



Post number: 1794
Month of issue: September
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Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer on *the informal economy*

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Conditions of Work and Equality Department
(WORKQUALITY)

Organisational unit: Inclusive Labour Markets, Labour Relations and Working
Conditions Branch (INWORK)

SUPERVISION

Direct Supervision by:

Florence Bonnet, Labour market specialist: bonnet@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the branch work plan on the informal economy. These activities will contribute directly to implementation of the strategy for action adopted by the Governing Body for the 2016–21 period in order to support the transition to formality for the 2 billion workers that operate in the informal economy.

Regular meetings between the JPO and the supervisor will be scheduled to discuss progress on the work and to provide opportunities for feedback. The JPO will

accompany and assist the supervisor or another assigned staff member and participate in selected missions, seminars, workshops and meetings.

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 Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) which is part of the Conditions of Work and Equality Department (WORKQUALITY). The INWORK Branch aims to improve the working conditions and protection of workers through effective policies while contributing to achieving an inclusive labour market which provides access to quality employment for all. Supporting the development of sound labour relations is the cornerstone of the strategy to realize such outcomes and to ensure a just share of the fruits of economic and social progress for all. The Branch undertakes multi-dimensional analysis of workers' protection, vulnerability at work and labour market institutions, including the impacts of the latter on labour markets and economic performance, on equality and formalization of employment. In doing so, it develops and, upon request, offers integrated policy advice which is responsive to national needs, priorities and resources.

For the 2020-2021 biennium, INWORK contributes mostly to Outcome 7: Adequate and effective protection at work for all. The work of the JPO will contribute directly to Output 7.4: Increased capacity of constituents to provide adequate labour protection to workers in diverse forms of work arrangements, including on digital labour platforms, and in informal employment with a focus on activities related to all forms of informal employment in the formal sector and households. This includes activities to support countries at worldwide level to develop policy and formulate strategies to facilitate the transition to formality of the million of workers that operate informally within formal enterprises (including in undeclared work) or as domestic workers in households. Supporting the transition to formality is of principal importance to ILO, to workers, employers and governments, as it creates the necessary conditions for providing access to decent work to all, fair competition among enterprises and increased government's revenues. Request for support from countries is very high, the ILO being active in this area in close to 60 countries from all regions. In addition to the support provided at country level, INWORK is actively engaged in the improvement of the knowledge base, notably regarding statistics, sectorial (e.g. domestic work) and national strategies (e.g. national diagnostic of the informal economy) and, more broadly, what works to facilitate transition to formality. It also develops partnerships with UN agencies and other organizations on policy to foster formalization, using Recommendation No. 204 concerning the transition from the informal to the formal economy, as a reference for achieving the SDGs.

DUTIES AND RESPONSABILITIES

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

- Participate on research on what works and what doesn't work to facilitate the transition of informal economy workers, including workers in undeclared work and domestic workers to formality in developed and developing countries;
- Contribute to the development and implementation of diagnostic and monitoring tools (e.g. how to develop monitoring system to monitor formalization progress, in particular according to SDG indicator 8.3.1) and contribute as well to their implementation in countries;
- Participate, in collaboration with fields Offices, to sharing information and knowledge, on practical strategies and measures that facilitate transition to formality that can be applied in some of the countries in which the ILO is engaged;
- Contribute to organizing meetings, knowledge-sharing events and webinars.
- Prepare presentations, briefs and other materials.
- Perform other tasks that may be assigned by the supervisor

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

- Update of the global trends on Women and men in the informal economy to support the regular monitoring of SDG 8.3.1;
- Reports on the incidence and implications of the home as workplace and on the progresses made on improving working conditions of domestic workers during the last decade;
- Factsheets on informality and working conditions
- Inter-disciplinary work within INWORK covering informal economy, diverse forms of employment, collective bargaining and labour relations, labour market institutions, wages and working time

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree or equivalent in social sciences or economics or other relevant and related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in social sciences, economics or other relevant and related field.

Work experience:

Minimum:

Relevant work experience of 2 to a maximum of 4 years either at national or international level.

Desirable:

Work experience with governments, social partners, private policy think-tanks, or international organizations.

Skills required for the assignment:

Minimum:

Strong analytical and research skills in economics or other social science; knowledge of quantitative and qualitative research methods; ability to write clearly and effectively for a policy audience; good communication skills.
Excellent computer skills in MS Word, Excel and Powerpoint.

Desirable:

Knowledge of the informal economy or undeclared work debates and challenges.
Good skills in the use of statistical package would be an asset.

Languages:

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second and third working language of the ILO 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; gender-sensitive behaviour and attitudes are also required.
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TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through guidance of the supervisor and senior colleagues get trained in analysis of labour market institutions, with a particular focus on formalization of informal employment and also in international labour standards and working of the ILO

Learning elements:

- Become familiar with ILO's institutional mechanism and ILO's interaction with tripartite constituents in member states
- Become familiar with policy approaches to labour market challenges, particularly in developing country context
- Get acquainted with the work of a multi-disciplinary and multi-cultural team

BACKGROUND INFORMATION

- General information on the work of the Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) can be found on <http://www.ilo.org/travail/lang--en/index.htm>,
- The work of the JPO will contribute directly to achieving results under the ILO Policy Outcome 7 on Adequate and effective protection at work for all and related Global products and CPOs. It will also indirectly contribute to the office-wide effort to support the transition of all workers and units to formality as covered under Outcome 1 Strong tripartite constituents and influential and inclusive social dialogue, Outcome 3 on Economic, social and environmental transition for full, productive and freely chosen employment and decent work for all ; Outcome 4 on Sustainable enterprises as generators of employment and promoters of innovation and decent work and Outcome 8 on Comprehensive and sustainable social protection for all.
- In June 2015, the International Labour Conference adopted [the Transition from the Informal to the Formal Economy Recommendation, 2015](#) (No. 204), a new labour standard of strategic importance to the world of work given the magnitude of the informal economy (more the 61% of global employment). This is the first international labour standard to focus on the informal economy in its entirety and to point clearly in the direction of transition to the formal economy as a means for achieving decent work for all. As a follow-up to the resolution concerning efforts to facilitate the transition from the informal to the formal economy, adopted by the International Labour Conference in 2015, the Governing Body in November 2015 adopted a strategy for action by the Office for the 2016–21 period. This strategy is

based on four interrelated components: promotional awareness-raising and advocacy campaign; capacity building for tripartite constituents; knowledge development and dissemination; and international cooperation and partnerships

- The transition to formality contributes to reaching primarily SDG 8, namely to promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all. In particular, it is a condition for achieving target 8.3 and for monitoring progress based on indicator 8.3.1 (“share of informal employment in non-agriculture employment, by sex”). As informal economies are typically characterized by a high incidence of poverty, inequality and decent work deficits, the transition to formality has a significant influence on reaching several other SDGs and related targets under goal 1 (all targets) through higher labour incomes and extended social security coverage; goal 5 through gender-sensitive formalization policies that support the economic empowerment of women; goal 10 on inequality through the economic and social inclusion of those in the informal economy; and goal 16 through higher respect for the rule of law.

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

Fraud warning

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.



The ILO has a smoke-free environment.



Post number: 1796
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VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in ... *Partnership and Resources Mobilization*
Duty station: *Yaounde, Cameroon*
Duration of the assignment: 12 months, renewable
Grade: P2
Department/ Field Office: *Decent Work Team/Country Office Yaounde (DWT/CO Yaounde)*
Organisational unit: *Decent Work Team/Country Office Yaounde (DWT/CO Yaounde)*

SUPERVISION

Direct Supervision by:
François Murangira, Director – murangira@ilo.org

Content and methodology of supervision:

The direct supervisor will be responsible for establishing a work plan in collaboration with the JPO, assigning defined tasks throughout the duration of the contract, monitoring the work of the associate expert by providing on-the-job training, other learning opportunities, as well as appropriate guidance, and holding periodic discussions with the JPO on his/her performance

INTRODUCTION

The position is located in the ILO Decent Work Team/Country Office Yaounde, (DWT/Co-Yaounde). DWTs provide high-quality, timely, and integrated technical support to country offices in the design and implementation of Decent Work Country Programmes (DWCP) in response to their requests within the framework of outcome-based work plans.

