENERAL INFORMATION:**

Title of the post: JPO in Decent Work and Gender Equality

Duty Station: Beirut, Lebanon

Duration Appointment: 2 years

Applications from both women and men are welcome as well as persons with disabilities.

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### **SUPERVISION**

Direct supervision by: Emanuela Pozzan

Title of the supervisor: Senior Regional Gender Advisor – ILO  
ROAS

Content and methodology: Daily contact, joint missions, mentoring, job shadowing, joint outputs including research, project management and training, direct contact with ILO social partners and civil society

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### **DUTIES AND RESPONSIBILITIES**

Under the close supervision and guidance of the Senior Regional Gender Advisor for ILO Regional Office for Arab States, the incumbent is expected to be actively involved in the dynamic development of the programme and activities of ROAS in the following areas: gender equality and care economy, informal employment, women enterprise development, gender responsive labour statistics, gender integration into vocational training and technical education, labour migration with special focus on domestic workers, gender mainstreaming in labour governance institutions, occupational segregation, pay equity, maternity protection, work and life balance, and other relevant topics that are defined under the ILO decent work agenda.

Specifically, the incumbent would carry out the following duties and responsibilities:

- Assist in the organization of national and regional meetings/workshops/seminars in relation with the fields mentioned above;
- Assist in the identification, formulation, development, implementation, monitoring and evaluation of technical cooperation programmes/projects to ensure efficient and effective implementation in the Arab region;
- Assist in shaping regional contents in support to the Director General Centenary Initiative “Women at Work”;
- Report on various technical activities of Regional Office for Arab States Gender Team within the ILO;
- Gather and analyze information for advocacy-related activities of the thematic areas;
- Assist in identifying and proposing new activities in the fields specified above;
- Undertake research, analysis and report writing in the indicated fields;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.
- Make assessments by using a rights-based and a gender responsive approach;
- Undertake joint field visits to actual and potential project sites as required and report and follow-up on the target group’s priority areas of concern;
- Assist in liaising and coordinating with ILO constituents, donors, UN agencies and local organizations in coordination with other technical specialists.

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## **QUALIFICATIONS AND EXPERIENCE**

Qualifications:	Relevant university postgraduate degree in political science, economics, sociology, anthropology, international development, women’s studies or other relevant social science discipline.
Experience:	Preferable experience related to developmental issues, particularly related to gender equality, women’s economic empowerment and worker’s rights; experience in project-formulation and implementation research and training. The incumbent will benefit from previous exposures to teamwork.
Skills:	Strong research, and data analysis skills; excellent drafting, editing and

	proofreading skills in English; excellent computer skills, including use of the Internet and social media; good communication skills.
Languages:	Fluency in English, working knowledge of a second language (Arabic would be an advantage).
Other:	Interest and/or relevant work experience in gender ad women’s issues as well as vulnerable and informal sector workers. Ability and willingness to take initiative; to be creative and innovative; to communicate actively; and to be a positive and process-oriented team-member.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

The ILO Regional Office for the Arab States will offer the Associate Expert exposure to:

- The structures and functions of and interaction with the ILO and its constituents, as well as other partners,
  - Planning, implementation and monitoring of national and regional technical cooperation programmes and projects,
  - Drafting of projects documents, reports, working papers and other documents, interaction with partners, civil society and donors,
  - Working in a cross-cultural and multi-disciplinary environment,
  - Exposure to ILO decent work agenda, international labour standards related to gender equality, vulnerable workers and migrant workers in addition to involvement in the implementation of ILO action plan on gender mainstreaming.
  - Training in areas which will enhance performance of the AE.
- 

## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity.

The ILO brings together representatives of governments, employers and workers to jointly shape policies and programmes. It is the global body responsible for drawing up and overseeing international labour standards.

The ILO and its constituents pursue a wide range of activities that use gender mainstreaming as a strategy to achieve gender equality, an essential feature of decent work. Such activities take place within each of the ILO’s four strategic objectives.

The four strategic objectives of the ILO are to promote fundamental principles and rights at work; create greater employment and income opportunities for women and men; enhance

the coverage and effectiveness of social protection; and strengthen social dialogue and tripartism.

In promoting social justice and internationally recognized human and labour rights, the organization continues to pursue its founding mission that labour peace is essential to prosperity.

The ILO Regional Office for Arab States (RO-Beirut) covers 11 countries: Bahrain, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, Yemen and the occupied Palestinian territory.

Arab States have experienced some of the most rapid improvements in labour market indicators for women. But the positive change has not been sufficient to bring the countries of the region in par with those at similar levels of economic development.

There is little variance in women's economic performance within the region despite significant economic differences between high-income oil-producing countries of the Gulf, countries enduring conflict (Iraq, occupied Palestinian territory, Syria, Yemen).

FURTHER INFORMATION

[pozzan@ilo.org](mailto:pozzan@ilo.org)

Post number: 15/45

Date of issue: Sept 19

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**JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS**

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**GENERAL INFORMATION:****Title of the posting:** JPO on Employment and Skills Development**Duty station:** Moscow, Russian Federation**Duration of the assignment:** 12 months, renewable**Sector or Field Office:** DWT/CO-Moscow**Organisational unit:** DWT/CO-Moscow / EUROPE**PA/SR Initiator:** Ms. Olga Koulaeva

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**SUPERVISION****Direct Supervision by:** Sr. Employment Specialist, DWT/CO Moscow**Overall Supervision by:** Director, DWT/CO Moscow**Content and methodology of supervision:**

The JPO will contribute to the implementation of outcomes related to area of employment and skills in the countries covered by DWT/CO-Moscow. The work to be performed will be conceptualisation, organisation of missions, activities and events with a particular focus on youth employment. The incumbent will be directly guided by Sr. Employment Specialist, DWT/CO Moscow.

The direct supervisor will provide the incumbent with regular technical and managerial coaching. Specifically, the direct supervisor will:

- Ensure that the incumbent follows the Organization's policies and procedures;
  - Assign tasks and set performance standards for tasks;
  - Provide ongoing guidance and feedback about the incumbent's performance and advice on what he/she can do to improve in his/her job; and,
  - Conduct performance discussions and appraisal on a regular basis.
- 

**INTRODUCTION**

The ILO Decent Work Team/Country Office Moscow serves ten countries of Eastern Europe and Central Asia (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, the Russian Federation, Tajikistan, Turkmenistan and Uzbekistan). The assistance provided by the DWT/CO Moscow is largely based on technical advisory services, covering both policy advice and technical support. The overarching objective of the ILO assistance in all these countries is to anchor decent work firmly as a national goal and to contribute to its implementation through the Decent Work Country Programmes (DWCPs).

The DWCPs reflect national priorities in the sphere of labour and employment and for many of the countries in the sub-region youth employment is one of them.

Most economies in Eastern Europe and Central Asia record growth which is however uneven across countries and economic sectors. This growth is being driven by a very



few industries, notably natural resources, and has not been sufficient to overcome productive employment deficits and jobs gap. The restructuring of industries is still far from complete. The processes of transition opened national markets to global forces and fierce competition, while at the same time weakening the power of the state to regulate the economy. Low wages and labour productivity, significant shares of informal economy, and high youth unemployment are still widespread phenomena in the region. The labour markets still suffer from structural mismatches between supply and demand. Governments' capacity to increase the employment potential of growth is sometimes limited due to several factors. Budget cuts have crippled technical and vocational education systems and public employment services. In addition, in several countries these government functions have been decentralized and, in the process, weakened. Many workers are moving among jobs in various sectors or regions, and large cohorts of new young workers are entering the labour market. The existing institutions are not able to meet the demand for on-the-job training, retraining, and life-long learning. The challenges are particularly severe for young people, whose transition from school to work has become longer and more insecure and who experience deterioration in the quality of jobs. This objective is relevant for the countries served by the DWT/CO Moscow where implementing policies and programmes to promote productive employment and decent work is also a priority for decision makers.

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## **DUTIES AND RESPONSABILITIES**

**The JPO will carry out the following tasks:**

- Collect data on employment and labour market; develop analytical reports on employment promotion in the countries of the sub-region.
  - Carry out research on legislative frameworks regulating employment opportunities in general and for youth in particular.
  - Prepare missions, activities and events as per the instructions of the supervisor.
  - Participate in drafting project proposals and prepare related budget breakdowns.
  - Participate in research and fact finding missions
  - Organise and participate in national and sub-regional technical thematic seminars
- 

## **QUALIFICATIONS AND EXPERIENCE**

<b>Education:</b>	Advanced university degree (equivalent to a Master's degree) in economics.
<b>Experience:</b>	Minimum two years of work experience in the areas related to employment promotion.
<b>Skills:</b>	Strong analytical skills, good communication skills, both written and verbal.
<b>Languages:</b>	Full command of English as a working language. Knowledge of Russian will be an advantage.
<b>Competencies:</b>	

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In addition to the ILO core competencies, this position requires: ability to work in a team, take initiative and meet deadlines; sensitivity to diversity as well as gender equality issues.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The incumbent will receive on-the-job training and participate in selected training events. He/she will also participate, under the guidance of the direct supervisor, in the development/implementation/monitoring of related sections of DWCPs as well as in planning activities of the DWT/CO-Moscow.

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The assignment will enable the JPO to:

- Benefit from individualized on-the-job learning and training opportunities through one-to-one and group-work;
  - Participate in training workshops organized by the ILO and/or other international organizations;
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### **Learning elements:**

- Learn about the ILO's mandate and its cooperation with its constituents and other partners;
  - Gain experience in employment promotion in the region;
  - Gain experience in developing relationships with ILO field staff, constituents and other partners to advance the ILO's advocacy initiatives;
  - Be familiarized with the procedures of execution of technical cooperation projects implemented by ILO DWT/CO-Moscow in the region;
  - Improve his/her writing skills as well as practice in administrative procedures;
  - Work in a cross-cultural and multi-disciplinary environment.
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## **BACKGROUND INFORMATION**

### **Background information should include:**

The incumbent will contribute to Outcome 1 from the Programme and Budget for 2018-19: More and better jobs for inclusive growth and improved youth employment prospects

Information about living arrangements/conditions in Moscow may be provided on request.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non and under represented countries.

## JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

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### GENERAL INFORMATION:

**Title of the posting:** JPO on Socially Responsible Global Supply Chain Management

**Duty station:** Hanoi

**Duration of the assignment:** Two years

**Grade:** P2

**Department or Field Office:** CO-Hanoi

**Organisational unit:** Regional Office for Asia-Pacific (ROAP)

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### SUPERVISION

**Overall and Direct Supervision:** Mr. Chang-Hee Lee, Director, CO-Hanoi

**Technical Supervision:** DWT-Bangkok; MULTI, Geneva

#### Content and methodology of supervision:

The supervision will involve regular contact, including individual discussions with the CO-Hanoi Director and participation in meetings of the country office. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the JPO together with the technical supervisor will prepare a work and training plan that will be approved by the direct supervisor and regularly monitored and updated. The JPO will be guided by the technical supervisor to gain the skills and knowledge on applied research, project design and management, communication and fund raising, where relevant.

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## INTRODUCTION

Through their globalized production systems, multinational enterprises (MNEs), their subsidiaries and extended value chains, represent an important share of the private sector in many developing and industrialized economies. Viet Nam is no exception. The country has demonstrated a strong export-oriented growth and incoming foreign direct investment (FDI) continues to be on the rise. With the conclusion of major free trade agreements (FTA), such as EU-Viet Nam FTA and Trans-Pacific Partnership Agreement (TPP), Viet Nam's economy will be more deeply integrated through dense webs of global supply chains

It is home to many MNEs operating in a number of economic sectors including manufacturing (eg. garment and textiles, electronics), hotel and tourism, and agriculture. Local small and medium enterprises (SMEs) have been integrated into the global production system as suppliers to these MNEs as well as those sourcing from abroad.

While these economic sectors have enormous potential for job creation, opportunities for improvement exist with regard to promoting decent work. The ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (the MNE Declaration) urges MNEs, governments, and representative organizations of employers and workers to come together to discuss issues of mutual concern with the aim of exchanging information, fostering synergies and identifying areas for possible collaboration.

It is one of key instruments in ILO's work on corporate social responsibility (CSR). CSR should be translated into actual practice through improvement of global supply chain management and of industrial relations to ensure conditions for decent work for all involved in global supply chains. .

Using the MNE Declaration as a reference instrument, ILO Hanoi will support the country's efforts in strengthening socially responsible labour practices (SRLPs) in multinational enterprises (MNEs) involved in Vietnam through global supply chains. It is an integral part of the ILO's work on responsible global business, specifically through the application of the principles of the MNE Declaration and ILO Declaration on Fundamental Principles and Rights at Work at the country-level.

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## DUTIES AND RESPONSABILITIES

The JPO will carry out the following tasks:

- Contribute to the outcomes of the Decent Work Country Programme in the area of sustainable enterprises, inclusive growth, and workplace compliance;
- Participate in the coordination and implementation of activities related to improvement of global supply chains, with a particular focus on lead firms in the chains in Viet Nam;
- Support the implementation of the projects related to global supply chains, through organisation and participation in meetings/seminars/workshops, coordination and supervision of research, outreach and establishing networks with the private and public sector, monitoring and evaluation, and documenting good practices;
- Prepare technical inputs for ILO activities involving MNEs, global supply chains and various aspects of decent work (e.g. contribute to website articles, project news items and other communication outputs; contribute to relevant research and provide comments on ILO technical documents; prepare presentations/speeches for public events);
- Undertake an analysis of data and publications on issues related to business and decent work, MNEs, global supply chains, FDI, and other issues;
- Provide inputs in the development of technical cooperation projects in the related fields;
- Undertake any other tasks as assigned by the Country Office Director that are within his/her area of expertise and that are relevant to the assignment and to the Office work.

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## QUALIFICATIONS AND EXPERIENCE

- **Education:** advanced degree in law, economics, political science, industrial relations or other social sciences, or an MBA with a first degree in social sciences.
- **Experience:** relevant work experience of 2-3 years, either at national or international level (private sector, government, union, academia). Proven capacity to implement project activities in particular relating to research, stakeholder engagement/outreach and policy development and advice. Work experience with employers' organizations/the private sector/CSR related field would be an advantage.
- **Language skills:** excellent working (both oral and written) knowledge of English. Good knowledge of a second working language of the ILO or local language would be a plus (e.g., French, Vietnamese).
- **Competencies:** good communication and organization skills, able to work in a team, adaptable, and capable of dealing with multiple tasks.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

**Training components:**

The direct supervisor and the incumbent will have regular discussions to identify the personal development needs of the JPO and to find practical solutions to address those needs.

On the job, the incumbent will have opportunities to gain knowledge and experience on different aspects of responsible global business, looking at how companies integrate principles of international labour standards in their own operations and in relation with business partners. The roles of government in creating an enabling environment for sustainable and responsible enterprises will be another important thematic area in which the incumbent will gain experiences and knowledge. She/He will also learn about the latest developments on CSR and investment and supply chain issues.

This would be an excellent opportunity for a person interested in pursuing a career in government, international organizations, global business, trade unions, academia, or policy research. More formal training will depend on the particular interests of the JPO, the needs of the office and the available resources and training opportunities.

### **Learning elements:**

The JPO will be exposed to a whole range of areas on the role of the private sector in development and sustainable and responsible enterprises, and the role of public and private policies in this respect. This includes global supply chains and compliance issues, local economic development through MNE-SME business linkages, public and private CSR policies, industrial relations, and labour inspection. She or he will acquire an in-depth knowledge of the ILO's approach to promoting respect for workers' rights and the broader contribution enterprises can make to economic and social development, based on the ILO principles. The JPO will also acquire first-hand experience in consensus building through facilitation of dialogues and negotiations and project management.