DUTIES AND RESPONSABILITIES

Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:

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

- 1. Elaborate a mapping of donors for the countries covered by the DWT/Co-Yaounde ;*
- 2. Identify and follow-up on new opportunities to expand the ILO's development cooperation programmes in countries covered by the DWT/Co-Yaounde ;*
- 3. Review and analyse 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.*
- 4. Elaborate concept notes and project documents.*
- 5. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution.*
- 6. Nurture relations with donors, from project financing to complex partnership DC 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.*
- 7. Prepare briefings and information notes for management on issues that are considered important for programming and resource mobilization linked to DC activities.*
- 8. Assist and participate in the preparation of meetings, training activities and workshops on matters related to resource mobilization and development cooperation.*
- 9. Contribute to verification and revision of reports pertaining to ILO DC programmes on an ad hoc basis in support of the Programme Unit.*
- 10. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.*
- 11. Assist the Director of the DWT/Co-Yaounde and undertake any other duties and responsibilities as required and appropriate, including administrative matters and focal point responsibilities linked to DC activities.*

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

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

Desirable:

Master degree in economics, social science, international studies or other relevant field.

Work experience:

Minimum:

Have a minimum of two years of relevant work experience of professional experience in the design, management, implementation and/or evaluation of projects, of which at least three years at the international level.

Desirable:

Have a minimum of two years of relevant work experience and no more than 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. Work experience in partnership and resource mobilisation in developing countries.

Skills required for the assignment:

Minimum:

Be no older than 32 years of age as of 31 December of the year of application.

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 development cooperation proposals. Ability to summarize complex issues into user-friendly guidance notes and concept papers. Ability to represent the Office in negotiations with multi or 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 English and French.

Desirable:

Good knowledge of Portuguese would be an asset.

ILO competencies:

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

- 1. Good communication skills, both written and verbal.*
 - 2. Capacity to work on own initiative as well as cooperate as a team member.*
 - 3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.*
-

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

Indicate which activities will be used to structure/manage learning

Through the work in resource mobilisation and partnership get trained to develop projects and programmes. Through guidance of the supervisor and senior colleagues get trained in decent work components. Through seminars, workshops and interaction with specialists in working with the ILO's constituents.

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular working as one ILO*
 - Become familiar with ILO's mandate and working with the ILO's Constituents.*
 - Interact with Development Partners working on SDGs*
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.*
 - Familiarize yourself with the functioning of the UN system reform.*
 - The JPO will gain in-depth knowledge of DC approaches and tools and will further develop DC projects design, implementation, monitoring and evaluation skills*
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BACKGROUND INFORMATION

Background information should include the following:

- general outline of the Programme/project (use web links);*
- 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: e.g. which outcome / indicator is relevant to the role.*

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

GENERAL INFORMATION:

Title: Junior Professional Officer in – *Private sector engagement 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)*

SUPERVISION

Direct Supervision by:

*Valérie Schmitt, Deputy Director, Social Protection Department (SOCPRO),
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.

INTRODUCTION

Today, 71 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 security; develops good governance tools for social security systems; carries out knowledge development; strengthens national capacities in the field of social security; 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 security to their populations through effective, efficient and sustainable social security 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.

The ILO's Global Programme takes stock of the change in paradigm promoted through the adoption of the SDGs, emphasizing the importance for UN agencies to deliver "as One" and to better coordinate with their partners with a view to maximize the final impact on women and men. It is embodied in the Programme through the following features:

- More space is provided to ILO's partners in the management of the Programme through the installation of a technical advisory tripartite committee and a donor and partner group. Both groups support the management group in completing its duties.
- Activities in countries are based on methodologies developed as One UN and delivered "as One" (such as the Assessment Based National Dialogue on Social Protection Floors), including through the pooling of resources and the development of joint projects.
- A Global Business Network for Social Protection Floors has been launched to provide the private sector with a platform to contribute to the Global Campaign and support the establishment of SPFs in countries. A similar initiative is currently under development to mobilize workers for the SPFs.

The ILO Global Business Network for Social Protection Floors (GBN) was launched at the ILO headquarters in Geneva on 28 October 2015. The meeting was initiated by the ILO Director General, Mr. Guy Ryder, the Chairman and CEO of L’Oreal, Mr. Jean-Paul Agon, and the Secretary General of the International Organization of Employers (IOE), Ms. Linda Kromjong. Today the network includes 50 multinational enterprises that contribute to the development of social protection floors through three areas: (1) the development of corporate social protection guarantees that are aligned with ILO’s social security standards, (2) develop the “business case” for social protection through research on social protection and the competitiveness of enterprises, (3) support the establishment of national floors of social protection through specific public private partnerships between GBN members and the ILO, (4) communicate and raise funds for social protection through communication and crowdfunding campaigns targeting companies’ employees and clients.

The Network serves the ILO Global Flagship Programme on Building Social Protection Floors for All by providing a platform for the private sector to contribute to the installation of SPFs, and make the right to social protection a reality for all.

The JPO will be located in the Social Protection Department and more specifically in the Management Support Unit (MSU) of the Flagship programme. 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.

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 of the Global Business Network for Social Protection Floors, including the organization of annual meeting.
- 2) Support efforts to strengthen the Network, including through the mobilization of companies and the development of public private partnerships.
- 3) Assist in the organisation and the coordination of the different activities and initiatives taken by the members of the Network
- 4) Provide contributions to the organization of crowd funding campaigns with members of the Global Business Network for SPFs
- 5) Contribute to the development of a guide on the development and implementation of social protection programmes within companies, including through the development of notes on programmes developed by the various members of the Network
- 6) Contribute to the development of guidelines regarding the role of the private sector in promoting and supporting the development of social protection floors, including through the documentation of country cases

- 7) Assist in developing and monitoring activities and potential projects developed as part of the Global Business Network for Social Protection Floors
 - 8) Assist both internal and external communication efforts on the Global Business Network for Social Protection Floors, as well as its content and results
 - 9) 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 social security/protection issues or in corporate social responsibility related area at the national/international level

Desirable:

Work experience in a developing country, consulting firm in the field of social protection, or in the development or implementation of social protection guarantees within a multinational enterprise.

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.

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.

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:

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>

Global Business Network for Social Protection Floors webpage: <http://business.social-protection.org>

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

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

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

GENERAL INFORMATION:

Title: JPO HR Policy Officer (Legal and Policy)
Duty station: Geneva, Switzerland
Duration of the assignment: 12 months, renewable
Grade: P2
Department/ Field Office:
Organisational unit: HR/POL in HRD

SUPERVISION

Direct Supervision by: *Faith O' Neil, Chief of the Legal and Policy Advice Unit (LPA), HRD-Policy and Social Benefits Branch (HR/POL)*

Content and methodology of supervision:

The Chief of the LPA Unit, or the Senior HR Officer (Legal & Policy) on her behalf, will provide regular supervision and close guidance to the incumbent, including through regular discussions concerning pending and future assignments, work satisfaction and future career prospects. An individual work plan will be established at the beginning of the assignment and it will be reviewed together with the incumbent on a regular basis.

Under the overall supervision of the chief, LPA, the JPO will assist the staff of HR/POL's LPA Unit as outlined below.

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

INTRODUCTION

The Legal and Policy Advice Unit (LPA) develops and submits recommendations on HR policies to address organizational needs and initiatives. It develops and shares knowledge of emerging and best policies, trends and practices in the HR field as well as on UN common system HR initiatives. It serves as a strategic partner to Management by providing authoritative advice on applicable policies, rules and procedures, and by leading and coordinating the administrative resolution of work-related conflicts or disputes in accordance with the Office's statutory mechanisms. The unit ensures consistent application of HR policies, rules and procedures within HRD as well as across portfolios of clients, and at Headquarters and in field duty stations.

It coordinates the work of HRD in the prevention and resolution of work-related conflicts and ensures the review of all formal grievances and representation before the informal dispute resolution bodies. It liaises with the Office of the Legal Adviser on the resolution of complex legal situations, disciplinary cases and disputes. It provides the Secretariat of the Accountability Committee.

Finally, the Unit participates in the promotion of effective communication and facilitation of open and transparent Staff/Management consultative processes, in particular in the context of the Joint Negotiating Committee, and contributes to the elaboration of HR documents for the ILO governing and oversight bodies.

The work is carried out by a small dedicated team located at ILO headquarters in Geneva. The unit reports directly to the Chief, HR Policy and Social Benefits Branch and then to the Director of the HR Development Department.

Additional information on HRD is available at <http://www.ilo.org/public/english/bureau/hrd/index.htm>

DUTIES AND RESPONSABILITIES

Under the guidance and supervision of the Head of the LPA Unit, the JPO will perform, or assist in the performance of, any of the various tasks and functions entrusted to the Unit. These may include:

1. Undertake preliminary research and comparative analysis, and draft papers on the interpretation and application of the rules, regulations, policies and procedures, and other HR legal matters;

2. Undertake preliminary analysis on HR legal and policy matters, including on needs of policy updates as necessary, and contentious cases of interpretation and application of HR policy and legal matters and recommendations for their resolution.
3. Contribute to the preparation and revision of internal governance documents, internal procedures, HR policies, amendments to the Staff Regulations, and HR policy briefs and reports.
4. Assist with analysis of the implications of judgments of the ILO Administrative Tribunal, taking into consideration legal and operational risks.
5. Contribute to the preliminary analysis on legal and policy questions concerning conditions of service, including those related to the UN common system of entitlements, salaries and allowances, and other HR-related matters.
6. Contribute towards fact finding and analysis of cases, including through research/briefing notes on relevant case-law, and the drafting of written submissions concerning internal grievances, including to the ILO's Joint Advisory Appeals Board (JAAB).
7. Keep abreast of relevant jurisprudence and prepares notes on legal case experience and lessons learned.
8. Assist in maintaining the Unit's registers and databases.
9. Assume other tasks relevant to the mandate of HR/POL, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education requirements:

Advanced degree in law

Specialisation in international administrative law, or labour law would be an advantage.

Work experience:

Minimum:

Minimum of two years of relevant professional experience.

Relevant work experience, in particular with United Nations or other international organizations would be an advantage, as well as litigation experience at the national or international level.

Skills required for the assignment:

Good analytical skills; ability to learn quickly; integrity; impartiality; interest in international, administrative and labour law; ability to work in a diverse work environment and in a team and to establish good working relations; absolute discretion in dealing with confidential matters; very good communication and interpersonal skills; ability to use standard software applications.

Language requirements:

Excellent command of one working language of the ILO (English, French, Spanish) with demonstrated ability to draft succinctly and correctly in that language; good working knowledge of a second ILO working language.

Knowledge of a third working language of the ILO would be an asset.

ILO competencies:

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

1. Client orientation.
2. Collaboration.
3. Quality orientation.

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

In the beginning of the assignment, individual training and development objectives will be established for the incumbent that will take into account the technical and personal skills needed to be developed to grow into the position. The incumbent will be encouraged to participate in the ILO's language training programme and/or other ILO's learning activities, and to undertake individual learning activities according to her/his needs, in agreement with HRD's learning coordinator and the Chief, LPA Unit. S/he may also have the opportunity to participate in the group learning activities organized by HRD.

Learning elements:

- Opportunity for building knowledge and practical skills of several fields of labour law and HR, including international law, law of international organizations, administrative law, employment and international labour law, most of which are also required for working in the HR or legal departments of other international organizations;

- acquisition of wide range of legal professional skills, including research, writing, analysis, oral argumentation, negotiation and persuasion;
- learning of the general structure and governance of the ILO and the United Nations System at large;
- opportunity to attend official meetings of the ILO's, including of its Governing Body;
- juridical use of French, English or Spanish.

BACKGROUND INFORMATION

The Human Resources Development Department (HRD) is responsible for the design and implementation of Office-wide human resources policies. This includes the management of the functions of: Recruitment and selection of ILO staff; Health and Welfare; and, Administration of entitlements, benefits and compensations

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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Office

Post number: 1610
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.

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

GENERAL INFORMATION:

**Title: Junior Professional Officer in Fundamentals Principles and Rights at Work
with a focus on Child Labour and Forced Labour**

Duty station: *Hanoi, Viet Nam*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Country Office for Viet Nam

Organisational unit: *FUNDAMENTALS*

SUPERVISION

Direct Supervision by:

*Minoru Ogasawara, Chief Technical Advisor, Project “Technical Support for
Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam”*

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor within 1st month of his/her work. Regular meetings between the JPO and the supervisor will be scheduled every month to monitor the progress and review the work plan as appropriate.

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

The JPO will accompany and assist the supervisor in missions, seminars, workshops and meetings.

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

INTRODUCTION

To achieve the goal of decent work for all in Viet Nam, the ILO Country Office supports the Vietnam Decent Work Country Programme (DWCP) with three priority areas: Labour Market Governance; Social Protection; and Employment and Sustainable Enterprise Development. In the implementation of the DWCP, the ILO Office works in close partnership with the Government of Viet Nam, in particular its technical line ministry, the Ministry of Labour, Invalids and Social Affairs (MOLISA) and its social partners, the employers' and workers' organizations. The Vietnam DWCP is an integral part of the One UN Plan.

The International Programme on the Elimination of Child Labour (IPEC) under the Fundamental Principles and Rights at Work Branch (FPRW) of the International Labour Organization is operational in over 90 countries worldwide and has the long-term objective of the effective abolition of child labour. In the short and medium term, the programme aims at assisting member States in designing and implementing policies and programmes which help them combat the worst forms of child labour. IPEC also aims at heightening the awareness of member States and the international community on the problem of child labour and assists them in implementing the relevant international labour conventions.

IPEC is implemented through national, sub regional and regional programmes which include activities such as technical advisory services; direct action for the withdrawal, prevention and protection of working children; institution building; training, advocacy and the collection of and dissemination of information and research.

The USDOL-funded project “**ENHANCE: Enhancing National Capacity to Prevent and Reduce Child Labour in Vietnam**” has an overall development objective *to build a comprehensive and efficient multi-stakeholder response for the prevention and reduction of child labour in Vietnam*. Placing capacity building for sustainable solutions at the heart of its interventions, the Project will deliver interventions under three mutually reinforcing components to achieve the following immediate objectives:

- Capacity building component: *By the end of the project, the capacity of national institutions and stakeholders to identify, monitor and respond to child labour, as part of the promotion of international labour standards, will have been strengthened.*
- Awareness raising component: *By the end of the project, awareness of child labour, the associated hazards and prohibitions against it will have been raised among all levels of society.*

- Direct interventions component: *By the end of the project, intervention models for preventing and withdrawing child labour in selected geographical areas and sectors will have been implemented and documented and ready for replication.*

The Project will direct technical support to enhance government efforts to counter child labour, building the achievements to date and making particular effort to address the informal sector and identified priority industry sectors. In partnership with MOLISA as the key Government of Vietnam partner, and its Bureau of Child Protection and Care as implementing focal point, the project will engage with a wide range of government, social partners and civil society in its implementation.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Chief Technical Advisor of ENHANCE project, the JPO will perform the following duties and responsibilities:

- Provide inputs to DWCP, P&B, CPOs, UNDAF and other technical coordination framework;
- Provide technical inputs in the preparation of evaluation of the project and assist its implementation;
- Prepare project proposals in line with donor funding rules and regulations;
- Provide advisory services, and technical and administrative support in the identification, development, coordination and monitoring of projects dealing with Fundamental Principles and Rights at Work (FPRW) such as ENHANCE projects in Viet Nam;
- Analyze and collect information and respond to requests for information concerning the ILO's work on FPRW especially on child labour;
- Make proposals and participate in the planning and development of FPRW's work in Viet Nam
- Participate in the systematization, storing, and dissemination of knowledge, in particular Good Practices and Lessons Learned, which has been generated by the projects in the country and can be extracted from the progress reports;
- Negotiate with donor to promote their active implication in IPEC activities (including resource mobilization);
- Collaborate with other ILO departments (e.g. ACTRAV, ACTEMP, SKILLS, PARDEV) to multiply the project impact
- Facilitate seminars/workshops;
- Provide presentations in seminars/workshop for different workshops as a key resource person;
- Carry out other duties as may be assigned by the Country Director and the CTA

Management:

- Analyze the project delivery using financial management system;
- Prepare reports for submission to donors and assist in evaluation of child labour activities and projects;

- Ensure reporting procedure to donor and implement fund raising activities as a donor focal point;
 - Participate in staff recruitment process
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in social science or law.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in social science or law.