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## **BACKGROUND INFORMATION**

The main aims of the ILO in Viet Nam are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

Working in partnership with the Government of Viet Nam, especially the Ministry of Labour, Invalids and Social Affairs, the Viet Nam General Confederation of Labour, the Viet Nam Chamber of Commerce and Industry, and the Viet Nam Cooperative Alliance, the ILO has offered support through policy advice, capacity building and technical cooperation to open opportunities for women and men to gain access to better jobs and have a voice in the decisions that affect their lives.

The ILO in Viet Nam is now helping Viet Nam implement the 2012-16 Decent

Work Country Programme, a continuation of the first decent work country cooperation framework which covered the period between 2006 and 2010. With the technical assistance from the ILO, the 2006-10 programme successfully resulted in a more effective social dialogue between the Government and the organisations of workers and employers, sound industrial relations promoting better working conditions, and improved competitiveness in key economic sectors.

The 2012-16 Decent Work Country Programme has been fully incorporated into the One United Nations Plan for the same period. It was developed by the ILO's with tripartite constituents in Vietnam as a solid platform for Viet Nam to explore possible responses to the challenges, including those the country is now facing as a middle-income country. It focuses on three major strategic areas – employment and sustainable enterprise development; social protection and social security; and labour market governance. All the three areas reflect Viet Nam's central goal of human-centred and sustainable development. It also aims to improve the quality of the national economic growth through high quality of human resources, decent employment and sustainable enterprise development.

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The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non- and under-represented countries.





International  
Labour  
Office

Post number: 1551

Month of issue: January

Year: 2019

*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](mailto:jpo@ilo.org)*

## 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 Labour inspection, formalization of informal employment, and occupational safety and health

**Duty station:** Budapest, Hungary

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

**Grade:** P2

**Department/ Field Office:** Decent Work Team and Country Office for Central and Eastern Europe

**Organisational unit:** Decent Work Team

#### SUPERVISION

**Direct Supervision by:** Kenichi Hirose, Senior Social Protection Specialist

**Overall Supervision by:** Markus Pilgrim, Director (DWT/CO-Budapest)

#### Content and methodology of supervision:

- A time-bound work plan will be agreed between the JPO and the supervisor on the first months since the appointment;
- Regular meetings between the JPO and the supervisor about the different outputs and activities will be scheduled every three months to monitor the progress and update the follow up, and as consequence as necessary, detailed instructions, guidance and coaching will be provided by the supervisor;
- The JPO will accompany and assist the supervisor in some specific missions, seminars, workshops when appropriated in relation to the incumbent working plan;

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

## INTRODUCTION

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The ILO Decent Work Technical Support Team and Country Office for Central and Eastern Europe provides advisory services to 18 member countries to develop policies and programmes that promote more and better jobs for all women and men. The work of the office focuses on the four strategic objectives of the ILO, promoting rights at work, encouraging decent and productive employment, enhancing social protection, and strengthening social dialogue. Geographically, the office concentrates on the Western Balkans, Moldova, and Ukraine. The office was established in 1993 and is located in Budapest, Hungary, with additional offices in the region. The team currently consists of 60 staff members and manages a project portfolio of USD 25 Mio (for more info see [here](#)).

The DWT/CO-Budapest assists member States in strengthening and modernizing labour administration as part of its strategy to enhance the institutional capacity of tripartite constituents as a basis for sustainable social dialogue. Within labour administration the need and scope for improving the outreach and performance of inspection systems is a strategic priority, particularly in the context of large phenomenon of informal economy and undeclared work in the Western Balkans and in Eastern Europe. Occupational safety and health (OSH) is one of the areas where the deepest gaps exist between legislation and actual practice, particularly in certain extractive sectors (e.g. the mining industry). As several countries in the sub-region have also signed association agreements with the European Union and/or are engaged in EU accession processes, the alignment of national legislation and regulations to EU directives has also become an important policy priority.

Against this background, the DWT/CO Budapest provides policy advice, technical assistance and training and promotes an exchange of good practices and initiatives to improve labour inspection, formalization of the informal economy, and occupational health and safety through its own core human and financial resources and/or through technical cooperation projects. The means of action include undertaking research, advocacy of ILO standards and principles, collection and dissemination of technical information, training of government officials, representatives of workers' and employers' organizations, and the provision of technical advice, including drafting and revising labour inspection and occupational health and safety assessments law and profiles. The position is meant to support the design, promotion and delivery of technical assistance to the constituents in the countries covered by the DWT/CO Budapest in relation to labour inspection and occupational health and safety activities.

## **DUTIES AND RESPONSABILITIES**

1. Monitor and update information, prepare briefs and profiles on labour inspection, transition to the formal economy, and occupational health and safety (including employment injury benefit systems – the same applies with reference to OSH hereinafter) in the member States covered by the DWT/CO Budapest.
2. Assist in updating and disseminating labour inspection, formalization of the informal economy, and occupational health and safety databases and good practices collection.
3. Contribute to the preparation of technical comments on draft labour legislation dealing with labour inspection, formalization, and occupational health and safety.
4. Assist in designing, planning and delivering seminars and training activities, including the customization of relevant training materials and advocacy tools.
5. Assist in the design and negotiation of technical cooperation projects on labour inspection, formalization, and occupational health and safety.
7. Undertake such other tasks and responsibilities as may be assigned by the Specialists and/or the Director of DWT/CO Budapest.

*These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:*

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

- Research on good practices of labour inspection, formalization of the informal economy, and occupational safety and health
- Assistance to the development of technical cooperation projects in the areas of labour inspection, formalization, and occupational health and safety, also including programs to reduce informality

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### *Minimum:*

Advanced university degree in law, public administration, social sciences, and/or engineering

#### *Desirable:*

An advanced university degree, experience in labour inspection, formalization of the informal economy, inspection or occupational health and safety areas

**Work experience:***Minimum:*

At least two years of experience in labour inspection or occupational health and safety at the national level

*Desirable:*

At least one year of work experience at international level.

**Skills required for the assignment:***Minimum:*

Ability to analyse technical issues, draft clearly and concisely documents, take initiatives to keep up-to-date with new developments in labour inspection and occupational health and safety. Good communication and presentation skills.

*Desirable:*

Good understanding of industrial relations, workplace compliance and enforcement.

**Languages:***Minimum:*

Excellent command of English.

*Desirable:*

Good knowledge of a second working language of the ILO would be an asset. Command of one or more languages used in the sub-region would also be a definite 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:**

Through guidance of the supervisor and senior colleagues the JPO will improve his/her knowledge and capacity in learning and understanding labour inspection and occupational health and safety issues. Through seminars, workshops and interaction

with specialists he/ she will improve comparative knowledge and have a better understanding of TC project and technical assistance.

**Learning elements:**

- Learn about the ILO's mandate and its cooperation with its constituents and other partners;
- Gain in-depth knowledge of this technical area and further develop his/her substantive knowledge;
- Gain experience in developing relationships with ILO field staff, constituents and other partners to advance the ILO's advocacy initiatives;
- Be familiarized with the procedures of execution of technical cooperation projects implemented by the ILO;
- Improve his/her drafting and presentation skills as well as practice in administrative procedures;
- Work in a cross-cultural and multi-disciplinary environment.

This position will offer a unique opportunity to learn about the functioning of international organizations in a region which is undergoing political, economic, and social transformations towards integration with the EU.

**BACKGROUND INFORMATION**

The activities of the ILO Decent Work Team and country Office for Central and Eastern Europe cuts across the strategic objectives, global outcomes and areas of critical importance of the work of the ILO. Activities cover the promotion of international labour standards and rights at work, employment and job creation, extension of social protection and promotion of social dialogue and tripartism, with a strong emphasis on gender equality. Specifically, the operations of the DWT/CO are expected to contribute to the specific country outcomes and priorities set in the framework of relevant Decent Work Country Programmes. The JPO's assignment will contribute to ILO outcomes 6 and 11.

Additional information on the work of the DWT/CO can be found at the following link: <http://www.ilo.org/budapest/lang--en/index.htm>

As necessary, ILO DWT/CO-Budapest can provide orientation and assistance to the practical aspects of life in Budapest.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.

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**JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS**

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**GENERAL INFORMATION:**

**Title of the posting:** JPO in Employment Services and Active Labour  
Market Policies (ALMPs)  
**Duty station:** Geneva, Switzerland  
**Duration of the assignment:** 12 months, renewable  
**Department or Field Office:** Employment Department  
**Organisational unit:** Country Employment Policy Development and  
Coordination Unit (CEPOL)

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**SUPERVISION**

**Direct Supervision by:** Mr. Michael Mwasikakata, Coordinator, Active Labour  
Market Policies and Employment Services Group

**Overall Supervision by:** Mr. Aurelio Parisotto, Head, Country Employment  
Policy Development and Coordination Unit

**Content and methodology:** The JPO will agree with the supervisor within two weeks of taking the post on the work to be done and the mode of supervision. Daily contacts through an open door policy, weekly meetings, joint missions, mentoring, etc. will form the package of supervision. A comprehensive review of the work will be scheduled at the middle and end of the assignment and in general performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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**INTRODUCTION AND BACKGROUND**

The Country Employment Policy Coordination Unit (CEPOL) within the Employment and Labour Market Policies Branch is responsible for policy research, technical cooperation and advisory services to member states in developing and implementing comprehensive employment policy frameworks to realise employment

rich and inclusive growth. Its comprehensive employment policy framework encompasses pro-employment macroeconomic policies, sectoral and investment policies as well as labour market policies.

The Active Labour Market Policies and Employment Services Group (ALMP & ES) provides policy research, analytical tools and guides for capacity building as well as advisory services to member states on labour market policies mainly those implemented through employment services structures, including public employment services, private employment services and other employment service providers; guided by ILO Conventions No. 88 on Employment Service, 1948 and No.181 on Private Employment Agencies, 1997. The ALMP and ES Group works with and contributes to the work of international bodies in the area of employment services including the World Association for Public Employment Services (WAPES), the World Employment Confederation (WEC) and regional bodies such as the European Network of Public Employment Services (ENPES) and the African Association of Public Employment Services (AAPES), to mention but a few.

The effect of the global economic and financial crisis and its aftermath have exacerbated pressure on public employment services to deliver more efficient and better targeted services to the increasing numbers of the unemployed amid the reigning austerity reforms and policies, particularly in Europe where the credit crunch added to the negative effects of the crisis. The role of public employment services in the implementation of national labour market policies has become more pronounced than ever before, as the recognition of their potential role to contribute to the design of broader employment and labour market policies, particularly at the regional and local levels. At the European level for example, the ENPES contributes to the design of employment policies and monitoring their implementation through the European Semester as well as more directly in the implementation of the Youth Guarantee Scheme. In emerging and developing countries, PES are being strengthened to provide more developed and comprehensive services and are broadening their approaches to take into account the national and regional employment and economic strategies.

In response to the increased expectations to deliver better and more targeted services at less cost, public employment services have had to adapt and rethink their ways of service delivery. Enhanced cooperation with private and other employment service providers, adoption of multi-channels of service delivery, increased use of e-services are some of the ways PES have adopted to cope with the increased demand of their services. This has also necessitated the need for knowledge development and exchange of information at global, regional and national levels around key areas including effective and efficient public private partnerships and the role of PES as a conductor of employment services partnerships among others. The measurement of the employment impact of various interventions in the area of ES and ALMPs as well as their effectiveness both across and within particular target groups such as the youth, women, the long-term unemployed, migrant workers, etc. has gained traction and is at the centre stage of policy and academic debate.

The ILO is a key player and partner to the global, regional and national efforts to modernize and strengthen PES and employment service and ALMPs delivery and would like to play a key role in knowledge development and sharing as well as

preparation of capacity building tools and guides. The ILO intends to work with key partners, including individual governments through exchange programmes of personnel, to ensure that practical solutions based on concrete experiences in various regions are developed.

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## **DUTIES AND RESPONSIBILITIES**

**The JPO will carry out the following tasks under the overall supervision of Specialists:**

- Collecting and analysing information and statistical data on the status quo and trends in labour market indicators and employment services including active labour policies.
- Contributing to the research on assessment of good practices for PES/PrEA Partnerships in Russia and assessment of PES in Malawi.
- Contributing to the synthesis of the studies undertaken in the 2016-17 biennium on good practices in delivering employment services and ALMPs through PPPs.
- Contributing to the development and review of guides and tools and developing training programmes.
- Contributing to research for inputting into the work of the G20, BRICS as well as regional blocks such as the AU, SADC, ENPES etc. on employment services and other international commitments including WAPES and WEC.
- Contributing to the preparation of workshops and technical meetings (preparing power point presentations and background material); assistance in the analysis of country contexts; collecting material in preparation of missions; providing research assistance on selected topics in specific countries.
- Contributing to the preparation of policy briefs, discussion papers and reports, including drafting specific sections, preparing graphs, collecting and analyzing background material, and editing.
- Carrying out other supporting duties on employment policy work as requested by the Group, Unit, the Branch and the Department.

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## **QUALIFICATIONS AND EXPERIENCE**

The JPO should have good understanding of labour market policy issues and show a proven record about his/her analytical skills.

**Education:** Master degree in economics or other relevant social sciences which address labour market issues, including labour market policies.

**Experience:** One-two years' experience at the national level

**Skills:** Proficiency in MS Office Programme; Good drafting skills



**Languages:** English; Knowledge about the other languages (French or Spanish) would be an advantage

**Competencies:** Analysis and writing; communication; teamwork

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The training components will include the JPO's capacity to identify and analyse data and information on employment services and labour market policies, the integration of these in overall employment policies at national and regional level and the development of tools and guides in various subjects. The JPO will have the opportunity to innovate and share his/her thoughts with colleagues in the Group and the Unit.

### **Learning elements:**

Improved understanding of global trends in employment services, including cutting edge contemporary issues; how they are used for policy decisions and how to add value to global, regional and national policy frameworks.

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## **BACKGROUND INFORMATION**

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non and underrepresented countries.

**Post number: 1559**

**Date of issue: April 2019**

## **JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS**

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### **GENERAL INFORMATION:**

**Title of the posting:** JPO on formalization of the informal economy

**Duty station:** Geneva, Switzerland

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

**Sector or Field Office:** Employment Policy Department

**Organisational unit:** Informal Economy Unit

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### **SUPERVISION**

**Direct Supervision by:**

Mr. Frédéric LAPEYRE, Coordinator on Informal Economy

**Overall Supervision by:** My Mito Tsukamoto, Chief, DEVINVEST Branch

**Content and methodology of supervision:**

The JPO will undertake data/information/good practices collection and analysis concerning specific measures aiming at facilitating transition to formality and will support the overall work of the unit, under the supervision of Mr. Lapeyre. To facilitate his/her work, regular meetings will be organized with the supervisor and the professionals of the DEVINVEST Branch, the Employment Policy Department and other colleagues from the OCT 6.

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### **INTRODUCTION**

The Employment Policy Department is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, gender sensitive, productive and sustainable.

At the global level, the Department advocates and promotes policy frameworks and partnerships that aim at generating more quality employment opportunities. At the country level, the objective is to support the ILO constituents to develop, implement and monitor coordinated and context specific policies and programmes that promote quality job creation through economic diversification and investment strategies, skills development for present and future needs in the labour markets and labour market activation and intermediation that integrate the most vulnerable groups. These include policies and programmes facilitating transition to formality for the large segments of population working and earning their livelihoods in the informal economy and employment and income opportunities in the rural economy.

Guided by relevant Conventions and Recommendations, the Department develops new approaches and policy tools and data bases and disseminates them through policy advisory, capacity building and technical cooperation activities in a range of inter-related areas at global level and across countries and regions. The Department delivers on its mandate through work in three Branches: Skills and Employability; Employment and Labour Markets Policies Branch; and the Development and Investment Branch.