Work experience:

Minimum:

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

Desirable:

Work experience in Child Labour in a developing country

Skills required for the assignment:

Minimum:

Excellent computer skills, strong analytical and research skills in development issues. Basic knowledge of development issue and/or labour law.

Desirable:

Good knowledge of development and labour issues especially child labour. Technical expertise in working with vulnerable population and disadvantaged children would be considered as advantage.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO (French and 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.

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

Through guidance of the supervisor and the daily work in the area of child labour and other issues of Fundamental Principles and Rights at Work, he/she will get practical working experiences and technical expertise. He/she will have an opportunity to participate in seminars, workshops and interaction with specialists in FPRW issues.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular child labour and other fundamental principles and rights at work.

- Become familiar with ILO's mandate and with its tripartite consultation mechanism.
- Interact with different Vietnamese partners and stakeholders working on child labour and other FPRW issues.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system.
- The JPO will gain in-depth knowledge of child labour and other FPRW issues.
- The JPO will further develop technical skills in order to provide advisory services to partners, stakeholders and colleagues working on Child Labour and other FPRW issues.

BACKGROUND INFORMATION

General information on ENHANCE project can be obtained in the following web link: http://www.ilo.org/hanoi/Whatwedo/Projects/WCMS_428369/lang--en/index.htm
ENHANCE project work is closely linked to ILO Outcome 8 which is Protecting workers from Unacceptable Forms of Work.

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: 1613
Month of issue: September
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Employment and decent work for peace and resilience*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Employment Policy department*

Organisational unit: *Coordination Support for Peace and Resilience (CSPR) unit of the Development and Investment (DEVINVEST) branch, Employment Policy Department*

SUPERVISION

Direct Supervision by:

Federico Negro, Coordinator CSPR Unit, negro@ilo.org

Content and methodology of supervision:

- A detailed time-bound year work plan will be agreed between the JPO and the supervisor on tasks to be performed
- The JPO will constantly be part of the CSPR group daily work; nonetheless, regular meetings between the JPO and the supervisor to monitor achievements and training needs will be scheduled every two months
- The JPO will accompany and assist the supervisor during some missions in countries affected by fragility, conflict or disasters and he/she will be participating in various internal and external meeting that CSPR/DEVINVEST staff will be attending
- The JPO performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers

INTRODUCTION

Decent work is crucial to reduce fragility and enhance resilience of households, communities and states for both preventing and sustainably recovering from crisis. By promoting employment and decent work for peace and resilience, the ILO seeks a strategic impact in countries in situation of fragility, conflict and disaster. The ILO aims to support constituents in implementing policies and programmes for a sustainable response to conflict, climate change, and slow- and sudden-onset disasters.

In June 2017 the ILO's International Labour Conference adopted a new Recommendation, *No. 205 (2017) on Employment and Decent Work for Peace and Resilience* that provides guidance on promoting decent work opportunities in response to (and prevention of) crises arising from conflict and disasters. The Recommendation pays special attention to the protection, education and training of children and young people in situations of conflict and is founded on the value of social dialogue. The Recommendation is a powerful driver for enduring peace and its dissemination and implementation is a priority for the office.

ILO's involvement in fragile, conflict and disaster settings is promoted by the ILO with the support of the Coordination Support for Peace and Resilience (CSPR) unit, located in the Development and Investment (DEVINVEST) Branch of the Employment policy department.

The CSPR unit of DEVINVEST supports the implementation of Recommendation No. 205 in the following three main areas of work:

- 1. Country programming:** by providing inputs and assistance to country offices dealing with employment and decent work in situations of fragility, conflict and disasters response and prevention. This includes monitoring fragile and disaster situations and backstopping decentralized programme implementation through liaising with other branches of the Employment policy department, other departments at ILO HQ and DWTs. The CSPR unit also disseminates the use of appropriate tools and methodologies (such as PDNA, PCNA and other UN methodologies elaborated with ILO's contribution) and provides inputs to proposals and concept notes for employment recovery and enhancing resilience. The CSPR unit also plays a crucial role in supporting the coordination of the flagship programme Jobs for Peace and Resilience (JPR).
- 2. Enhancing constituents' capacity:** the CSPR unit is directly involved in contributing to enhancing capacity of tripartite constituents in disaster-prone and conflict affected countries with the aim of strengthening their capacity to contribute to disaster resilience and peacebuilding; it disseminates relevant knowledge aligned to UN standards in the area of employment and decent work for peace and resilience such as socio-economic reintegration of conflict-affected groups, pre-disaster planning and disaster risk reduction.

3. Partnerships: the CSPR unit also identifies opportunities and promotes partnerships for joint work and cooperation initiatives with other UN and non-UN entities at global and country level.

DUTIES AND RESPONSABILITIES

Under the direct supervision of CSPR coordinator, the JPO will contribute to facilitate ILO involvement in situations of fragility, conflict and disaster. With a view to promoting and enhancing ILO's delivery in these settings, the incumbent will be involved and build expertise within the above three areas of involvement of CSPR/DEVINVEST: support to country operations, capacity building and partnership development.

The JPO will perform the following duties and responsibilities:

- Contribute to support ILO field offices in documenting country operations in situations of fragility, conflict and/or disaster with the specific aim to monitor the operationalization of Recommendation No. 205.
- In light of the dissemination of Recommendation No. 205, contribute to the collection and analysis of lessons learned and best practices on socio-economic reintegration of refugees, internally displaced persons, ex-combatants and other conflict-affected people, by updating and keeping records of relevant programming documentation in electronic archives to be regularly updated and disseminated within the office.
- Participate in the design and development of country initiatives, such as projects and programmes in the different areas of ILO's competence in fragile situations including the development and monitoring of the Jobs for Peace and Resilience (JPR) programmes in selected conflict and disaster prone countries.
- Support the development and updating of training materials for capacity development of tripartite constituents in fragile and disaster-prone countries.
- Contribute to capacity building and training initiatives (including those organised through the ITC-ILO) addressed to ILO's constituents, implementing partners and recovery practitioners in situations characterised by fragility, conflict and disaster;
- Support initiatives promoting synergies and joint programmes with other relevant technical cooperation agencies within the UN System as well in the multilateral, bilateral, private and non-governmental system to operationalise Recommendation No. 205.
- Perform other duties as required by the CSPR coordinator.

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

- Launching, monitoring and evaluating impact of selected programmes at country level in countries in situations of fragility, conflict and disaster

- Develop, update and disseminate specific tools about employment and decent work in situations of fragility, conflict and disaster
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree in peace and conflict studies, development studies, development economics, business administration or social science

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in peace and conflict studies, development studies, development economics, business administration or social science

Work experience:

Minimum:

At least two years of experience at national, international or academic level dealing with development work

Desirable:

Work experience in national and international organisations or academia dealing with situations of fragile, conflict and/or disaster

Skills required for the assignment:

Excellent computer skills in MS Office

Strong analytical and research skills

Good report drafting skills

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 would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Indicate which activities will be used to structure/manage learning

1. Through guidance of the supervisor and senior colleagues, get trained in how to support, including by using remote tools, the design and implementation of innovative approaches to successfully implement field programs
2. Through daily interaction, participate in seminars and workshops and become familiar with the role and mechanisms of an international organisation such as the ILO
3. Through ad hoc training (e.g. in ITC-ILO) become more familiar to both project cycle management and/or specific technical approaches for employment and DW in situations of fragility, conflict and disaster
4. Through on-the-job training as well as ad hoc short skills training, the JPO will have the opportunity to improve her/his managing, communicating, coordinating and drafting abilities
5. Opportunity to improve language skills through internal language training at ILO HQ

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms
- Become familiar with ILO's mandate and role in situations of fragility, conflict and disaster
- Interact with field-based colleagues and practitioners working for partner organisations
- Get acquainted with the work of a multi-disciplinary and multi-cultural team
- Familiarize her/himself with the functioning of the UN system and a specialised agency such as the ILO
- Gain in-depth knowledge of approaches for employment and livelihoods creation/recovery in situations of fragility, conflict and disaster

BACKGROUND INFORMATION

www.ilo.org/crisis

In the Programme and Budget 2020-21 the JPO will work mainly on output 3.4 on promoting peaceful, stable and resilient societies through decent work

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International
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Post number: 1615
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Public Finance and social protection economics*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Social Protection Department (SOCPRO)*

Organisational unit: *Public Finance, Actuarial and Statistics Unit (SOC/PFACTS)*

SUPERVISION

Direct Supervision by:

Fabio Duran, Head SOC/PFACTS, Social Protection Department (SOCPRO),
duranf@ilo.org

Content and methodology of supervision:

A time-bound annual overall work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled once every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for necessary technical inputs and work procedures.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary-

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings.

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

INTRODUCTION

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).

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy for the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

The Junior Professional Officer (JPO) will assist in the development of macro-economic frames for actuarial and financial models for the assessments of social protection systems, the analysis of public finance and quantitative models for financial and poverty-impact assessments of SPFs. At the same time, the incumbent is expected to assist in national social security policy development, especially the development and the assessment of SPFs, based on financial and actuarial analysis.

The JPO 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.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will carry out the following tasks:

- 1) Compile data necessary for financing and impact assessment of social protection schemes.
- 2) Analyse data for assessments and research studies on financing of social protection schemes.
- 3) Assist in the development and coding of the macro-economic framework, the generic financing and poverty-impact quantitative assessment models for social protection systems.
- 4) Assist in the fine-tuning of the generic financing and poverty-impact quantitative assessment models, especially on SPFs, to country specific situations.
- 5) Draft components of global, regional and country analyses for reports and publications on social security financing and its impacts, especially concerning social protection financing and poverty impacts.
- 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.

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

- Publications on fiscal spaces and economic impacts of social protection
- Projects and reports related to economic assessments of social protection schemes in ILO member countries.

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree in economics or related discipline. An advanced university degree / Master's or Post Graduate Diploma in economics would be an advantage. Specific training in public finance would be an advantage.

Work experience:

At least two years' working experience, preferably in the area of planning and/or research of public financing and/or macroeconomics in national Governments, academic and/or research institutes.
Work experience in developing countries and/or international organisations would be an asset.

Skills required for the assignment:

Strong quantitative analytical and research skills in economy and Public finance.
Familiarity with quantitative tools or model on fiscal space.
Good knowledge of coding programmes such as Microsoft Visual Basic for Applications (VBA) and database applications such as Microsoft Access would be an asset.

Languages:

Excellent command of English.
Good knowledge of a second working language of the ILO 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will assist senior experts in the analysis and modelling of the macroeconomic framework and public financing structure and possible economic, redistributive and poverty impacts of social protection schemes of some ILO member States. S/he will also assist senior experts in the preparation of training materials and participate in training sessions on quantitative macro / micro economy and public finance techniques.

Learning elements:

- The incumbent will have the opportunity to learn quantitative methodologies and techniques for analysing and modelling the current and future cost and

the financing of social security schemes, especially SPFs and the possible impacts on income and poverty of the population of at least two ILO member States per year.

- 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.

BACKGROUND INFORMATION

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

At present, approximately 30 middle- and low-income countries have already taken measures to introduce elements of an SPF. Their experience has shown that social security schemes are a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The Social Protection Department assists government agencies and autonomous social protection organisms to develop their own capacity for quantitative planning, and improve the management and governance of their social protection schemes.

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: 1616
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Monitoring SDGs on Social Protection

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Social Protection Department (SOCPRO)*

Organisational unit: *Public Finance, Actuarial and Statistics Unit (SOC/PFACTS)*

SUPERVISION

Direct Supervision by:

Fabio Duran, Head SOC/PFACTS, Social Protection Department (SOCPRO),
duranf@ilo.org

Overall Supervision by:

Director, Social Protection Department

Content and methodology of supervision:

A time-bound annual overall work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled once every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for necessary technical inputs and work procedures.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary-

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings.

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

INTRODUCTION

The Social Protection Department (SOCPRO) undertakes research that supports the extension of social protection. It also develops good governance tools for social protection systems, carries out knowledge development and supports national capacities in the field of social protection promoting stronger 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 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).

At its 101st Session in June 2012 the International Labour Conference adopted a new international standard, Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy for the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

The Junior Professional Officer (JPO) will assist in the maintenance of social protection databases and in the process of data collection and validation. The incumbent will also assist in the process of carrying out the Social Security Inquiry and other process aimed at direct data collection.

The JPO 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.

DUTIES AND RESPONSIBILITIES

The JPO will perform the following duties and responsibilities:

- 1) Compile data necessary for periodic update of SOCPRO's databases
- 2) Analyse data for assessments and research studies of social security schemes.
- 3) Assist in the maintenance and coding of the Social Security Inquiry database and the database for the World Social Protection Report
- 4) Assist in the data collection of measures of poverty and inequality
- 5) Draft components of global, regional and country analyses for reports on social security statistics.
- 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.

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree in Statistics or Economics. Advanced university degree in either of those disciplines would be an advantage.

Work experience:

Two to three years of working experience, preferably in the area of planning and research of social security policies in a national governments, a social security institution or an academic and/or research institute. Experience should be in quantitative analysis or statistics of social security schemes, either nationally or internationally. Experience in international organisations is an asset.

Skills required for the assignment:

Familiarity with Microsoft Excel, Visual Basic for Applications (VBA) and any statistical software (e.g. R, Stata, SPSS, Eviews, Mathematica). Knowledge of database applications such as Microsoft Access and SQL is an asset.

Languages:

Excellent command of English. A good knowledge of a second ILO official language (French and/or Spanish) would be an asset.

ILO competencies:

- Very good quantitative analytical skills;
- Ability to take initiatives;
- Ability to communicate effectively both orally and in writing.
- Ability to carry out assignments in accordance with instructions and guidelines;
- Ability to conceive, plan, coordinate and conduct simple quantitative research;
- Ability to draft press releases, discussion papers, reports.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will assist senior experts in the collection and analysis of statistical data on social security schemes, especially SPFs and the possible impacts on income and poverty for ILO member States. S/he will also assist senior experts in the preparation of training materials and participate in training sessions on quantitative methodologies and techniques.

Learning components:

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.

BACKGROUND INFORMATION

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

At present, approximately 30 middle- and low-income countries have already taken measures to introduce elements of an SPF. Their experience has shown that social security schemes are a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The Social Protection Department assists government agencies and autonomous social protection organisms to develop their own capacity for quantitative planning, and improve the management and governance of their social protection schemes.

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.

The ILO has a smoke-free environment.



International
Labour
Office

Post number: 1617
Month of issue: September
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Enabling Environment for Responsible Global Supply Chains - Employment Injury Protection*

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Enterprises Department

Organisational unit: Global Employment Injury Programme (GEIP)

SUPERVISION

Direct Supervision by:

Anne Drouin, drouin@ilo.org, Director, Global Employment Injury Programme (GEIP)

Content and methodology of supervision:

A time-bound annual overall work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled once every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for necessary technical inputs and work procedures. Learning opportunities will be planned to expand technical knowledge and to foster career development.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary-

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings and will be invited to possibly assist technical missions.

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

INTRODUCTION

The position is located within the Global Employment Injury Programme in the Enterprises Department (ENT/GEIP). GEIP is integrated part to the Enterprises Department and its broad mandate to create conducive conditions for enterprises, enhance entrepreneurship, support enabling environments for business development and promote responsible workplaces. The multinational enterprise declaration was revised in 2017 and specifically refers to the responsibility to ensure employment injury benefits. A number of sector-based guidelines on labour conditions as supported by the ILO highlight as well the need to ensure employment injury benefits, especially in the most hazardous sectors such as public emergency services, construction, maritime and transportation and health services. Employment injury compensation benefits are part of the three-pillar policy of ILO on occupational risks: prevention, compensation, inspection. The work of the ILO is guided by Convention 121 on Employment Injury Benefits and other relevant OSH and other employment benefit instruments.