The Development and Investment Branch has the primary responsibility for promoting employment intensive investment strategies including in infrastructure; economic diversification and structural change for enhancing employment and productivity growth and development of approaches to maximize the employment impact of sectoral and trade policies. The work includes the development of approaches for employment and productivity enhancements in the rural economy, poverty reduction through innovations in Public Employment Programmes in disadvantaged communities and for unemployed and underemployed vulnerable groups, and leads work on the informal economy including by development of integrated policies and guidelines to facilitate transitions to formality. The Branch combines analytical work including development of employment impact assessment methodologies with policy advice, capacity building and a large technical cooperation portfolio.

**The Informal Economy Unit** participates in the strategic planning activity of the ILO on facilitating transitions to formality; leads, organizes, plans, monitors and supervises country-level work on facilitating transitions to formality; coordinates intra-departmental and inter-departmental work on transition to formality; coordinates the standard setting process on facilitating transitions to formality and coming follow-up activities; organizes, designs and conducts research on issues concerning policies, programmes and measures aiming at facilitating transitions from the informal to the formal economy, with a particular emphasis on comparative international analysis; leads and provides technical guidance on tools development and capacity building activities to constituents in the area of transitions to formality; provides policy advice and technical assistance to member countries regarding the design and implementation of their policy framework to facilitate transitions to formality, in recognition of the need to work in an integrated manner, collaborating with various stakeholders; represents the ILO as a whole in international, regional and national forums and contributes to the international debate as a key player.

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## **DUTIES AND RESPONSABILITIES**

**The JPO will carry out the following tasks:**

- Collect data and information concerning national integrated policy packages facilitating transition to formality and identify best practices and successful experiences
- Undertake data/information analysis about some countries' trends regarding informal employment and the informal economy and provide briefs with main results
- Assist in monitoring country activities related to formalization of the informal economy (especially in Africa and Asia)
- Prepare inputs to major papers and reports and for the Academy and the Policy Course organized with ITCILO

- Other tasks, subject to the agreement between the supervisor and the Associate Expert/JPO

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## **QUALIFICATIONS AND EXPERIENCE**

The JPO should have solid understanding of working-condition issues and show a proven record about his/her analytical skills, including numerical skills.

**Education:** Master or PhD degree in economics, sociology, psychology or other relevant social sciences which address employment issues and the informal economy.

**Experience:** Two-year experience at the national level

**Skills:** Proficiency in MS Office Programme; Extensive knowledge about surveys; Excellent drafting skill

**Languages:** English; Knowledge about French would be an advantage

**Competencies:** Analysis and writing; communication; teamwork

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through his/her participation in the work of the Unit, periodical meetings with the team and participation to meetings and workshops, the JPO will get trained to develop a professional expertise in the field of transition from the informal to the formal economy. Through his participation to the task of the informal economy Unit, the JPO will be exposed to the latest academic and policy debates on the informal economy.

### **Learning elements:**

- Improved understanding of the challenge of formalization of the informal economy
- Undertake country level analyses and cooperate with field specialists on the issue of formalization
- Capacity building in formulating/evaluating integrated policy frameworks to facilitate transition to formality.
- Become familiar with the ILO approach of informal employment and formalization policy packages
- Get acquainted with the ILO's HQ and field structure and with the work of a multidisciplinary and multi-cultural team

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## **BACKGROUND INFORMATION**

In a context marked by growing informal employment and vulnerabilities in the world of work, breaking out of informality is increasingly seen as a major economic and social challenge. From this perspective, there is an urgent need to reformulate questions of policy intervention in a way that they facilitate transition to formality. To

achieve this objective is crucial to investigate the main drivers of the informalization of employment and economic units and to provide appropriate and efficient integrated policy frameworks and associated policy guidelines to tackle informality and boost formal jobs creation.

Drivers of informality are manifold and some of them fall outside the “world of work”. There is no unique list of drivers in large part because they include not only policies, but also conditions and trends in the economy which have multiple causes themselves. While some drivers of informality are transversal or common to all situations (e.g. inefficient public institutions, inappropriate macroeconomic frameworks, increased incentives to remain in the informal economy, etc.), many others tend to be specific to a particular type of economic unit (e.g. micro and small enterprises) or a group of workers (e.g. undeclared workers or domestic workers) or employers. This is why most of the measures aiming to facilitate transitions to formality need to be tailored to the specific circumstances that the different categories of enterprises or workers face. Specific measures -- that target the obstacles faced by particular types of economic actors and encourage the collective agency of specific informal economy actors -- need to be complemented with measures that address the transversal drivers of informality – those that relate to the majority of manifestations of informality (e.g. measures to improve the efficiency of contributory social security schemes or of labour inspection systems).

ILO analyses on transition to formality highlight that where integrated approaches have been adopted, the results for formalization have been more robust. There are also strong evidences that an integrated approach to formalization should give priority to aspects such as sustained economic growth with quality jobs, improved legislation, stronger institutions, social dialogue promotion, organization and representation, encouragement of equality and the fight against discrimination (women workers, or migrant workers), support for corporate initiative, development of professional skills, funding, the extension of social protection and local economic development. Indeed, all countries which managed to cut their informal employment rate have combined in a coordinated way several policy areas to facilitate the transition towards formality.

It is now four decades since the ILO launched the concept of the “informal sector” in the development policy debate in a report published in 1972 following a multidisciplinary employment mission to Kenya. That report played a seminal role in analysis of the employment situation and development challenges in developing countries. Since then, the ILO has played a leading role in analysing the conceptual, as well as the underlying social and economic problems related to the informal economy. The 2002 ILC Conclusions were a milestone in the ILO’s approach to informality. In recognition of the scale, dimensions and heterogeneity of the phenomenon, they marked a significant move away from the narrower terminology of “informal sector” and coined the new term “informal economy”. In view of the enormous diversity of actors, economic activities and sectors, and the very country-specific manifestations of informality, the tripartite constituents were careful to avoid trying to provide a single definition, and instead outlined broad parameters for understanding the situation and the challenges. Perhaps most importantly, the 2002 Conclusions marked an historic tripartite consensus on the objective of the transition out of informality: as long as it persists, the informal economy will remain the most serious obstacle to the goal of decent work for all.

At its 104th Session (2015), the International Labour Conference adopted the Recommendation concerning the transition from the informal to the formal economy (Transition from the Informal to the Formal Economy Recommendation, 2015 (No. 204)) based on strong tripartite consensus. This new Recommendation is of strategic significance for the world of work and for the future of work: it concerns half of the global labour force and more than 90 per cent of small and medium enterprises worldwide who are working and operating in conditions of informality. This is the first international labour standard to focus on the informal economy in its entirety and diversity and to point clearly to transition to the formal economy as the means for realizing decent work for all and achieving inclusive development. The Recommendation, of universal relevance, acknowledges the broad diversity of situations of informality, including specific national contexts and priorities for the transition to the formal economy, and provides practical guidance to address these priorities.

Following the adoption of the R.204, the Governing Body of the ILO adopted the Follow-up strategy for action. It establishes the priorities of a possible strategy for action by the ILO for the period 2016–21 aiming at supporting the implementation of the R.204's integrated approach by members States. The strategy is articulated around four interrelated components, namely: (1) a promotional awareness-raising and advocacy campaign; (2) capacity building of tripartite constituents, including both country level support and regional and global knowledge sharing; (3) knowledge development and dissemination; and (4) international cooperation and partnerships.

Within the framework of ILO Programme and Budget, the Informal Economy Unit is responsible for the planning, implementing and monitoring of country level activities in partnership with National authorities and social partners and participate in ILO strategic planning on the formalization of the informal economy as a core member of the Outcome Coordination Team on "Formalization of the informal economy". Operating in 36 target countries across all regions during the biennium 2016-2017, the Outcome succeeded in achieving improved and comprehensive national legal and policy frameworks to facilitate the transition to formality in more than 10 countries, strengthening the awareness and capacity of constituents to facilitate transition to formality in 19 countries (above target) and promoting gender equality and addressing the needs of vulnerable groups when facilitating transition to formality.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non- and underrepresented countries.

## **JOB DESCRIPTION**

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### **GENERAL INFORMATION**

Title of the posting: JPO for RBM and Decent Work Country Programmes  
Sector: PROGRAM  
Location: ILO Regional Office for Africa (ROAF), Abidjan (Ivory Coast)  
Duration of assignment: Two Years  
Starting date: As soon as possible  
General supervisor: Chief, Regional Programming Unit (RPU)

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### **INTRODUCTION**

The overall goal of the International Labour Organization (ILO) is decent work for women and men throughout the world. Decent work is central to global efforts to reduce poverty, and is a means for achieving equitable, inclusive and sustainable development goals. For this reason Decent Work Country Programmes (DWCPs) are the main instruments for ILO cooperation with member states and they constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in partnership with ILO constituents (governments, employers' and workers' organizations) at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through time bound and efficient programmes built upon the integrated strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives.

The position is located in the ILO Regional Office for Africa (ROAF) in Abidjan. The ROAF has overall political and management responsibilities for the promotion of ILO principles, policies and decent work priorities in the region as well as provides strategic guidance and support to all Country Offices (COs) and Decent Work Teams (DWTs) in Africa.

The JPOs overall task is to assist in providing technical advisory and programming services for Decent Work Country Programmes (DWCPs), sub regional Decent Work Programmes (SRDWPs) and Outcome Based Work Plans (OBWs). In this context, (s)he will be responsible for providing coordination and management support, as well as providing programmatic assistance for developing, implementing, monitoring and reporting on DWCPs and SRDWPs in the region. Through this assignment, the Associate Expert will develop expertise in the sub-regional context for decent work, ILO technical response to decent work deficits in various sectors, as well as project design, implementation, monitoring and evaluation of the various elements of DWCPs. This also include RBM related training materials and knowledge sharing tools. The Associate Expert will also provide other inputs as needed in the day-to-day functioning of the Regional Programming Unit (RPU).

While the promotion of decent work is the primary mandate of the ILO that defines the key instrument for ILO's cooperation with member states, the United Nations system as a whole has a

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<sup>1</sup> The ILO AE Unit will assign the post number.

<sup>2</sup> Please indicate month and year.

role to play in promoting full and productive employment and decent work for all. The ILO is thus presented with the opportunity and challenge to provide strategic guidance to Country Offices as members of UNCT to ensure the appropriate mainstreaming of decent work in country UNDAFs, agency policies, programmes and activities. Against this context therefore, the JPO will provide support, coordinate and prepare relevant tools and guidance for the Offices in the region to facilitate their engagement with UNCTs in the mainstreaming of decent work in country UNDAFs, implementation of SDGs and in the strategic coordination of employment and decent work related programmes and activities within the UN system.

The JPO will be based at the ILO Regional Office for Africa (ROAF) as a member of the Regional Programming Unit (RPU). (S)he will work under the overall supervision of the, Deputy Regional Director (PPC) and under the direct supervision of the Chief of the Regional Programming Unit. Given the regional scope of the assignment and the integrated nature of the assignment, the Associate Expert will receive technical guidance from the RPU.

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## **SUPERVISION**

Content and methodology of the supervision<sup>3</sup>:

The JPO will be part of the RPU under the guidance of the Chief of the Unit, and work closely with Programme Officers in the DWTs and COs in the region. Terms of Reference and a work plan will be developed as a method of concretizing tasks and assessing development. The methodology consists of on-the-job training, joint missions (where necessary) and guidance through daily and weekly follow-up meetings and discussions on work plan progress. The Associate Expert will also work in close coordination with other units of the ILO as may be required.

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## **DUTIES AND RESPONSIBILITIES**

- Support the development of DWCPs and SRDWP which comply with the regional and global quality standards; ensuring sound theory of changes are applied to the DWCPs
  - Provide secretarial support for the Regional Quality Assurance Mechanism (QAM). In this regard, will review draft DWCPs submitted to the ROAF for quality assessment, thereafter forward to the QAM, review and consolidate all comments received before transmitting to concerned offices;
  - Support offices to better align DWCPs in UN Development Assistance Frameworks and national development frameworks, including Sustainable development strategy;
  - Contribute to the Regional UNDAF Quality Assessment process;
  - Support Outcome Based Work Plans (OBWs) reviews process in the region; this include reviewing and analysing CPOs, preparing reports and other relevant information for the Offices in the region as well as OCTs<
  - Support resource mobilization efforts for each DWCP, including donor mapping, donor profiles and developing an office strategy in effectively mobilizing resources from multilateral and bilateral donors;
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- Prepare analytical reports on the development, implementation and monitoring of DWCPs and SRDWP in the region as well as provide technical inputs for regional, country or related sectoral analyses, ILO reports and publications;
  - Identify and document good practices in the development, implementation and monitoring of DWCPs and SRDWP in the region as well as those related to promoting decent work in UNDAFs and other UN Reform initiatives;
  - Compile and prepare relevant RBM related training materials and knowledge sharing tools in support to Country Offices;
  - Carry out other duties as may be required by the supervisor.
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## QUALIFICATION AND EXPERIENCE

- Qualifications<sup>4</sup>: Completed Masters Degree in one of the social sciences.
- Experience<sup>5</sup>: (1-2 years of) relevant working experience desirable; experience in Africa and/or in field related to the ILO's mandate is an asset.
- Languages: Proficiency and ability to draft quickly and clearly in English and French.
- Skills: Excellent computer skills, including the use of Internet, and ability to learn quickly. Multi-skilling is essential for effectiveness. Self-driven initiative and independence to carry out assignments, as well as the ability to work well and effectively in a multi-cultural environment and towards short deadlines is necessary. Incumbent is expected to contribute towards good interpersonal relationships, have ability and willingness to be creative and innovative and to be a good team-player. Very good written and spoken English as well as good communication skills is a prerequisite.
- Competencies required<sup>6</sup>:
- Good coordination and networking skills
  - Good interpersonal skills and ability to work in a team;
  - Result-oriented; ability to work independently with a minimum of supervision and meet deadlines;
  - Excellent communication skills, both written and verbal, in English;
  - Proficient in basic computer software (Microsoft Word, PowerPoint, Excel);
  - Knowledge of Africa and the ILO's Decent Work Agenda would be an advantage.

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## TRAINING COMPONENTS AND LEARNING ELEMENTS

### Training components<sup>7</sup>:

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<sup>4</sup> Describe clearly and accurately the required educational background.

<sup>5</sup> Indicate if it is required or desirable.

<sup>6</sup> Indicate the 3 most relevant competencies required to properly carry out the duties and responsibilities within the context of the posting.

Within the job, the JPO will gain exposure to:

1. The development of RBM materials and training sessions
2. The development and implementation of DWCPs and SRDWPs;
3. The integration of DWCPs in UN Development Assistance Frameworks, national policies, instruments and systems in the countries covered;
4. Current debate on Decent Work, UN Reform and employment issues in the countries covered;
5. Employment promotion strategies and methodologies in practice to promote decent work through DWCPs in countries covered;
6. Identification of potential areas for joint UN collaboration in various sectors within the Decent Work Programmes in countries covered;
7. Working with Programming and Technical Specialists and with ILO constituents on promoting decent work within the national frameworks of UN Reform;
8. Project cycle management, theory and practice;
9. Working in an international and multicultural team.

Learning elements<sup>8</sup>:

1. Understanding and knowledge of the mainstreaming of ILO's work through DWCPs and SRDWPs as well as the relevant linkages of DWCPs with UN Reform, joint UN initiatives and national policy frameworks for development;
2. Knowledge of ILO's experience in the world of work concerning decent work employment promotion issues;
3. Exposure to mainstreaming decent work within Africa's regional integration agenda
4. Discerning good practices for implementing ILO decent work outcomes within UNDAFs, UN Reform initiatives and national policy frameworks;
5. Coordination and implementation of recourse mobilisation for DWCPs;
6. Design, implementation and monitoring of technical cooperation project aimed at responding to DWCP priorities in the countries covered;
7. Ability to communicate and work effectively in an international and multicultural team.

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**BACKGROUND INFORMATION** (general information about the structure of the local ILO organization (organogram), general outlines about the programme/project, outline about planned developments concerning the programme/project, information about living conditions is appreciated)

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The ILO Regional Office for Africa has overall responsibility for ILO projects, programmes and activities in all the 54 countries of Africa. The Office works with key regional institutions like the African Union (AU), United Nations Economic Commission for Africa (UNECA) and African Development Bank (AfDB). It administers a portfolio of considerable importance and complexity with a significant volume of a wide range of technical cooperation programmes, as well as facilitates the development and implementation of Decent Work Country programmes in all countries.

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<sup>7</sup> Training components should indicate through which activities learning would be structured.

<sup>8</sup> The learning elements indicate what the incumbent will learn during the assignment defined in measurable results and specified per year.



International  
Labour  
Office

**Post number:**1574  
**Month of issue:** September  
**Year:** 2019

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

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**GENERAL INFORMATION:**

**Title:** *Junior Professional Officer on Disability Inclusion*

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

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

**Grade:** P2

**Department/ Field Office:** *Conditions of Work and Equality Department*

**Organisational unit:** *Gender, Equality and Diversity Branch*

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**SUPERVISION**

**Direct Supervision by:**

*Esteban Tromel, Senior Disability Specialist, tromel@ilo.org; overall supervision by:  
Shauna Olney, Chief olney@ilo.org*

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor. Meetings between the JPO and the supervisor to review progress and necessary adjustment to the work plan will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to allow the JPO to acquaint herself/himself to the institutional environment of the ILO as quickly possible and to become a full member of the team

Work will be discussed with the JPO, and reviewed by the supervisor at various stages before completion in order to verify that feedback has been taken up and the results correspond to the required quality standards.

The JPO will accompany and assist the supervisor in seminars and workshops on disability inclusion, including meetings of the ILO Global Business and Disability Network (GBDN) and those related to ILO-internal mainstreaming of disability issues.

The JPO may also accompany the supervisor on selected missions to attend meetings or trainings, including at the ILO's International Training Centre in Turin.

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

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## **INTRODUCTION**

The position is located in the Gender, Equality and Diversity and ILO AIDS Branch (GED/ILOAIDS) within the Conditions of Work and Equality Department (WORKQUALITY). GED/ILOAIDS is responsible for promoting equality and respect for diversity in the world of work. It strives for the elimination of discrimination, including based on gender, race, ethnicity, indigenous identity, HIV status and disability.

The different areas addressed by the Branch are central to the 2030 Agenda for Sustainable Development, and to ensuring that "no one is left behind" in the implementation of this ambitious and transformative agenda. It provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces, and addressing multiple discrimination. GED/ILOAIDS also participates in UN-system wide cooperation and collaboration on gender equality, disability and indigenous peoples and ethnic minorities. It manages the ILO programme on HIV and AIDS in the world of work, and leads the work on the HIV response in the world of work and the private sector in the context of UNAIDS. It also coordinates the ILO's women at work centenary initiative.

The JPO will support GED/ILOAID's work on disability inclusion, including related to the ILO-specific implementation of the UN Disability Inclusion Strategy (UNDIS) and the GBDN, of which the disability team in GED/ILOAIDS acts as the Secretariat. The work will contribute to the achievement of all outcomes of the ILO programmatic framework 2020-21, in particular outcomes 3, 5, 6, 7 and 8.

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## **DUTIES AND RESPONSABILITIES**

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

- Undertake research and collect good company, trade union and government practices and experiences in promoting the employment of persons with disabilities
- Support the dissemination of good practices on the employment of persons with disabilities, including through the development of communication materials and use of communication channels like newsletters, social media and websites

- Maintain regular contact with GBDN members, in order to provide or facilitate support to global companies as well as to national employer federations and business and disability networks
- Support the recruitment of new members (global companies, international not-for-profit entities and national business and disability networks) by providing timely and accurate information on the work of the GBDN and the value it provides to its members
- Support the organization of face-to-face and online meetings of the GBDN, including the annual global meeting and Steering Committee meetings, in particular with regards to the practical and logistical arrangements, as well as communications
- Support the implementation of the ILO disability inclusion strategy, in line with UNDIS requirements, including through technical advice to and consultations with other ILO departments as well as field offices
- Support the mainstreaming of disability issues within ILO, including through collaboration with other ILO departments on joint knowledge products in areas such as youth employment, vocational training, social protection and labour market statistics
- Provide technical support for the implementation of ILO development cooperation projects that explicitly include persons with disabilities
- Support awareness raising and advocacy activities relating to persons with disabilities in the world of work, including panel discussions and side events, also related to the International Day of Persons with Disabilities
- Perform others tasks that may be assigned by the supervisor

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

- Disability-specific ILO knowledge products
- ILO knowledge products in which disability issues are mainstreamed
- Bi-monthly, bilingual newsletter issues of the ILO GBDN
- Policy briefs on various aspects related to the employment of persons with disabilities
- Annual global meeting of the GBDN

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

Advanced university degree in economics, business studies, social or political sciences, or law with a focus on human rights, corporate social responsibility, disability rights, international development or related matters.

Desirable:

Advanced university degree with a specialization on disabled people, diversity or equality and non-discrimination.

**Work experience:**

Minimum:

At least 2 years of relevant experience.

Desirable:

Work experience on issues related to the employment of persons with disabilities and/or diversity in business as well as experience working in an international environment

**Skills required for the assignment:**

Minimum:

Strong analytical, research, communication and writing skills, excellent intercultural and computer skills

Desirable:

Knowledge of the structure and procedures of the UN system, including International Human Rights Mechanisms

**Languages:**

Minimum:

Excellent command of English

Desirable:

Good knowledge of a second working language of the ILO, i.e. French or Spanish

**ILO competencies:**

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

- Capacity to establish strong interpersonal relationships and build internal and external networks; promote cooperation, supporting others and sharing the credit for achievements; accept consensus views.
- Ability to be sensitive to, and adapt own behaviour to accommodate, the differences found in diverse work environments; treat all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, disability or political conviction.
- Capacity to continuously develop and update professional skills, and master new tools; diagnose development needs and target learning opportunities; assimilate, apply and share job related knowledge in a timely manner.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through the contribution to the delivery of GED/ILOAIDS's work plan, particularly with regards to disability inclusion issues, the JPO will be trained on the job in translating knowledge into products and services responsive to ILO constituents and other stakeholders, in particular global and local companies. Through guidance of the supervisor and senior colleagues, the JPO will be trained on gender, equality and diversity issues from a multidisciplinary and intersectional perspective to be better equipped to address multiple forms of discrimination in the workplace. Through making contributions to ILO reports and publications, the JPO will enhance his or her research and drafting skills, as well as learn how to communicate effectively both orally and in written form.

In addition to the specific work plan and learning elements identified therein, the JPO will participate in regular staff meetings, learning activities open to all JPOs and staff, e.g. language classes, workshops offered at the Office, and training opportunities at the ILO International Training Centre in Turin, Italy.

### **Learning elements:**

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular collaboration between headquarters and field offices, as well as establishing and maintaining networks on thematic issues
- Become familiar with ILO's mandate and tripartite approach
- Gain in-depth knowledge of international labour standards and practical work on the inclusion of disabled people in the world of work

- Further develop her/his research, writing and communication skills
  - Understand the complementarity of international human rights instruments and ILO Conventions and Recommendations.
  - Get acquainted with the work of a multi-disciplinary and multi-cultural team
  - Improved skills related to awareness raising, promotion and social change and developing tools to match needs of ILO staff and constituents
  - Learn to apply a gender perspective in the implementation of work assignments
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## **BACKGROUND INFORMATION**

For more information on the

- ILO's work on disability inclusion, visit the topical page "Disability and Work"  
<https://www.ilo.org/disability>
- GBDN, visit its homepage <http://www.businessanddisability.org>
- UNDIS, visit [https://www.un.org/development/desa/disabilities/wp-content/uploads/sites/15/2019/03/UNDIS\\_20-March-2019\\_for-HLCM.P.pdf](https://www.un.org/development/desa/disabilities/wp-content/uploads/sites/15/2019/03/UNDIS_20-March-2019_for-HLCM.P.pdf)

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities. Reasonable accommodation is provided throughout the employment cycle at ILO, including in the recruitment and on-boarding phases.

The ILO has a smoke-free environment.



## INTERNATIONAL LABOUR OFFICE JUNIOR PROFESSIONAL OFFICER

Post number: 1579

Date of issue: April 2018

### JOB DESCRIPTION - HQ POSITION

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#### GENERAL INFORMATION:

**Title of the posting:** Junior Professional Officer on Climate Change, Decent Work and Just Transition  
**Duty station:** Geneva, Switzerland  
**Duration:** 12 months, renewable  
**Sector or Field Office:** Headquarters  
**Organisational unit:** GREEN JOBS, ENTERPRISES DEPARTMENT

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#### SUPERVISION

**Direct Supervision by:** Moustapha Kamal Gueye  
Head, Green Jobs Unit  
GREEN JOBS, ENTERPRISES DEPARTMENT

#### Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and the participation in meetings of the Green Jobs programme. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the Supervisor will prepare a work and training plan that will be discussed with the AE and regularly monitored and updated.

The JPO will receive the standard ILO induction training as well as a specific induction to the Green Jobs Programme. S/he will also participate in missions and/or workshops organized by the Green Jobs global programme. The JPO will be guided by the Supervisor to gain the skills and knowledge on applied research, project design and management, communication and fund raising.

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#### INTRODUCTION

The ILO's Green Jobs Programme promotes decent work in the context of adaptation to climate change and as part of the transition to a more sustainable, low-carbon development path. The Programme draws on expertise and

mobilizes technical support from Departments across the ILO Office. The Programme works with Field Offices including Decent Work Teams to respond to requests for Green Jobs support. Close collaboration with the ILO International Training Centre in Turin is established for knowledge sharing and capacity building.

Focus areas for the Biennium 2016 - 2017 are: i) expanding the knowledge base on the employment dimension at national level of climate change challenges and inclusive green economy strategies for a just transition; ii) applying selected “Green Jobs Packages” for the strengthening of ILO’s Field and HQ technical capacity to provide technical support to constituents and other UN Agencies; iii) roll out of green jobs capacity building programmes for ILO constituents and staff in the Regions and at HQ, with a lead role for ILO/ITC Turin; iv) and building partnership and providing advocacy for the articulation of a just transition in international development frameworks and operational programmes.

The ILO has launched the Green Initiative, which is the principal vehicle to catalyze and expand on-going efforts across the Office to address climate change in the world of work and build a more ambitious agenda for the ILO towards its first Centenary. The Green Initiative will enable the implementation of the Guidelines for a just transition to environmentally sustainable economies and societies for all, adopted by the Governing Body in November 2015 as the guiding policy framework for action by ILO constituents and the Office.

This professional position is meant to strengthen the analytical and capacity building role of the programme, particularly in the wake of the implementation of the Climate Agreement reached at COP21. The focus is on country level support, including through technical cooperation as part of Decent Work Country Programmes as the key deliverable mechanism to achieve decent work outcome in climate policies.

The work to be undertaken will contribute to improved evidence-based knowledge on Green Jobs strategies and tools and the implications of climate change for employment and equality, highlighting the quantitative and qualitative dimension of the impact on and role of enterprises and jobs in the transition to greener economies.

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## **DUTIES AND RESPONSABILITIES**

Working with the Senior Specialist of the Green Jobs Programme at HQ in Geneva, the JPO will have exposure to the workings of an international organization during a particularly dynamic period and the opportunity to perform or participate in a cross-section of related tasks.

- Contribute to build up the ILO global knowledge base on just, transition strategies in the context of responsive climate policies

- Assist with the formulation of country specific and regional technical cooperation projects on green jobs and the mobilization of required resources, including for submission to organizations accredited to the Green Climate Fund,
- Contribute to the publication of a series of policy briefs on green jobs and climate change and working papers on country level experience,
- Assist, in close collaboration with ILO/ITC Turin, with the promotion and realization of ILO staff development and capacity building programmes for both ILO constituents and staff on making environmental sustainability a central plank in ILO's country strategies,
- Participate in the coordination of the Green Jobs programme and the Green Jobs Network with other ILO units at Headquarters and in the regions as well as with key external partners in the UN system and the private sector,
- Assist in the preparation and participation of the ILO in meetings of the relevant working groups on climate change within the United Nations,
- Assist in organizing and participate in national and international seminars and conferences on climate change and the world of work, including in the framework of the ILO's Future of Work initiative,
- Contribute to communicating ILO positions and technical inputs through publications, via the internet and other media.

Upon completion of the assignment the JPO will be trained in preparing policy papers, technical cooperation projects, training materials and public presentations through guidance of the supervisor and senior colleagues.

The JPO training programme includes the following learning elements:

- Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body),
- Gain experience on the promotion of decent work in the context of climate responsive policies,
- Learn about the opportunities and challenges for decent work in the transition to environmentally sustainable economies and societies,
- Gain experience in communication and capacity building on green jobs,
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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## **QUALIFICATIONS AND EXPERIENCE**

Qualifications:       Advanced university degree in one of the following areas: Economics, Social Sciences, Agriculture/Forestry, Environmental Studies or Development Studies.

Experience:	Preferably 2 years of professional experience in the subject field, particularly in development cooperation. Prior experience in developing countries would be an advantage.
Skills:	Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as to gender equality and sustainability issues. Ability to work with MS Office programmes. Familiarity with spreadsheets and statistical analysis tools such as STATA or SPSS would be welcome. Good research skills.
Competencies:	Good capacity in policy analysis, project development, competence in project design and fund mobilization and know-how in implementation, monitoring and evaluation of programmes and projects
Languages:	proficiency and ability to communicate and draft clearly in the English language. Knowledge of French and/or Spanish would be an advantage.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

- Through the work in a regional and international team get trained to develop, build-up and manage new programmes,
- Through guidance of the supervisor and senior colleagues get trained in fund raising, the formulation, design, implementation, monitoring and evaluation of field projects,
- Through training seminars improve the knowledge on sustainable development issues including mitigation and adaptation to climate change with particular attention on the links with labour and social dimensions,
- Through interaction with professional trainers from ILO's training center in Turin develop technical competence in research, in the development of training materials and the delivery of training programmes.

### **Learning elements:**

- Practice applied inter-disciplinary research on sustainable development.
- Learn to extract policy messages and policy advice from applied research.
- Translate and adapt global research findings and policy messages into a specific country context.
- Present and communicate research findings through presentations and publications.
- Become familiar with institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs.

- Become familiar with ILO's mandate and with its integrated approach to Decent Work.
  - Acquire knowledge of climate change negotiations, actors, processes and relation and relevance to the mandate and mechanisms of the ILO.
  - Interact with ILO constituents, other UN agencies, NGOs, research centres etc. working on the promotion of decent and productive work in general and on sustainability issues specifically.
  - Get acquainted to the work of a multi-disciplinary and multi-cultural team.
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## JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

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### GENERAL INFORMATION:

**Title of the posting:** JPO in Promotion of the SDGs

**Duty station:** Lima

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

**Grade:** P1/P2

**Sector or Field Office:** ILO Office for the Andean countries

**Organisational unit:** F

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### SUPERVISION

**Direct Supervision by:**

Philippe Van Huynegem, Director ILO Office for the Andean countries

**Content and methodology of supervision:**

*An initial time-bound work plan will be agreed between the JPO and the supervisor, in relation to the initial requirements of the position. Regular meetings between the JPO and the supervisor will be scheduled every two weeks to monitor the work plan implementation and make adjustments, if necessary. Frequent meetings will take place with the supervisor – on a daily basis – to discuss and review individual assignments. The supervisor provides detailed instructions, advice and adequate support.*

*Since one of the objectives is to assist the JPO to acquire relevant work experience, he or she will receive support on how to establish objectives and define activities according to the ILO procedures, to coordinate and implement projects, to review, analyse and discuss documents, and to assist in the revision of technical documents. Additional coaching will be offered by the supervisor in relation to career development opportunities and initiatives.*

*The JPO will accompany and assist the supervision in missions and he/she will participate in seminars, workshops, relevant meetings, alone or together with the supervisor or other senior staff. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.*

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### INTRODUCTION

The adoption by the United Nations Sustainable Development Summit on 25 September 2015 of *Transforming Our World: The 2030 Agenda for Sustainable Development and the successful outcome of the Conference of the Parties to the UN Framework Convention on Climate Change in Paris in December 2015 (COP21)*, create a major opportunity for the United Nations (UN) as a whole and the ILO in particular to support member States in their commitment to ambitious sustainable development goals (SDGs) that reflect a broad consensus on a wide range of urgent and interconnected priorities. As a result of the inclusion of significant components of the ILO's Decent Work Agenda in the 2030 Agenda, the ILO has a major opportunity and a significant responsibility to play a full and active role in the implementation of the SDGs including through support for national strategies for sustainable development.