The ILO established in late 2016 a dedicated Global Employment Injury Programme (GEIP) focussing on developing employment injury insurance and protection systems and to assist the resolution of industrial accident cases at the workplace level when litigation arises to protect the rights of victims. GEIP promotes better conditions in the world of work through adequate, sustainable and affordable employment injury benefits along occupational prevention and safety. GEIP is a key partner to ILO programmes on OSH prevention, labour inspection and enterprise development, namely in support of industrialization plans. GEIP is engaged both at the policy and practical implementation levels with enterprises by engaging and liaising key business actors with employment injury insurance providers to develop and improve tools and services so workers receive benefit compensation and quality health services in a timely manner and businesses can count on efficient business processes to register and comply with the payment of their dues.

Following recent tragedies such as the Rana Plaza collapse in the garments sector in Bangladesh in April 2013, and other significant workplace tragedies in Bangladesh and Pakistan garments and related sectors, the international focus on working conditions in developing countries where labour costs are recognized to be low has led to rising attention on the responsibility for ensuring workers are duly protected not only

through prevention at the work place but also that they are covered under employment injury and social insurance and employee benefits in case of work injuries. Indeed, the coverage of all workers in case of work injury is one of the sub-indicators of the sustainable development goals 1.3 and 8.7 relating to the coverage and reporting of work accidents.

More specifically, enterprises and buyers involved in global supply chains are increasingly facing legal demands for remedial measures whenever an accident occurs creating significant unrest and distrust in some cases. Businesses in domestic and global supply chains having to devote large amounts in an unplanned manner and suffering for their reputation are increasingly looking for systemic solutions. Employment injury insurance protection systems are called upon to be established for the business environment to plan and spread risks as well as to reinforce occupation risks prevention.

The ILO is committed to build synergies with social partners to ensure that workers and enterprises in the garments and other supply chains are free from worry in case of employment injury. There is a focus as well on encouraging labour components of trade and framework agreements to encompass the right to employment injury benefits along with occupational prevention and safety. Fair trade requires providing costing mechanisms whereby the cost of protection is borne by national enterprises and reflected in the price of goods and services produced in a transparent manner. Throughout the world, this is perceived as essential to take part to the fight against inequalities and to set an even-playing field for the decent work agenda towards a fair and inclusive economy through responsible enterprises across borders.

At the global and regional levels, the ILO is supporting policy debates, namely in the context of global fora such as the G20 and OECD and UN High Commission for Human Rights, to provide insight on the state of play when it comes to coverage in case of employment injury benefits. In a 2017 report, the ILO shared an estimate of 2.7 million fatal accidents occurring each year around the world, affecting a large share of the world's GDP. It remains unclear to this date the proportion of those who are actually receiving benefits to prevent them and their families from falling into poverty. According to the ILO preliminary estimates, the majority of those fatal accidents occur in developing countries and the majority of those are unprotected, based on the limited social insurance data available. GEIP aims to address this deficit to raise awareness and to guide future technical assistance programmes to design, implement and assist reforms to improve employment injury protection for all workers and employers. GEIP is engaged in close partnership with other ILO units, such as BetterWork, and OSH prevention, labour administration, social dialogue and SME SCORE. In addition, the GEIP is partnering to build upon its current work with the ISSA and other key international and regional players in the area of employment injury insurance and related policies for prevention, including national bodies such in Europe and OECD countries and in developing countries with good practices and other expertise groups around the world, namely amongst donors. South-south and triangular cooperation is promoted.

GEIP is engaged in research as well to identify the needs for occupational benefits and the capacity to contribute according to the sectors and size of enterprises, ranging from large formal to micro informal enterprises. Tools to survey and monitor the

business factors affecting each level of business engaged in domestic and global supply chains serve to improve laws, policies and practical administrative measures and services to enterprises and workers. GEIP fosters networks between health clinics at the workplace and general health services.

The GEIP is anchored in the Enterprises Department to strengthen the synergies between ILO's know-how on employment injury protection and on enterprises, CSR and the Multinational Enterprises, namely the MNE Declaration.

The position will contribute to ensuring that the ILO GEIP technical services are duly delivered to ILO member States and the best tools and analytical approaches are developed based on existing robust methodologies reflecting up-to-date technical developments and best practices in the policy area of Employment Injury (EI) around the world. In addition, the position will contribute to the GEIP delivery of technical services to support tragic situations calling for rapid actions in cases where workers are facing serious work injuries but are not having their right to employment injury insurance and protection fulfilled. It will contribute actively to projects to remedy, build up capacities and reinforce policies at the level of systems of employment injury protection.

The position reports to the Director of the Global Employment Injury Programme and ultimately to the Director of the Enterprises Department.

DUTIES AND RESPONSABILITIES

The JPO will carry out the following tasks:

- Contribute background research inputs and to the development of analytical tools to serve the development of ILO GEIP strategy, namely to research on developments around the world.
- Compile and review international and regional framework and trade agreements relevant to specific global supply chains for their labour components and focus on occupational accidents protection and prevention.
- Compare international standards relevant to occupational risks and employment injuries, such as Convention 121 and earlier workers' compensation conventions (e.g. C.12, C.19), and a compilation of national legislations to present an overview of legal and implementation around the world; this will include contributing to establishment and other household level surveys.
- Assist in the methodology and its application to estimate the coverage of work accidents and their reporting around the world, in close collaboration with other institutional partners.
- Assist the development of ILO methodological, analytical tools for Employment Injury Benefits System Reviews with prevention and inspection, at the national and industrial zone and sectorial levels (e.g. for garments' sector and others);
- Support ILO one-stop helpdesk for enterprises, workers and social security institutions in the area of employment injury insurance - to reach enterprises in their compliance to register and duly declare their workforce.

- Assist ILO Normes Department in the review of complaint cases as submitted to the ILO Committee of Experts on Application of Conventions and Recommendations relevant to employment injury and workers' compensation instruments.
- Engage with ILO International Training Centre in Turin to build a revised training package on GEIP and by way of exploring collaborations with other relevant institutional partners, e.g. ISSA, OECD, World Bank, regional development banks and economic and trade commissions for awareness raising, data collection and capacity-building of policy makers and business actors.
- Participate into ILO activities for ad hoc compensation arrangements to victims of large industrial accidents to assist in the resolution of remedial actions, guided by C.121.
- Assist in technical backstopping, implementation and monitoring of technical cooperation projects as a junior desk officer, including technical missions and logistics for workshops and seminars.
- Other related duties as required by the supervisor.

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

- ILO GEIP strategy and concept development.
- ILO GEIP package of tools and material available in low and middle income countries.
- A large scale global event on employment injury and flagship publication.

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree in law, OSH, mathematics, engineering, actuarial science or economics. An advanced university degree / Master's or Post Graduate Diploma would be an advantage.

Work experience:

At least two years' working experience. Work experience in a policy area related to insurance or trade would be an asset.

Skills required for the assignment:

Good analytical and research skills. Familiarity with Microsoft Excel and project formulation could be an asset.

Languages:

Excellent command of English. Good knowledge of a second working language of the ILO (French or Spanish) or another language (Russian, Arabic, etc.) 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will receive on-the-job training through technical assistance to support senior experts and exposure to discussions on reforming employment injury insurance legislation and systems through social dialogue supporting enabling business environments. Training opportunities will be identified to join courses on OSH prevention and compensation protection. S/he will also assist senior experts in the preparation of training materials, will possibly join technical missions and participate in training sessions on legal, financing and administration of employment injury insurance schemes including their prevention and inspection and other inter-related actions at the enterprises' workplace level. The incumbent will be exposed to ILO multi-pronged policy approach engaging with other departments of the ILO.