The concept of sustainable development embraces three dimensions- economic, social and environmental- in a balanced, integrated manner emphasizing the need to protect human rights. Decent work features prominently in the agenda not only on Goal 8 is "Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all" but also mainstreamed throughout other goals. The means of implementation mentioned under SDG 8 are: increasing Aid for Trade support to developing countries (8.a) and implementing the ILO Global Jobs Pact and a global strategy for youth employment (8.b).

The Andean countries are particularly interested in the emphasis given by the SDGs to promote economic growth and trade. The ILO Office for the Andean countries in collaboration with the collaborates with the Partnerships and Field Support Department (PARDEV) at ILO Head Quarters is plans to promote alliances and partnerships and mobilize resource to enable the ILO and its tripartite partners (Ministries of Labour, workers and employers organizations) in the Andean countries, that is Bolivia, Colombia, Ecuador, Peru and Venezuela to engage actively in the implementation of the 2030 Agenda from the outset. The office will promote the development of policies that ensure that growth and trade benefit all workers, do not promote inequality and are respectful of workers and environmental rights.

Under the direct supervision of the Director of the Office for the Andean countries and in close cooperation with PARDEV, the JPO will carry out research, prepare policy briefs and other communication products, and develop technical cooperation projects that link the 2030 Agenda and the SDGs on one side and the ILO's Decent Work Agenda.

## **DUTIES AND RESPONSABILITIES**

### **The JPO will carry out the following tasks:**

Duties and responsibilities:

Specifically and will work on the following tasks:

**1.Research:** Assist in carrying out research to provide evidence on the importance of the Decent Work Agenda to the 2030 Agenda and ILO including on the importance of inclusive growth, the transition from informality to formality, trade and workers rights among others. Prepare policy briefs arguing effectively the linkages. Participate in technical meetings and fora and carry out technical missions.

**2. Communication:** Preparing and drafting communication and advocacy materials that effectively demonstrate to national governments and other partners how the whole Decent Work Agenda can support the implementation of the SDGs and argues effectively for the inclusion of SDG 8 and inclusive economic growth and the respect of workers' in economic and trade policies.

**3. Promoting partnerships:** Assist in developing and maintaining contacts with development partners and agencies; in particular by carrying out donor mappings, identifying cooperation opportunities for the inclusion of decent work agenda in the national policies and programs for the SDGs. Assist in representing the Office in network and cooperation meetings, including with the UN country team and engage with other UN agencies in joint programming.

**4. Implementation and monitoring of Technical Cooperation.** Support the development and appraisal of project and programme proposals developed in collaboration with ILO Technical Experts. Support the negotiation and signing of new funding agreements and assist in the coordination and management of the Technical Cooperation projects including the design and promotion of M&E standards.

5. Carry out any other tasks assigned by the Office Director.

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## **QUALIFICATIONS AND EXPERIENCE**

**Level of Education** –Degree in Economics, Economic development or Development Cooperation or similar degrees.

**Experience**– One to three years of professional experience preferred.

**Skills** - Strong research and analytical skills; Good drafting, editing and proofreading skills in Spanish and English. Excellent computer skills, including use of the Internet; good communication skills.

### **Professional skills and competencies:**

1. Demonstrated ability to respond quickly and flexibly to diverse tasks and deadlines;
2. Ability to organize and prioritize tasks;
3. Strong interpersonal skills and ability to work well in team;
4. Strong oral and written communication skills; proven ability to draft clearly and concisely; Ability to prepare studies and comments.
5. Ability to work independently

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Through this experience, the Associate Expert/ Young professional Officer will develop expertise in the areas of Development Cooperation, the International



Development Agenda in particularly the 2030 Agenda and SDGS, Trade and Development and International Labour Standards.

He or she will gain experience in the design, programming, monitoring and evaluation of technical cooperation projects .

In addition, the Associate Expert/ Young Professional officer will acquire a better understanding of the economic, political and social issues of the 5 countries in the Andean region, Colombia, Peru, Bolivia, Ecuador and Venezuela and the challenges they face in achieving the SDG goals.

He or she will have exposure to other UN agencies in the countries as well as donors other development partners.

He or she will opportunity to work in a multi-disciplinary working environment and therefore the development of their creativity and their ability to function in the group in a multi-cultural and multidisciplinary;

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## JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

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### GENERAL INFORMATION:

**Title of the posting:** Junior Professional Officer in Fundamental Principles and Rights at Work and Labour Law

**Duty station:** Lima

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

**Grade:** P1/P2

**Sector or Field Office:** ILO Office for the Andean countries

**Organisational unit:** F

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### SUPERVISION

Direct Super vision:

Philippe Vanhuynegem, Director ILO Office for the Andean countries,  
vanhuynegem@ilo.org

#### **Content and methodology of supervision:**

*An initial time-bound work plan will be agreed between the JPO and the supervisor, in relation to the initial requirements of the position. Regular meetings between the JPO and the supervisor will be scheduled every two weeks to monitor the work plan implementation and make adjustments, if necessary. Frequent meetings will take place with the supervisor – on a daily basis – to discuss and review individual assignments. The supervisor provides detailed instructions, advice and adequate support.*

*Since one of the objectives is to assist the JPO to acquire relevant work experience, he or she will receive support on how to establish objectives and define activities according to the ILO procedures, to coordinate and implement projects, to review, analyse and discuss documents, and to assist in the revision of technical documents. Additional coaching will be offered by the supervisor in relation to career development opportunities and initiatives.*

*The JPO will accompany and assist the supervision in missions and he/she will participate in seminars, workshops, relevant meetings, alone or together with the supervisor or other senior staff. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.*

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### INTRODUCTION

The current global economy has grown to a scale unprecedented in creating an interdependent global economic network. Despite the clear benefits, globalization has not ushered in an era of prosperity for all, income inequality also grew dramatically in most regions and many countries of the world. In view of this, the international community has recognized the need to establish some basic rules to ensure that globalization offers a fair chance at prosperity for everyone. As argued in the 2013 World Development Report, “the rule of law includes [...] the progressive realization of rights at work, to avoid a situation where growth co-exists with unacceptable forms of employment”. Respect for fundamental rights is the starting point for a virtuous circle of better conditions for workers, rising enterprise productivity, increased consumer demand, more and better jobs and social protection, and for formalizing the informal economy.

The Sustainable Development Goals (SDGs), 2015, have recognized the importance of Fundamental Principles and Rights at work (Conventions on Freedom of Association and Collective Bargaining, 98 and 87, Forced Labour 29, 105 and the 2014 Protocol, Child Labour 138 and 182 and the non-discrimination 100 and 111). by including specific targets related to the elimination of child labour, forced labour, discrimination at work and fundamental freedoms, which encompass freedom of association and collective bargaining.

The ILO has a number of important functions related to promoting the realization and effective implementation of human rights and International Labour Standards, particular the Fundamental Labour Standards

The Associate Expert/ Young Professional Officer will be assigned to work in the Office for the Andean countries and will work under the direct supervision of the Director of the Office to support member States covered by the Office for the Andean countries to fulfil their commitment to respect, to promote and to realize, in good faith, the fundamental principles and rights at work. The geographical coverage for his/her services will be the Andean region, which include Colombia, Perú, Ecuador, Bolivia and Venezuela.

## **DUTIES AND RESPONSABILITIES**

### **The Associate Expert will carry out the following tasks:**

1. Participate in technical assistance activities organized for ILO constituents to build their capacity to respect and fully implement fundamental principles and rights at work (freedom of association and collective bargain; the elimination of forced labour; the abolition of child labour; and the elimination of discrimination at work) and other key conventions for which there is violation of fundamental principles and rights or workers are particularly vulnerable such as C. 169 on Indigenous and Tribal people, C. 189 on Domestic Workers and R 204 informal workers.
2. Participate in action-oriented analytical research on a wide range of policy questions related to the effective promotion of fundamental rights at work, especially in high risk sectors or for the protection of vulnerable categories of workers.

3. Support training activities for ILO constituents (i.e. governments and organizations of employers and workers) on fundamental principles and rights, International Labour standards and the ILO supervisory system.
4. Prepare brief research notes on matters relating to fundamental principles and rights.
5. Provide support on policy advice to labour administrations with a view to strengthening and improving their organizational capacity to design, develop and implement comprehensive fundamental rights at work policies and programmes including with respect to prevention, protection and remediation strategies.
6. Provide support to the establishment and/or expansion of the cooperation with other relevant organizations, institutions or donor agencies for the formulation and implementation of fundamental rights at work technical cooperation programmes.
7. Contribute to the monitoring of trends and progress of the region towards achieving the relevant targets of the Agenda 2030 Sustainable Development Goals.
8. Participate in seminars, workshops and round-table discussions on topical issues related to fundamental principles and rights at work with tripartite constituents and other relevant stakeholders in the member States.
9. Contribute to the mobilization of extra-budgetary resources and to overseeing the implementation of technical cooperation projects aiming to promote fundamental rights at work, including in response to the recommendations made by the ILO's supervisory mechanisms and south-south cooperation.
10. Participate in several UN coordinating bodies such as the Working Group on Human Rights, the Working Group on Inter cultural and indigenous issues and in inter-ministerial coordination bodies set up by the government such as Inter-ministerial working group on human trafficking set up by the government of Peru.
11. Provide other technical assistance at the request of the Office Director or the Senior Specialist.

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## **QUALIFICATIONS AND EXPERIENCE**

**Level of Education** –Degree in law and Master in International Law, International Relations, Labour Law or similar degrees.

**Experience**– Three to five years of professional experience are required. Experience working with institutions in public sector is desirable. Previous experience working with ILO or their constituents will be highly appreciated.

**Skills** – The positions requires a strong research and analytical skills. Good drafting, editing and proofreading skills in Spanish and English. Excellent computer skills are required, including use of the Internet. Good communication skills.

**Professional skills and competencies:**

1. Demonstrated ability to respond quickly and flexibly to diverse tasks and deadlines;
2. Ability to organize and prioritize tasks;
3. Strong interpersonal skills and ability to work well in team;
4. Strong oral and written communication skills; proven ability to draft clearly and concisely; Ability to prepare studies and comments.
5. Ability to work independently

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

Through this experience, the Associate Expert/ Young professional Officer will develop expertise in the areas of human rights, labour law and international law, in particular fundamental principles and rights and international labour standards as well as in the design, programming, monitoring and evaluation of technical cooperation projects and human rights institutions in the region.

In addition, the Associate Expert/ Young Professional officer will acquire a better understanding of the economic, political and social issues of the 5 countries in the Andean region, Colombia, Peru, Bolivia, Ecuador and Venezuela and the challenges they face in addressing human rights and meeting the SDG goals.

More specifically, the Associate Expert will be exposed to:

- Human rights, and the UN and national mechanisms for promotion and enforcement.
- Knowledge of the SDGs and the UN system in the countries.
- Understanding of fundamental principles and rights (Freedom of Association, Elimination of Child Labour and Forced Labour, Non Discrimination) and other related ILO conventions such as C. 169 on Indigenous and Tribal People and C. 189 on Domestic Workers; also recommendation 204 related informal workers.
- Improved knowledge of other ILO Conventions and the e supervisory mechanisms of the ILO and international labour conventions;
- Improving knowledge and understanding in the fields of human rights, labour law, international labour conventions, workers’ rights, indigenous people and women rights.

- Opportunity to improve their professional skills at different levels: technical assistance to public and private institutions, trade unions and employers organizations
- Experience with the design, monitoring and evaluation of technical cooperation projects.
- Opportunity to interact with other United Nations organizations and their officials
- The opportunity to work in a multi-disciplinary working environment and therefore the development of their creativity and their ability to function in the group in a multi-cultural and multidisciplinary;

He or she will also work with the Decent Work specialists of the ILO Office in Lima as well as workers and employers in the region.

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International  
Labour  
Office

Post number: 1584  
Month of issue: January  
Year: 2019

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Corporate Social Responsibility (CSR) and Partnerships

**Duty station:** *Beijing, China*

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

**Grade:** P2

**Department/ Field Office:** *Regional Office for Asia and the Pacific*

**Organisational unit:** *ILO Country Office for China and Mongolia*

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### SUPERVISION

**Direct Supervision by:**

*Tim De Meyer, Director, ILO Country Office for China and Mongolia*

**Content and methodology of supervision:**

The JPO will work under the overall guidance of the Director of the Country Office. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The negotiated workplan will detail expected outputs and success indicators over the reporting period. Informal feedback will be provided daily, formal written feedback after three months and then twice yearly.

The JPO will meet regularly with other members of the Country Office Team on topics directly relevant to China's Decent Work Country Programme.

The JPO will accompany and assist the supervisor in the planning and conducting of missions, seminars, workshops, meetings and related research.

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

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## INTRODUCTION

The ILO Country Office for China and Mongolia (CO-Beijing) has frontline responsibility to support government, employers and workers in both countries in creating and sustaining decent and productive jobs for women and men. The assistance is guided by an agreed Decent Work Country Programme (DWCP) and is closely coordinated with UN Development Assistance Frameworks (UNDAF).

The position aims to support partnership development with development partners and the private sector in achieving decent work for all in China and beyond. The position will provide research, advocacy, partnership coordination and project cycle management services. The position will report to the Director of CO-Beijing and receive technical guidance from relevant technical departments and the Department of Development Partnership in ILO Headquarters in Geneva.

China has achieved significant economic development in recent decades. It is now the world's second largest economy. There remain areas of improvements in China's social and economic development particularly in terms of improving the quality of employment. China needs further technical assistance. China has also strengthened its commitment to international development by establishing a South-South Cooperation Fund in support of the Sustainable Development Goals.

China is home to many Multi National Enterprises (MNEs), including Chinese investors with global operations. MNEs are strategic partners for sustainable development as they have potentials for job creation and improving quality of employment. The ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (the MNE Declaration) urges MNEs, governments, and representative organizations of employers and workers to come together to discuss issues of mutual concern with the aim of exchanging information, fostering synergies and identifying areas for possible collaboration. Efforts in CSR play a significant role in working towards the achievement of the objectives of the DWCP and the greater Sustainable Development Goals. MNEs can also establish Public Private Partnership agreements with the ILO to support the delivery of the China DWCP.

The Junior Professional Officer in CSR and Partnerships will be exposed to a range of areas such as global supply chains issues, local economic development through business linkages, public and private CSR policies, capacity building activities on the labour dimension of CSR, international developments on corporate responsibility and sustainability and the ILO's specific contribution on the basis of the principles of the MNE Declaration. The main features of the assignment are:

- advocating responsible supply chains/labour practices in China
- partnerships with the government of China, the All-China Federation of Trade Unions and the China Enterprise Confederation in development cooperation inside and outside China
- development of public-private partnerships with MNEs and domestic enterprises in China



The JPO would be gaining experience in working with technical specialists who are involved in global supply chains, sustainable enterprises, resources mobilization, South-South Cooperation, and partnership development.

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## **DUTIES AND RESPONSABILITIES**

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

- Contribute to the outcomes of the Decent Work Country Programme in the area of sustainable enterprises
  - Participate in the coordination, design and implementation of initiatives related to responsible supply chains, MNE Declaration, CSR and sustainable enterprises in China
  - Monitor, analyse and document good practices and challenges of CSR in China
  - Support partnership development with China as donor for development cooperation in China and other countries
  - In close collaboration with other ILO's technical units develop strategy and funding proposals to strengthen public-private partnerships in China with respect to promoting decent work in China-based enterprises
  - Carry out any other assignment as requested by the Director of the Country Office.
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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** University degree in economics, management and social science or equivalent in experience.

**Experience:** Three years of professional experience in employment or labour programmes. Additional experience in development cooperation, project management, and/or corporate social responsibility would be an advantage.

**Languages:** Proficiency and ability to draft quickly and clearly in English. Knowledge of Mandarin would be an asset.

**Competencies:** Integrity and transparency; Sensitivity to Diversity; and, Orientation to Learning & Knowledge Sharing

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

The CSR and Partnerships position will offer the JPO exposure to:

- The developments taking place at the global level in terms of international commitments to foster responsible supply chains, decent work and sustainable development and their application at the country and enterprise level
  - Technical cooperation project and programme cycle management
  - Resource mobilization for development cooperation
  - Working in cross-cultural, multi-disciplinary environment
  - The structures and functions of the International Labour Office in Asia and the various components of the ILO globally as well as its partnerships with national governments, workers' and employers' organizations, UN agencies, civil society organizations, and the private sector
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## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is a specialized technical agency of the United Nations system and the principal center and authority in the international system on labour and social policy. It is devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent work and the economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress. Its tripartite structure provides a unique platform for promoting decent work for all women and men. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

The ILO Country Office for China and Mongolia carries out the ILO's programmes and activities in the People's Republic of China (including the Hong Kong and Macau Special Administrative Regions) and Mongolia. Using ILO's unique tripartite structure, CO-Beijing works in close collaboration with the government, the workers' and employers' organizations to promote decent work for all. The Decent Work Country Programme for China may be consulted at the Country Office's website (<http://www.ilo.org/beijing/lang--en/index.htm>).

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.



International  
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Post number: 1585  
Month of issue: January  
Year: 2019

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Communications

**Duty station:** *Beijing, China*

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

**Grade:** P2

**Department/ Field Office:** *Regional Office for Asia and the Pacific*

**Organisational unit:** *ILO Country Office for China and Mongolia*

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### SUPERVISION

**Direct Supervision by:**

*Tim De Meyer, Director, ILO Country Office for China and Mongolia*

**Content and methodology of supervision:**

The JPO will work under the overall guidance of the Director of the Country Office. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The negotiated workplan will detail expected outputs and success indicators over the reporting period. Informal feedback will be provided daily, formal written feedback after three months and then twice yearly.

The JPO will meet regularly with other members of the Country Office Team on topics directly relevant to China's Decent Work Country Programme.

The JPO will accompany and assist the supervisor in the planning and conducting of missions, seminars, workshops, meetings and related research.

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

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### INTRODUCTION

The ILO Country Office for China and Mongolia (CO-Beijing) has frontline responsibility to support government, employers and workers in both countries in creating and sustaining decent and productive jobs for women and men. The assistance is guided by an agreed Decent Work Country Programme and is closely coordinated with UN Development Assistance Framework. CO-Beijing also has primary responsibility for the delivery of technical cooperation, including resources mobilization, project cycle development from design, implementation, monitoring to evaluation, and partnership development with national organizations.

The JPO in Communications position aims to support country programme delivery in the areas of strategic communications, program visibility, and impact and result reporting. The position will report to the Director of CO-Beijing, receive technical guidance from the Regional Office for Asia and the Pacific (Bangkok) and work in close collaboration with technical departments of the ILO.

China and Mongolia have risen to the status of Middle Income Countries (MIC). There remain areas for further technical assistance in employment in labour matters. China has been faced with new and complex challenges related to employment and labour standards. Mongolia is improving its labour market governance and upgrading its social services programme so as to foster sustainable economic development. Because of their MIC status, there has been significant reduction in Official Development Assistance (ODA) for the countries. Resources for technical assistance from the ILO will have to be garnered through an advocacy strategy that can create a platform for active partnerships among local, national and multilateral organizations. In this context, increased awareness and thus increasing the ILO's visibility in terms of the work of the ILO in China and Mongolia and its results and impacts are critical.

The JPO in Communications would be responsible for: designing a communication and media strategy as well as a knowledge management system to enhance the visibility of the ILO both domestically and internationally and collaborating with project and programme teams in communicating the results and impacts of ILO activities effectively. Improved visibility and communications of the ILO and its constituents' efforts in China and Mongolia will promote and support strategic priorities while nurturing and strengthening both domestic and global partnerships for more effective and sustainable development.

## **DUTIES AND RESPONSABILITIES**

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

- Examine knowledge management and communication practices (internal and external)
- Localize the ILO's communications strategy and a Knowledge Management strategy to the programme context in China and Mongolia and implement the localized strategy, including identifying good practices/lessons learned, developing relevant databases, and sharing knowledge.

- Build technical collaboration with communications units of the UN Country teams in China and Mongolia, ILO's national constituents, and project and programme partners.
  - Undertake research and participate in documenting and publishing project results and impacts
  - Write and prepare stories, fact sheets, and social media posts based on CO-Beijing programmes and experiences;
  - Devise and produce a monthly newsletter and compile from existing databases an integrated mailing list that will allow tailored messages to different audiences;
  - Screen think tanks, development research centers and development institutions which could benefit of the office's knowledge products and experience;
  - Provide research and editorial support for documents, papers, reports and other communication materials;
  - Other activities that may be required.
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## **QUALIFICATIONS AND EXPERIENCE**

**Education:** University degree in journalism, communications, creative writing, social sciences

**Experience:** Three years of professional experience in communications, national and/or international development. Additional experience in development cooperation, project management, and/or corporate social responsibility would be an advantage.

**Languages:** Proficiency and ability to draft quickly and clearly in English. Knowledge of Mandarin would be an asset.

**Competencies:** Integrity and transparency; Sensitivity to Diversity; and, Orientation to Learning & Knowledge Sharing

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

The JPO in Communications position will offer the JPO exposure to:

- Employment and labour issues and challenges in middle income countries
- Communication for results
- Working in the contexts of the UN system and national partners in China and Mongolia
- Technical cooperation project and programme cycle management
- Resource mobilization for development cooperation

- Impact reporting and reporting for results
  - Working in cross-cultural, multi-disciplinary environment
  - The structures and functions of the International Labour Office in Asia and the various components of the ILO globally as well as its partnerships with national governments, workers' and employers' organizations, UN agencies, civil society organizations, and the private sector
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## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is a specialized technical agency of the United Nations system and the principal center and authority in the international system on labour and social policy. It is devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent work and the economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress. Its tripartite structure provides a unique platform for promoting decent work for all women and men. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

The ILO Country Office for China and Mongolia carries out the ILO's programmes and activities in the People's Republic of China (including the Hong Kong and Macau Special Administrative Regions) and Mongolia. Using ILO's unique tripartite structure, CO-Beijing works in close collaboration with the government, the workers' and employers' organizations to promote decent work for all. The Decent Work Country Programme for China may be consulted at the Country Office's website (<http://www.ilo.org/beijing/lang--en/index.htm>).

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

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International  
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Office

Post number: 1586  
Month of issue: January  
Year: 2019

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Occupational Safety and Health (OSH)

**Duty station:** *Beijing, China*

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

**Grade:** P2

**Department/ Field Office:** *Regional Office for Asia and the Pacific*

**Organisational unit:** *ILO Country Office for China and Mongolia*

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### SUPERVISION

**Direct Supervision by:**

*Tim De Meyer, Director, ILO Country Office for China and Mongolia*

**Content and methodology of supervision:**

The JPO will work under the overall guidance of the Director of the Country Office. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The negotiated workplan will detail expected outputs and success indicators over the reporting period. Informal feedback will be provided daily, formal written feedback after three months and then twice yearly.

The JPO will meet regularly with other members of the Country Office Team on topics directly relevant to China's Decent Work Country Programme.

The JPO will accompany and assist the supervisor in the planning and conducting of missions, seminars, workshops, meetings and related research.

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

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## **INTRODUCTION**

The ILO Country Office for China and Mongolia (CO-Beijing) has frontline responsibility to support government, employers and workers in both countries in creating and sustaining decent and productive jobs for women and men. The assistance is guided by an agreed Decent Work Country Programme (DWCP) and is closely coordinated with UN Development Assistance Frameworks (UNDAF). CO-Beijing also has primary responsibility for the delivery of technical cooperation, including extra-budgetary technical cooperation projects.

The JPO position aims to support country programme delivery in promoting a preventative culture in occupational safety and health (OSH) at the national and sectoral level. The position will report to the Director of CO-Beijing and receive technical guidance from the Decent Work Team for East Asia and technical departments in ILO Headquarters.

Occupational safety and health is one of the key policy priorities for the governments of China and Mongolia. Efforts to make work and working conditions safer and healthier are fully endorsed by the national partners. CO-Beijing has been working with national authorities, workers and employers' groups at the national, sectoral and workplace to establish effective OSH management framework at the various levels, review and revise relevant legislations and procedures, improve data collection, analysis and usage, refine workplace practices and strengthen the capacity of OSH inspection services.

The JPO in Occupational Safety and Health will work in research, collection and dissemination of technical information, and the provision of technical advice and capacity building activities, including formulation of project proposals and monitoring and evaluation framework of on-going activities.

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## **DUTIES AND RESPONSABILITIES**

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

- Monitor and update information, prepare briefs and profiles on labour inspection and occupational health and safety in China and Mongolia
- Assist in updating and disseminating labour inspection and occupational health and safety databases and good practices collection
- Contribute to the preparation of technical recommendations on OSH-related laws, programmes and procedures for submission to government authorities and the social partners.
- Assist in the design and negotiation of technical cooperation projects on occupational health and safety
- In close co-operation with ILO constituents and concerned programmes at headquarters and in the field, contribute to resource mobilization and partnership development efforts for OSH.



- Assist in the development and implementation of capacity-building strategies for ILO constituents and other stakeholders; this entails developing tools and training material and leading sessions in training workshops.
- Carry out any other assignment as requested by the Director of CO-Beijing

### **QUALIFICATIONS AND EXPERIENCE**

**Education:** University degree in law, public administration, economics, management and social science or equivalent in experience.

**Experience:** A minimum of three years of policy development experience in the area of employment and labour market policies and/or at least two years of experience in labour inspection or occupational health and safety at the national level. Demonstrated capacity to initiate and implement technical co-operation programmes and activities. Familiarity with UN procedures would be an advantage.

**Languages:** Proficiency and ability to draft quickly and clearly in English. Knowledge of Mandarin would be an asset.

**Competencies:** Integrity and transparency; Sensitivity to Diversity; and, Orientation to Learning & Knowledge Sharing

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### **TRAINING COMPONENTS AND LEARNING ELEMENTS**

The JPO in Occupational Safety and Health position will offer the JPO exposure to:

- Policy advocacy and programme innovations in creating safe workplaces for all
  - Community of practitioners in OSH at various levels
  - Technical cooperation project and programme cycle management
  - Resource mobilization for development cooperation
  - Working in cross-cultural, multi-disciplinary environment
  - The structures and functions of the International Labour Office in Asia and the various components of the ILO globally as well as its partnerships with national governments, workers' and employers' organizations, UN agencies, civil society organizations, and the private sector
- 

### **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is a specialized technical agency of the United Nations system and the principal center and authority in the international system on labour and social policy. It is devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the

creation of decent work and the economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress. Its tripartite structure provides a unique platform for promoting decent work for all women and men. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

The ILO Country Office for China and Mongolia carries out the ILO's programmes and activities in the People's Republic of China (including the Hong Kong and Macau Special Administrative Regions) and Mongolia. Using ILO's unique tripartite structure, CO-Beijing works in close collaboration with the government, the workers' and employers' organizations to promote decent work for all. The Decent Work Country Programme for China may be consulted at the Country Office's website (<http://www.ilo.org/beijing/lang--en/index.htm>).

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

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International  
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Post number: 1591  
Month of issue: April  
Year: 2019

*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](mailto:jpo@ilo.org)*

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title: Junior Professional Officer in Policy Oriented Research on Employment Related Issues**

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Employment Policy Department

**Organisational unit:** DMCU (Department Management and Coordination Unit)

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### SUPERVISION

#### Direct Supervision by:

Day-to-Day supervision and support will be provided by Dorothea Schmidt, Head of DMCU, [schmidt@ilo.org](mailto:schmidt@ilo.org). and overall supervision by the Director of Employment (Sukti Dasgupta, OiC).

#### Content and methodology of supervision:

- A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.
- The JPO will accompany and assist the supervisor in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor in technical meetings and seminars, where appropriate.

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

## **INTRODUCTION**

The ILO Department Management and Coordination Unit (DMCU) is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension.

### **Junior Professional Officer (JPO) – Policy Oriented Research on Employment Related Issues**

The position is located in the Department Management and Coordination Unit of the Employment Policy Department (EMPLOYMENT). EMPLOYMENT is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, gender sensitive, productive and sustainable. At the global level, the Department advocates and promotes policy frameworks and partnerships that aim at generating more quality employment opportunities. At the country level, the objective is to support the ILO constituents to develop, implement and monitor coordinated and context specific policies and programmes that promote quality job creation through economic diversification and investment strategies, skills development for present and future needs in the labour markets and labour market activation and intermediation that integrate the most vulnerable groups. These include policies and programmes facilitating transition to formality for the large segments of population working and earning their livelihoods in the informal economy and employment and income opportunities in the rural economy. The Department delivers on its mandate through work in three Branches: Skills and Employability; Employment and Labour Markets Policies; and Development and Investment.

The Department plays a key role to fulfil ILO's mandate in the implementation of the SDGs on employment related issues.

The Department Management and Coordination Unit provides overall technical, coordination and administrative support across the Department Branches, Units and Teams.

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## **DUTIES AND RESPONSABILITIES**

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

- Participate in the development of policy oriented research related to employment issues produced in the Department and the DMCU;
- Participate in the assistance provided by the Department to deliver on SDGs;
- Translate research findings into policy relevant publications;

- Assist in creating better available information and ensuring dissemination of knowledge within the ILO and outside on employment related issues;
- Make presentations and organize meetings on research findings;
- Participate in knowledge-sharing events organized by the ILO and outside;
- Serve as a resource person to the DMCU (prepare speeches and presentations on technical issues);
- Participate in the preparation of technical missions and the missions themselves;
- Liaises with different policy and technical people throughout the ILO.

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

- 3 major publications as identified in the Department Research Plan
- 3 interventions linked to the support of the ILO on SDG implementation on employment related issues
- 4 technical missions
- Development and implementation of information sharing tools to share knowledge created in the Employment Policy Department
- Organisation of at least 2 inter-departmental workshops and 2 international workshops

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First level university degree in Economics / Labour economics/ Social Sciences or related fields.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Labour economics/ Social Sciences or related fields.

### **Work experience:**

Experience in research/knowledge building on employment and social issues and policies.

### **Skills required for the assignment:**

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

### **Languages:**

Excellent in English speaking and drafting and good knowledge of another official language of the ILO.

**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.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

**Learning elements:**

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Translate research findings into policy oriented publications;
- Improve knowledge on the ILO's contribution to SDGs;
- Cooperate with ILO researchers and improve competence in research techniques.