Learning elements:

- The incumbent will have the opportunity to learn methodologies and techniques for analysing the legislative framework and to coordinate or take active role in analysing international and regional framework and trade agreements and to conduct comparative analysis of national legislations in referent to international labour standards.
- The incumbent will get familiarized with understanding cost factors and implications related to of employment injuries and how to assess their statistical coverage through at least 1 to 2 country activities per year.
- The incumbent will gain experience in drafting technical reports for governments and organisations representing employers and workers of ILO member States
- The incumbent will have the opportunity to provide inputs to memoranda of agreement and donor agreements.

- The incumbent will learn about the principles which should guide the development and extension of national social security systems which include employment injury insurance schemes and their relevance to businesses.
-

BACKGROUND INFORMATION

Following the Rana Plaza tragedy of 23 April 2013, more than 2'000 workers were injured or killed. The ILO took an active part in the remedy actions at the enterprises level, the labour code and for the compensation of the victims who were not duly protected or covered. The ILO has played a central technical and policy role in stirring the necessary social dialogue. The legacy of the Rana Plaza was perceived by many to relate to the establishment of a national employment injury insurance scheme.

Beyond the cases of Rana Plaza in Bangladesh and other tragedies such as the Tazreen Factory fire in November 2012 (Bangladesh) and the Ali Enterprises fire in Baldia, Karachi in Pakistan in September 2012, the ILO is requested by member States to improve the situation of decent work, including in the area of workplace safety and social protection in case of work injury.

The minimum requirement for employment injury benefits are stated in various ILO instruments, dating as far back as in 1919 in relation to workmen compensation and more recently in relation to Convention 121 (1964, revised in 1982) as well as in the context of ILO Convention 102 (1952) on minimum requirements for social security and the more recent Social Protection Floors Recommendation, 2012 (No. 202). The latter calls on the commitment of governments, employers and workers for a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible. The right to compensation, health and allied care, rehabilitation and support for return to work is crucial as a fundamental right in case of work injury for all workers, and as part of the social protection floor.

In many countries employment injury insurance has often been the first social security scheme to be implemented. Worldwide, only 33.9 per cent of the labour force is legally covered by employment injury through mandatory social insurance. If voluntary social insurance coverage and employer liability provisions are included, 39.4 per cent of the labour force is legally covered. In practice, actual access to employment injury protection is even lower, largely owing to incomplete enforcement of the legislation in many countries. A growing number of ILO member States are requesting assistance with respect to designing and implementing employment injury insurance. Moreover, member States also require ILO assistance for ad hoc compensation arrangements when large scale industrial accidents happen like the Tazreen building fire in 2012 and Rana Plaza collapse in 2013 in Bangladesh.

The ILO GEIP assists government agencies and autonomous social protection organisms as well as employers and workers organisations to develop their own

capacity for policy planning, and to improve the management and governance of their social protection schemes in case of work injury.

The Director General of the ILO established GEIP in late 2016 with a view to integrate the issue of workers' compensation more systematically to global debates around global supply chains and into ILO activities at the enterprises' level and at sectorial levels. GEIP provides a work opportunity to engage in a much challenging debate.

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: 1618
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.

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

GENERAL INFORMATION:

**Title: Junior Professional Officer – Pensions Officer & Social Security Actuary
(Modelling Officer)**

Duty station: Geneva (Switzerland)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Social Protection Department (SOCPRO)

Organisational unit: *Public Finance, Actuarial and Statistics Unit (SOC/PFACTS)*

SUPERVISION

Direct Supervision by:

Fabio Duran, Head SOC/PFACTS, Social Protection Department (SOCPRO),
duranf@ilo.org

Content and methodology of supervision:

A time-bound annual overall work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled once every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for necessary technical inputs and work procedures.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary-

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings.

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

INTRODUCTION

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).

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy for the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible. As part of this strategy the Office is committed to establish a sustainable global advisory capacity to address the needs of member States.

Taking into account ILO's limited capacities to respond to multiple requests for ILO technical advisory services from Constituents the Actuarial Services Unit of the Department provides services in the framework of development cooperation activities established in the form of direct trust-in-fund agreements. The incumbent will also provide support to the Actuarial Services Unit in aspects related to project backstopping, technical tasks and knowledge management.

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. The incumbent will also contribute to the TC projects supported by the department with the maintenance and the development of financing and actuarial models for the evaluation of pension schemes, and at the same time is expected to contribute to the financial and actuarial assessments of national social security policies.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will further contribute to:

Technical advisory support

- 1) Analyse national social security contributory and non-contributory pension schemes, including collecting data, to undertake financial and actuarial modelling.
- 2) Carry out country-specific financial and actuarial assessments of social security pension schemes and provide advice to ILO constituents on financial and actuarial issues.
- 3) Draft components of technical cooperation reports for submission to constituents.

Project management

- 4) Contribute to the establishment and the application of SOCPRO's impact evaluation tool to demonstrate the impact of projects on policy formulation and implementation, expansion of coverage and adequacy of benefits, as well as other dimensions of development.
- 5) Assist in the backstopping of project activities and monitor the progress of projects.
- 6) Contribute to the preparation of periodic and ad hoc reports on the status of projects/program planning and their implementation, including budget proposals, and ensure coordination with relevant ILO departments and country offices as well as external partners.
- 7) Assist in the development of technical cooperation projects on financial and actuarial valuations and assessments.

Knowledge management

- 8) Contribute to the development and maintenance of online information on the ILO Social Protection platform to make the management of projects more

efficient and to ensure the open source dissemination of the project outputs and their integration in the different ILO Social Protection Databases, e.g. the Social Security Inquiry.

- 9) Undertake research and prepare components of analytical reports on financial and actuarial issues of social security.
- 10) Participate in missions for the purpose of providing technical advisory support on financial and actuarial issues of social security in-line with ILO established guidelines, principles and standards.

QUALIFICATIONS AND EXPERIENCE

Education:

Education – First level degree in mathematics or actuarial science or quantitative economics with demonstrated expertise in actuarial issues in the field of social protection. An advanced university degree / Master's or Post Graduate Diploma would be an advantage.

Work experience:

At least two years' experience, of which one years at the international level in financial and actuarial work in social protection. Work experience in developing countries and/or international organisations would be an asset.

Skills required for the assignment:

Strong quantitative analytical and research skills in economy and pension finance. Familiarity with Microsoft Excel.

Good computer skills in coding programmes such as Microsoft Visual Basic for Applications (VBA) and strong analytical skills, good skills in the use of Microsoft Office Professional, Knowledge of SPSS.

Languages:

Excellent command of English. A good knowledge of a second working language (French and/or Spanish) would be an asset.

ILO competencies:

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

Good interpersonal skills and ability to liaise and cooperate with other members of the team, other units and field offices; 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. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will assist senior experts in the analysis of data and modelling of ILO tools for the financial assessment of implementing, extending or reforming social security schemes in some ILO member States. S/he will also assist senior experts in the preparation of training materials and participate in training sessions on financing and administration of social security schemes.

Learning elements:

- The incumbent will have the opportunity to learn quantitative methodologies and techniques for analysing and modelling the current and future cost and the financing of social security schemes.
- 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.

BACKGROUND INFORMATION

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

At present, approximately 30 middle- and low-income countries have already taken measures to introduce elements of an SPF. Their experience has shown that social security schemes are a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The Social Protection Department assists government agencies and

autonomous social protection organisms to develop their own capacity for quantitative planning, and improve the management and governance of their social protection schemes.

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International
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Post number: 1620
Month of issue: September
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Social Protection

Duty station: Islamabad, Pakistan

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Country Office Islamabad, Pakistan

Organisational unit: CO Islamabad

SUPERVISION

Direct Supervision by:

Ms Ingrid Christensen, Country Director ILO Islamabad (christensen@ilo.org)

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on work items related to strengthening capacity of constituents in Pakistan on application and reporting on International Labour Standards.

Regular meetings between the JPO and the supervisor about implementation, monitoring and review of the work plan will be scheduled monthly, as part of monthly Office Management Team meetings.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for sustainable implementation of work plan.

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to gauge results, identify challenges, propose remedial measures and alternatives for timely and effective results based management of the work items.