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**BACKGROUND INFORMATION**

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

More information on the Employment Policy Department can be found at following address: <http://www.ilo.org/employment/lang--en/index.htm>

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

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International  
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Post number: 1592  
Month of issue: January  
Year: 2019

*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 [associateexperts@ilo.org](mailto:associateexperts@ilo.org).*

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

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**GENERAL INFORMATION:**

**Title:** *Junior Professional Officer – Development cooperation for social protection*

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

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

**Grade:** *P2*

**Department/ Field Office:** *Social Protection Department (SOCPRO)*

**Organisational unit:** *Social Protection Department (SOCPRO)*

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**SUPERVISION**

**Direct Supervision by:**

Valérie Schmitt, Deputy Director, Social Protection Department (SOCPRO), [schmittv@ilo.org](mailto:schmittv@ilo.org)

**Content and methodology of supervision:**

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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**INTRODUCTION**

Today, 73 per cent of the world's population does not have access to adequate social protection. This massive social protection gap is not acceptable from a human rights perspective. It is also a missed opportunity from a social and economic point of view.



The Social Protection Department (SOCPRO) undertakes research and policy development to underpin strategies for the extension of social protection; develops good governance tools for social protection systems; carries out knowledge development; strengthens national capacities in the field of social protection; and undertakes promotion and advocacy in order to strengthen national social protection systems. SOCPRO contributes to the achievement of the ILO's mandate by promoting and ensuring that member States give high priority to providing social protection to their populations through effective, efficient and sustainable social protection systems, including nationally-defined social protection floors in line with the Social Protection Floors Recommendation, 2012 (No. 202).

On 27 September 2015, United Nations (UN) member States adopted 17 Sustainable Development Goals (SDGs). This new development agenda calls for efforts to combat different categories of poverty and equalize income distributions so that, as countries continue to develop, the benefits of growth can be enjoyed by all. By establishing universal social protection systems, including social protection floors (SPFs), countries can ensure that no one is left behind and that prosperity is shared.

The ILO's Global Flagship Programme on Building Social Protection Floors for All supports the implementation of SPFs, guided by ILO standards, and contributes to the achievement of several SDGs. With this Flagship Programme (2016-2020) the ILO, together with its partners, will manage to strengthen social protection institutions and achieve positive impacts for millions of people who currently lack adequate social protection.

To make social protection floors (SPFs) a reality for all, the Flagship Programme:

- Supports twenty-one (21) countries to build social protection floors over the next five years. This starts from the development of social protection visions through national dialogues, leading to technical and financial support to develop national capacities and cover implementation start-up costs.
- Supports cross-country policy advice on priority issues such as the development of social protection for migrant and refugees or building stakeholders' capacities in developing social protection legal frameworks
- Builds knowledge in the form of good practices guides and training packages to ensure that more people can access the knowledge required to start up new schemes, improve the operations of existing schemes and have greater impact
- Develops partnerships for success to increase ILO's advocacy and delivery capacity. This includes partnerships with the United Nations through the UN SPF Initiative, with the private sector through the Global Business Network, with trade unions through the Workers Network, and many others.

The JPO will be located in the Social Protection Department and more specifically in the Management Support Unit (MSU) of the Global Flagship Programme team which deals with development cooperation in social protection.

By working for the Flagship Programme on Building Social Protection Floors for All the JPO will contribute to the social protection outcomes of the ILO. The incumbent will contribute to Outcome 3 on social protection, namely 'Creating and extending social protection floors' within the ILO's Strategic Policy Framework 2018-2021 and namely the Programme and Budget for the biennium 2018-19.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Deputy Director, the JPO will further contribute to the development and operations of the Flagship Programme:

- 1) Assist in the management and governance of the Programme, including the organization of the annual tripartite steering committee.
- 2) Support fundraising efforts and partnerships with donors, including the organization of annual donors' group meeting, the development of new project proposals and the organization of crowd-funding campaigns to raise funds among individuals, philanthropists and clients and employees of multinational enterprises.
- 3) Support the development of partnerships with the UN system including through the preparation of toolkits, training curricula, and fostering knowledge sharing (across countries and regions).
- 4) Support activities of the Global Business Network for SPFs and a new Workers' Network for SPFs.
- 5) Assist in monitoring operations of the Flagship Programme both in the field (concrete implementation of SPFs) and at the global level as well as facilitate the deployment of the results and impact measurement tool
- 6) Support the development of new knowledge through documenting good practices, preparing parts of good practices guides and hands on manuals on social protection design and implementation, and sharing this knowledge through social media, web-based platforms, and face-to-face learning events.
- 7) Assist both internal and external communication efforts on the Flagship Programme's content and results; involve field specialists and experts in the Global Flagship Programme.
- 8) Perform others task that may be assigned by the supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

University degree (Master's level or Post Graduate diploma) in economics, political sciences, sociology, development studies, or degree from a management or business school/graduate school of social science.

### **Work experience:**

Minimum:

At least two years of experience in working on social security/protection issues at the national / international level

Desirable:

Work experience in a developing country, social security institution, consulting firm in the field of social protection, or in an international organisation.

**Skills required for the assignment:**

Minimum:

- Strong analytical and research skills in social security/protection, poverty reduction development economics, or related issues;
- Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;
- Ability to work independently and plan complex activities;
- Good listening and dialogue skills;
- Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
- Ability to establish and facilitate partnerships;
- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
- Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.

**Languages:**

Minimum:

Excellent command of English

Desirable:

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

**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.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Through the work in the department, seminars, workshops and interaction with specialists in the field, the JPO will get trained on providing advisory services in the field of social protection and its technical application.

Through guidance of the supervisor and senior colleagues, the JPO will get trained on policies, strategies and approaches for the extension of social protection, with a focus on rights-based implementation, progressive universalization of protection, social dialogue and tripartite participation, coherence across institutions for the delivery of social protection floors, linkages with active labour-market and other policies, and project design, implementation, monitoring and evaluation.

#### **Learning elements:**

- The JPO will have the opportunity: to enhance his/her technical knowledge in the field of the extension of social protection as well as in the design and implementation of social protection floors;
- To gain knowledge of international legal social security instruments and their practical implementation, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202) and the ILO Social Security (Minimum Standards) Convention, 1952 (No.102);
- To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and disseminating of this information, communicating, connecting actors and conducting training sessions;
- To improve his/her professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;
- To improve his/her professional skills in technical cooperation project design, implementation, monitoring and evaluation as well as partnerships with donors and partners;
- To become familiar with the ILO's mandate and institutional functioning;
- To get acquainted with the UN system; its regional bodies, coordination and inter-agency mechanisms and frameworks and in its inter-action with government counterparts and other development partners;
- To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.

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#### **BACKGROUND INFORMATION**

Programme and budget proposals for 2016-17 - Outcome 3: Creating and extending social protection floors - Outcome statement: *Member States implement the Social Protection Floors Recommendation, 2012 (No. 202), and extend social protection systems as a means to accelerate poverty reduction and promote inclusive growth and social justice.* Available at: [http://www.ilo.org/wcmsp5/groups/public/---ed\\_mas/---program/documents/genericdocument/wcms\\_582294.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---program/documents/genericdocument/wcms_582294.pdf)

ILO Flagship Programme on Building Social Protection Floors for All. Available at: <http://www.social-protection.org/gimi/gess/ShowProject.action?lang=EN&id=3000>

ILO Recommendation concerning national floors of social protection (Social Protection Floors Recommendation), 2012 (No. 202). Available at: [http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS\\_183286/lang--en/index.htm](http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS_183286/lang--en/index.htm)

World Social Protection Report 2017-19: Universal social protection to achieve the Sustainable Development Goals. Available at:

<http://www.social-protection.org/gimi/gess/RessourcePDF.action?ressource.ressourceId=54887>

For more resource documents and publications: [www.social-protection.org](http://www.social-protection.org)

An information booklet for JPOs including useful links and information on housing and living arrangements will be provided when assigned to the position.

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**Post number:** 1593  
**Month of issue:** January  
**Year:** 2019

*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 [associateexperts@ilo.org](mailto:associateexperts@ilo.org).*

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**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 Health Protection*

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

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

**Grade:** *P2*

**Department/ Field Office:** *Social Protection Department (SOCPRO)*

**Organisational unit:** *Social Policy Unit (SOC/POLICY)*

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**SUPERVISION**

**Direct Supervision by:**

Christina Behrendt, Head SOC/POLICY, Social Protection Department (SOCPRO),  
behrendt@ilo.org; Health Protection Specialist, SOC/POLICY, Social Protection Department

**Content and methodology of supervision:**

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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**INTRODUCTION**

Today more than 90 per cent of the population living in low income countries lack health coverage. 40 per cent of total health expenditures are shouldered directly by the poor. Due to this exclusion the poor and vulnerable are, in case of sickness, exposed to a high risk of deepened impoverishment. Women in particular are often excluded from the most basic services due to gender-biased health schemes and systems.

Change is possible. Equitable health protection requires inclusive legislation, financial protection, and the employment of sufficient numbers of skilled health workers. It also requires a broader policy framework that addresses gender inequities both within and beyond the health sector, such as in social, economic, and labour market policies.

Progressing towards universal health protection requires: in-depth assessments of the root causes of access deficits; national evidence of the extent of coverage gaps; comprehensive policy frameworks that address the issues both within and beyond the health sector in a coordinated way; and technical support for the implementation of universal health protection in a selected number of countries.

The position is located within the Social Protection Department (SOCPRO). The Social Protection Department undertakes research and policy development to underpin strategies for the extension of social protection; develops good governance tools for social protection systems; carries out knowledge development; strengthens national capacities in the field of social protection; and undertakes promotion and advocacy in order to strengthen national social protection systems. SOCPRO contributes to the achievement of the ILO's mandate by promoting and ensuring that member States give high priority to providing social protection to their populations through effective, efficient and sustainable social protection systems.

The Junior Professional Officer (JPO) will assist in providing technical support to ILO constituents in implementing the ILO Recommendation No. 202 on National Social Protection Floors in the area of social health protection. This will include contributing to the extension of health coverage and alleviation of health-related poverty, particularly in resource-poor countries. Related inputs will focus on design and formulation and improvement of national policies in social health protection including identifying appropriate financing mechanisms, best practices, and monitoring outcomes with a view to improvements in access to health services and impacts. This will require drafting technical reports and developing capacity building products.

Further, the work of the JPO will contribute to knowledge development on social health protection, poverty and impact analyses, and assessment of accessibility, affordability and availability of health care. This involves working on broader topics such as linkages of social health protection with social protection of the elderly, disabled and unemployed.

In addition, the JPO will contribute to on-going activities in the area of social health protection including close cooperation with other ILO departments focusing on for example, HIV/AIDS, gender, migrants as well as with other UN agencies, international and bilateral organizations.

The JPO will contribute to the social protection outcomes of the ILO, namely Outcome 3. The incumbent will contribute to Outcome 3 on social protection, namely 'Creating and extending social protection floors' within the ILO's Strategic Policy Framework 2018-2021 and namely the Programme and Budget for the biennium 2018-19. He/she will notably contribute to: "working jointly with international partners and national constituents on universal health coverage and social protection systems, including long-term care in ageing societies".

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Senior Health Protection Specialist and the Head of the Social Policy Unit, the JPO will:

- 1) Compile data necessary for financial and impact assessment of social health protection schemes, especially within the framework of SPFs.
- 2) Analyse data for assessments and research studies on social health protection.
- 3) Assist in developing policy options on extending social health protection coverage for resource poor countries.
- 4) Contribute to knowledge and capacity building activities.
- 5) Draft components of regional and country analyses for reports and publications on social health financing and its impacts, especially concerning the financing and poverty impacts in collaboration with the respective units of SOCPRO.
- 6) Assist in technical backstopping, implementation and monitoring of technical cooperation projects as a junior desk officer.
- 7) Participate in technical missions for research and fact finding.
- 8) Assist in organising workshops and seminars.
- 9) Perform others task that may be assigned by the supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First level university degree or higher in health economics, social policy or related area.

### **Work experience:**

Minimum:

Two to three years' working experience, preferably in the area of planning and research of social health protection policies in national Governments, social security schemes, academic and/or research institutes.

Desirable:

Work experience in an international organisation.

### **Skills required for the assignment:**

Minimum:

- Strong analytical and research skills in social security/protection, poverty reduction development economics, or related issues;



- Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;
- Ability to work independently and plan complex activities;
- Good listening and dialogue skills;
- Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
- Ability to establish and facilitate partnerships;
- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
- Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools;
- Excellent knowledge of Microsoft Office package (WORD, Excel, PowerPoint, ACCESS) and of data analysis packages such as SPSS or STATA.

### **Languages:**

Minimum:

Excellent command of English

Desirable:

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

### **ILO competencies:**

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

Very good analytical and drafting skills; ability to take initiatives; ability to communicate effectively orally and in writing. ability to carry out assignments in accordance with instructions and guidelines, ability to use analytical tools and qualitative and quantitative techniques, ability to conceptualise, plan, coordinate and conduct straightforward research work, ability to draft press releases, discussion papers, reports and good computer skills.

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The incumbent will assist senior experts in providing technical support to ILO constituents for the implementation of ILO Recommendation concerning National Floors of Social Protection, 2012 (No. 202) in the area of social health protection and related ILO Conventions and Recommendations. This includes providing support for the extension of social health protection coverage and access for all in need with a particularly focus on alleviation of health-related poverty in low income countries.

### **Learning elements:**

The incumbent will have the opportunity to learn about social (health) protection policy development, assessment, and training. Linkages to other areas of social protection will deepen skills and knowledge on social protection cash benefits e.g. for the elderly, unemployed, disabled etc. Addressing the dual-causal relationship between ill health and poverty will be among the key learning elements. Further learning elements include creating policy coherence within the area of social protection and across sectors such as the health and economic sector.

In addition, the incumbent will gain experience in drafting technical reports for governments of ILO member States. The incumbent will learn about the principles which should guide the development and extension of national social security systems which include the SPFs.

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## **BACKGROUND INFORMATION**

Programme and budget proposals for 2018-19 - Outcome 3: Creating and extending social protection floors - Outcome statement: *Member States extend social protection and improve the management and sustainability of social protection systems, including social protection floors, in order to prevent and reduce poverty and achieve inclusive growth and social justice.* Available at: [http://www.ilo.org/wcmsp5/groups/public/---ed\\_mas/---program/documents/genericdocument/wcms\\_582294.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---program/documents/genericdocument/wcms_582294.pdf)

ILO Recommendation concerning national floors of social protection (Social Protection Floors Recommendation), 2012 (No. 202). Available at: [http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS\\_183286/lang--en/index.htm](http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS_183286/lang--en/index.htm)

World Social Protection Report 2017-19: Universal social protection to achieve the Sustainable Development Goals. Available at: <http://www.social-protection.org/gimi/gess/RessourcePDF.action?ressource.ressourceId=54887>

ILO SOCPRO health protection page. Available at: <http://www.social-protection.org/gimi/gess/ShowWiki.action?wiki.wikild=2509>

For more resource documents and publications: [www.social-protection.org](http://www.social-protection.org)

An information booklet for JPOs including useful links and information on housing and living arrangements will be provided when assigned to the position.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.



International  
Labour  
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Post number: 1595  
Month of issue: April  
Year: 2019

*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](mailto:jpo@ilo.org)*

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

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**GENERAL INFORMATION**

<b>Title of post:</b>	JPO – Economist, Impact Assessment of Public Investments
<b>Duty Station:</b>	Geneva, Switzerland
<b>Duration of the assignment:</b>	12 months, renewable
<b>Grade:</b>	P2
<b>Department/Field Office:</b>	Employment Policy Department, Development and Investment Branch (DEVINVEST)
<b>Organisational unit:</b>	EMP/INVEST - Employment-Intensive Investments Programme

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**SUPERVISION**

<b>Direct Supervision by:</b>	Day-to-Day supervision and support will be provided by 2 Senior Specialists (Maikel Lieuw-Kie-Song and Chris Donnges) of the Employment-Intensive Investment Programme (EIIP)
<b>Overall supervision by:</b>	Chris Donnges, EMP/INVEST
<b>Content and methodology:</b>	The supervision and support provided to the JPO will be through participation in the EIIP work on Employment Impact Assessment in selected countries and through research at the global level. As a member of the technical EIIP team the JPO will be supported both in his/her engagement with the ILO constituents and in the provision of technical services to constituents by his/her technical colleagues and as identified in the EIIP work plan. The JPO will work as a member of the global EIIP team and interact closely with colleagues at headquarters and in the field.

A time-bound work plan will be agreed between the JPO and the supervisor on a twelve-month basis. Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every two months. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.

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## INTRODUCTION

### Introduction – EIIP Programme of the ILO

Around the world millions of people lack infrastructure (roads, bridges, water supply, etc.) to access basic services (water, health, education). Improving infrastructure and maintaining them can improve living standards and have a direct impact in the quality of people's lives. Productive community infrastructures can also contribute to reducing (rural and urban) poverty and have the potential for offering better economic and social benefits.

The ILO's **Employment-intensive Investment Programme (EIIP)** links infrastructure development with employment creation, poverty reduction and local economic and social development. In using local labour and resources they create much needed employment and income, reduce costs, save foreign currency, and support local industry while increasing the capacity of local institutions.

The combination of local participation in planning with the utilization of locally available skills, appropriate technology, materials and work methods has proven to be an effective and economically viable approach to infrastructure works and jobs creation in many countries.

The EIIP's major lines of action are:

1. to contribute to mainstream development policy by placing key concerns of job creation, poverty reduction, enterprise promotion and improvement of working conditions in the broader framework of nationally defined macro-economic employment and investment policy, and
2. to promote employment-intensive works and public employment programmes in times of social and economic hardship and crisis.

Over forty years of experience in over seventy countries, linking employment with infrastructure development, has endowed the EIIP with a unique and vast portfolio of both productive employment creation for economic development and social protection, as well as environmental measures for natural resources restoration, management and climate change adaptation. The EIIP promotes the orientation of infrastructure investments in the following ways:

- At the macro level by providing advice to requesting governments in the design and assessments of the employment impact of infrastructure investments and on active labour market and employment policies. At the national level the Programme works on the creation of an enabling environment, through raising awareness, promoting appropriate policies and legislation, and building capacity.
- At the meso level, the Programme works on institutional development and capacity building; and with the private sector and civil society, to guarantee the successful implementation of employment-intensive infrastructure programmes.
- At the micro level, the Programme works at the municipal or community level through active local-level planning and community contracting to create the

### **Introduction Work on Employment Impact Assessment (EmpIA)**

Sectoral investment programmes generally have social, economic or environmental development as the primary objective. At the same time such programmes have the potential and can be used as instruments to generate employment, reduce inequalities and provide income support for selected groups in a society. However the employment impacts of sectoral policies and their related investments are not always well understood and the research on this has been limited thus far. Because of this, there have been many instances where the projected employment effects of such investments have been inaccurate or claims of jobs created are not supported by credible monitoring, studies or evidence.

The ILO's Employment-Intensive Investment Programme (EIIP) has been trying to address this knowledge gap through undertaking Employment Impact Assessments to assess the employment potential and provide sound and practical policy advice on strategies for job creation through public investment and infrastructure development. This work has evolved in recent years and EIIP is working with academics, policy makers and practitioners beyond the ILO to develop and modify tools and economic models to analyze the employment impact of public and sectoral investments.

These studies often combine micro (project level) studies that look at direct employment impacts with macro-level studies that are able to look at economy wide employment and income effects, including estimates of indirect and induced employment effects. Different tools and methodologies have been introduced for different levels of programming and implementation. Social Accounting Matrices (SAM) have proven to be appropriate models for national or regional levels, and simple input-output tables were helpful in countries where SAMs did not exist or where a simpler and more rapid methodology was required. More dynamic SAM based models like the Dynamic SAM (DySAM) have also been introduced to consider impacts over time. All these models have in common that they quantify impacts of national or regional investment strategies on production, income and employment. They allow for a quantification of jobs as a result of investment.

The ILO's EIIP is working on EmpIA in more than twenty countries. Recent examples include work in South Africa and with the European Investment Bank. In both cases ILO was asked to assess the employment impact of sectoral investment strategies and give recommendations and build capacities for how to improve the employment outcomes of such strategies. Another project with the EC covering six countries has just started.

## **DUTIES AND RESPONSIBILITIES**

The JPO will form part of the EIIP Geneva team and will undertake the following tasks:

- Technically support the ongoing research on employment impacts of public investment (EmpIA)
- Technically support the development, use and fine-tuning of economic models to assess impact of public investment strategies
- Technically support selected countries to analyse the employment impact of their investment strategies and work with local counterparts and local institutions
- Contribute to the development of a knowledge base and the collection, adaptation and dissemination of relevant documentation on employment impacts of public policies and investment
- Assist in the development of relevant webpages and dissemination of knowledge on employment impacts through the website
- Participate in office regular staff meetings, technical meetings and briefings; contributing to regular reports
- Support other relevant and research and practical work of the technical unit associated with employment impact assessments
- Support the development of EmpIA training materials
- Undertake technical missions when required.

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## **QUALIFICATIONS AND EXPERIENCE**

Qualifications:	University degree in economics
Experience:	Some experience, preferably in related fields.
Languages:	Excellent command of English. Working knowledge of French and/or Spanish would be an advantage.
Competencies:	General competencies include ability to work in a multicultural setting and in a team. Ability to carry out assignments in accordance with instructions and guidelines, ability to use analytical tools and qualitative and quantitative techniques, ability to conceptualise, plan, coordinate and conduct straightforward research work, ability to draft discussion papers and reports. Job specific competencies include the ability to design and monitor technical cooperation projects, including logical frameworks; appraise and monitor technical cooperation projects; develop baselines and indicators to track progress; develop adapted training materials.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

During the designated period, the JPO will gain experience in the following areas:

- Gain experience in the technical area of investment strategy analysis with an emphasis on measuring employment impacts using economic models;

- Gain experience in providing technical support services to partners in developing countries;
  - Learn about the role of ILO as part of the UN System;
  - Learn about the tripartite structure of ILO (governments, employers' organisations and workers' organisations);
  - Gain insight into the development of national investments policies and strategies of ILO's member States and IFIs;
  - Network and communicate in a multicultural setting in national, regional and international organisation.
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## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities as well as applications from non and under-represented countries.

More information on the Employment Intensive Investment Programme (EIIP) can be found at following address: <http://www.ilo.org/global/topics/employment-intensive-investment/lang--en/index.htm>

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The ILO has a smoke-free environment.

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International  
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Year: 2016

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## 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 Civil Engineer for Sustainable Development**

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Employment Policy Department, Development and Investment Branch (DEVINVEST)

**Organisational unit:** EMP/INVEST - Employment-Intensive Investments

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### SUPERVISION

#### Direct Supervision by:

Day-to-Day supervision and support will be provided by Chris Donnges, EMP/INVEST

#### Content and methodology of supervision:

- A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.
- The JPO will accompany and assist the supervisor in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor in technical meetings and seminars, where appropriate.
- Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.



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## **INTRODUCTION**

The ILO Employment Intensive Investment Programme (EIIP) is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension.

### **Junior Professional Officer (JPO) – Civil Engineer for Sustainable Development**

Around the world millions of people lack infrastructure (roads, bridges, water supply, etc.) to access basic services like health, education, water. Improving infrastructure and maintaining them can improve living standards and have a direct impact in the quality of people's lives. Productive community infrastructures can also contribute to reducing (rural and urban) poverty and have the potential for offering better economic and social benefits.

Employment-intensive investments link infrastructure development with employment creation, poverty reduction and local economic and social development. In using local labour and resources they create much needed employment and income, reduce costs, save foreign currency, and support local industry while increasing the capacity of local institutions.

The combination of local participation in planning with the utilization of locally available skills, appropriate technology, materials and work methods has proven to be an effective and economically viable approach to infrastructure works and jobs creation in many countries.

The EIIP's major lines of action are:

1. to contribute to mainstream development policy by placing key concerns of job creation, poverty reduction, enterprise promotion and improvement of working conditions in the broader framework of nationally defined macro-economic employment and investment policy, and
2. to promote employment-intensive works and public employment programmes in times of social and economic hardship and crisis.

Over forty years of experience in over seventy countries, linking employment with infrastructure development, has endowed the EIIP with a unique and vast portfolio of both productive employment creation for economic development and social protection, as well as environmental measures for natural resources restoration, management and climate change adaptation. The EIIP promotes the orientation of infrastructure investments in the following ways:

- At the macro level by providing advice to requesting governments in the design and assessments of the employment impact of infrastructure investments and on active labour market and employment policies. At the national level the Programme works on the creation of an enabling

environment, through raising awareness, promoting appropriate policies and legislation, and building capacity.

- At the meso level, the Programme works on institutional development and capacity building; and with the private sector and civil society, to guarantee the successful implementation of employment-intensive infrastructure programmes.
- At the micro level, the Programme works at the municipal or community level through active local-level planning and community contracting to create the maximum number of productive jobs with labour-based technologies. At a community level, the EIIP works on improving communities' capacities for organization and negotiation to execute projects under Decent Working conditions.

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## **DUTIES AND RESPONSABILITIES**

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

- Participate in the development and dissemination of knowledge on policies and programmes related to the use of appropriate technologies in various fields (e.g. roads / bridges, community infrastructure, water and sanitation, irrigation, etc...), hereby liaising with many of the offices in the region as well as with relevant units at HQ;
- Assist in the production of a review of selected existing ILO-supported employment-intensive investment programmes to analyse the evidence and impact of appropriate technologies;
- Assist in the possible introduction of a methodology for a rigorous assessment of ongoing and future programmes to be used in the design, monitoring and appraisal of programmes and projects and that can form part of evaluations of infrastructure and building sector programmes;
- Contribute to research as well as drafting reports and studies prepared by the EIIP;
- With the aim to build integrated projects, consult with other ILO staff on their contribution to employment promotion through employment intensive investment approaches;
- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.;
- Participate in knowledge-sharing events organized by the ILO;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaises with different policy and technical people throughout the ILO.
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During the period of assignment, the JPO will contribute to the following key outputs:

- Learning Forum on Innovations in Public Investment and Employment Programmes at ITC-Turin;
- A revised global sharing platform for information, training material, presentations, etc.
- A global media platform of photographs, videos, and illustrations.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Bachelor Degree in Civil Engineering in the relevant field or equivalent experience in the planning, design and implementation of employment intensive rural infrastructure works, or related fields.

### **Work experience:**

At least 1 to 3 years of professional experience in the planning, design and implementation of various employment intensive rural infrastructure works using local resource based approaches. International experience in post disaster recovery and / or post-conflict would be an asset; Knowledge and experience in community driven recovery programmes would be an added advantage.

### **Skills required for the assignment:**

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

### **Languages:**

Excellent in English speaking and drafting and good knowledge of another official language of the ILO.

### **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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

**Learning elements:**

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Cooperate with ILO researchers and improve competence in research techniques;

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**BACKGROUND INFORMATION**

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

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International  
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Post number: 1597  
Month of issue: April  
Year: 2019

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## 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 Climate Change Adaptation and Green Works

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Employment Policy Department, Development and Investment Branch (DEVINVEST)

**Organisational unit:** EMP/INVEST - Employment-Intensive Investments Programme

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### SUPERVISION

#### Direct Supervision by:

Supervision and support will be provided by Chris Donnges, EMP/INVEST

#### Content and methodology of supervision:

- A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.
- The JPO will accompany and assist the supervisor in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor in technical meetings and seminars, where appropriate.
- Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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## **INTRODUCTION**

The ILO Employment-Intensive Investment Programme (EIIP) is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension.

### **Junior Professional Officer (JPO) – Climate Change Adaptation and Green Works**

Around the world millions of people lack infrastructure (roads, bridges, water supply, etc.) to access basic services (water, health, education). Improving infrastructure and maintaining them can improve living standards and have a direct impact in the quality of people's lives. Productive community infrastructures can also contribute to reducing (rural and urban) poverty and have the potential for offering better economic and social benefits.

Employment-intensive investments link infrastructure development with employment creation, poverty reduction and local economic and social development. In using local labour and resources they create much needed employment and income, reduce costs, save foreign currency, and support local industry while increasing the capacity of local institutions.

The combination of local participation in planning with the utilization of locally available skills, appropriate technology, materials and work methods has proven to be an effective and economically viable approach to infrastructure works and jobs creation in many countries.

The EIIP's major lines of action are:

1. to contribute to mainstream development policy by placing key concerns of job creation, poverty reduction, enterprise promotion and improvement of working conditions in the broader framework of nationally defined macro-economic employment and investment policy, and
2. to promote employment-intensive works and public employment programmes in times of social and economic hardship and crisis.

Over forty years of experience in over seventy countries, linking employment with infrastructure development, has endowed the EIIP with a unique and vast portfolio of both productive employment creation for economic development and social protection, as well as environmental measures for natural resources restoration, management and climate change adaptation. The EIIP promotes the orientation of infrastructure investments in the following ways:

- At the macro level by providing advice to requesting governments in the design and assessments of the employment impact of infrastructure investments and on active labour market and employment policies. At the national level the Programme works on the creation of an enabling environment, through raising

awareness, promoting appropriate policies and legislation, and building capacity.

- At the meso level, the Programme works on institutional development and capacity building; and with the private sector and civil society, to guarantee the successful implementation of employment-intensive infrastructure programmes.
- At the micro level, the Programme works at the municipal or community level through active local-level planning and community contracting to create the maximum number of productive jobs with labour-based technologies. At a community level, the EIIP works on improving communities' capacities for organization and negotiation to execute projects under Decent Working conditions.

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## **DUTIES AND RESPONSABILITIES**

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

- Participate in the development and dissemination of knowledge on policies and programmes related to the EIIP in climate change adaptation through Green Works, hereby liaising with many of the offices in the region as well as with relevant units at HQ;
- Assist in the production of a review of selected existing ILO-supported employment-intensive investment programmes to analyse the evidence of climate change mitigation and adaptation effects;
- Assist in the possible introduction of a methodology for a rigorous assessment of on going and future programmes to be used in the design and appraisal of programmes and projects and that can form part of evaluations of infrastructure and building sector programmes;
- Contribute to research as well as drafting reports and studies prepared by the the EIIP;
- With the aim to build integrated projects, consult with Green Jobs Network colleagues and other ILO staff on their contribution to employment promotion through employment intensive investment approaches;
- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.;
- Participate in knowledge-sharing events organized by the ILO;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaises with different policy and technical people throughout the ILO.
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During the period of assignment, the JPO will contribute to the following key outputs:

- Learning Forum on Innovations in Public Investment and Employment Programmes at ITC-Turin;
- Global or regional workshops on Green Works and Climate Change Adaptation, and / or related to UN Water;
- A revised global sharing platform for information, training material, presentations, etc.
- A global media platform of photographs, videos, and illustrations.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First level university degree in the relevant field or equivalent in Economics / Social Sciences / environmental studies and Developmental studies, or related fields.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Social Sciences / Environmental Studies and Developmental studies, or other relevant technical fields with demonstrated expertise.

### **Work experience:**

Experience in research/knowledge building on employment and social issues and policies. Experience in international affairs, the United Nations, IFIs and/or country level work would also be advantageous.

### **Skills required for the assignment:**

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

### **Languages:**

Excellent in English speaking and drafting and good knowledge of another official language of the ILO.

### **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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

### **Learning elements:**

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
  - Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
  - Cooperate with ILO researchers and improve competence in research techniques;
- 

## **BACKGROUND INFORMATION**

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

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