The JPO will accompany and assist the supervisor in missions, seminars, workshops, meetings related to social protection within the UN System, with Government institutions and with tripartite constituents.

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

INTRODUCTION

Within the framework of Pakistan Decent Work Country Programme (PAK 226), the ILO is providing technical assistance to Government of Pakistan on promoting well coordinated and comprehensive Social Protection System, specifically on extending social protection to the vulnerable groups. This ILO technical and capacity building support has been very welcomed by the Government given the fact the subject of Social Protection has been recently devolved to the provinces and the capacity to develop comprehensive social protection policy in line with international standards is very weak.

The work on social protection system is linked to global outcome 3 on 'Creating and extending social protection floors' of Planning & Budget (P&B) 2016-17. The results would be measured under indicator 3.1 (Member States that have improved their social protection policies and financing strategies, the governance of social protection schemes or the coordination of social protection). The work also contributes to the Area of Critical Importance 3 on promoting social protection floors.

DUTIES AND RESPONSIBILITIES

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

- Support office in taking forward ongoing work on piloting Social Protection Floor initiative in KP Province in collaboration with Planning & Dev Department
- Update and maintain database on existing social protection programmes.
- Compile analytical progress reports – achievements and challenges - at the federal and provincial level on Social Protection and provide inputs and strategies to meet the challenges.
- Support the 'Social Protection Team' in UN System of Pakistan for achieving its targets for 2016
- Create liaison between Ministry of OP&HRD and Planning Commission of Pakistan for effective integration of social protection in national policies
- Help office in developing and implementing a process on 'Social Dialogue to ensure sustainability of existing social protection programmes in Pakistan';
- Participate in the development of identification of training needs of constituents to support social protection system
- Develop training modules and facilitate roll out of training to constituents.

- Liaise with consultants to support application and reporting on Social Protection in Pakistan. Prepare TORs, supervise work and ensure alignment with DWCP priorities.
- Collaborate with programme colleagues in CO Islamabad to implement the Decent Work Country Programme, with specific reference to the component on Social Protection
- Prepare proposals for programme development and resource mobilization on Fundamental Principles and Rights at Work, with specific reference to Social Protection and related International Labour Standards.
- Organize trainings, workshops and seminars for constituents on areas related to assignment.
- Organize Tri-partite Consultations periodically to review the Social protection system and processes.
- Perform others task that may be assigned by the supervisor.

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

- Consolidated the ongoing programme support to KP Government for piloting Social Protection Floor initiative
- UN System 'Social Protection Team' achieves the targets set for 2016
- Support to Federal Government for consolidating social protection frameworks and existing institutions

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in social sciences, economics, law or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in social sciences, economics, law or a related field.

Work experience:

Minimum:

At least two years of experience in labour issues in general and social protection in particular at the national / international level.

Desirable:

Work experience in legal field in a developing country or with an international organisation. Experience of and familiarity with the working of government at federal and provincial levels would be an added advantage.

Skills required for the assignment:

Minimum:

Excellent computer skills in word, excel and powerpoint; strong analytical and research skills in labour laws; Basic knowledge of labour issues in informal economy; Good skills in imparting training and report writing; excellent communication and presentation skills.

Desirable:

Good knowledge of labour issues in South Asia; Good skills and demonstrated ability to initiate and conclude diverse stakeholder dialogue; Exposure to previous experience of developing and managing projects would be an asset;

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the work on social protection system, the JPO will get trained to better understand social protection challenges, measures to support social protection system, support social dialogue among tripartite constituents, and support a UN-wide system on Social Protection. Through guidance of the supervisor and senior colleagues get trained in reporting requirements and various legal provisions of social protection. Through seminars, workshops and interaction with specialists in areas of social protection and related fields gain working experience in both programme and technical fields.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular work with SOCPRO and coordination between Offices in Geneva, Bangkok, New Delhi and Pakistan.
- Become familiar with ILO's mandate and with Decent Work Country Programme and Results Based Management.
- Interact with constituents and strengthen social dialogue.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the One UN Programme in Pakistan.
- The JPO will gain in-depth knowledge of Social Protection systems and will further develop skills to address issues on labour administration and fundamental principles and rights at work.

BACKGROUND INFORMATION

The Constitution of the Islamic Republic of Pakistan confers upon its citizens the right to a certain minimum standard of living. The Pakistani Constitution has several clauses pertaining to provision of social protection. The Preamble to the Constitution guarantees 'social justice' for all without discrimination; Same obligations of the State have been reiterated in Article 2A - the Objectives Resolution; Article 11(2) on prohibition of forced labour and 11(3) on hazardous child labour are strong enabling clauses; Article 25A makes the state responsible to provide free and compulsory education for all, which is a pre-requisite for social justice; Articles 34 and 36 entail allowing equal opportunities to women and protecting the rights of minorities respectively; Article 37(a) on protecting the interests of backward classes or areas; Article 37, Clauses (b) through (f) are all enabling clauses for social protection in its broader sense.; and finally, 'facilities for work and adequate livelihood' (38 b), 38(c) on social security for the employed by compulsory social insurance', 38(d) on provision of 'basic necessities of life ...irrespective of sex, caste, creed or race' and binds the state to ensuring a minimum standard of living for the unemployed and the vulnerable otherwise; and 'reduce disparity in the incomes and earnings of citizens' (38 e).

In line with these constitutional provisions, the long term roadmap for national development - the Pakistan Vision 2025 stresses upon enhancing the effectiveness and range of available social protection instruments following the rights-based approach. The Vision calls for mainstreaming social protection into all government

policies to ensure social equity and inclusion. 'Besides targeted schemes, the scope will be extended to employment creation or employment-related forms of social protection, such as social assistance, social insurance, social equity, social development and economic empowerment', states the Vision 2025.

Thus the ILO is working closely with other UN Agencies and Government of Pakistan on promoting a comprehensive and well coordinated social protection system.

1. This priority area of action was rigorously discussed by the constituents as an inclusive growth measure. The existing coverage of social protection is far lower than the regional and global standard. The workers representative also highlighted the importance of expanding social protection coverage to various categories of workers as an inclusive growth strategy.
2. There is lack of coordination among the three ongoing social protection programmes in the country i.e. the federal level Workers Welfare Fund (WWF) and the Employees Old-age Benefits Institution (EOBI), and provincial level Employees Social Security Institution (ESSI), which needed to be addressed.
3. Lack of coordination between the federal and provincial level in streamlining social protection schemes was also a concern. Participants agreed that actions related to the extension of social protection floors would need to be embedded within the next DWCP.
4. In 2014-15, CO-Islamabad supported the Government of Khyber Pukhtunkhwa (KP) Province to develop a social protection policy based on the concept of social protection floor. Significant progress was achieved in putting in place the preliminary building-blocks for a comprehensive and coordinated social protection system. Based on its successful implementation, Federal Government as well as other provinces have also requested for technical support in this regard. A joint UN Working Group on Social Protection is also formed – with ILO as its Convenor.

In 2016-17, CO-Islamabad intends to take forward its work in KP Province by implementing coordinated Social Protection System in two selected Districts and finalize the social protection policy for replication in other provinces and regions. During this biennium, ILO also intends to lead a UN System wide 'Social Protection Team' to develop a joint programme on Social Protection. Similarly, the Office will support the tripartite constituents to undertake a Social Dialogue on sustainability of existing social protection programmes (EOBI, WWF, Workers Participation Fund).

The strategic fit of the proposed work is linked to global outcome 3 on 'Creating and extending social protection floors' under the ILO Programme & Budget (P&B) 2016-17. The results woul). The work alsd be measured under indicator 3.1 (Member States that have improved their social protection policies and financing strategies, the governance of social protection schemes or the coordination of social protectiono contributes to the Area of Critical Importance 3 on extending social protection for all.

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.

JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

GENERAL INFORMATION:

Title of the posting: Junior Professional Officer (JPO) Programme Analyst

Duty station: New York

Duration of the assignment:

Sector of Field Office: ILO Office for the United Nations

Supervision : Director

INTRODUCTION:

The ILO Office for the United Nations (ILONY) is responsible for advancing decent work and ILO core priorities in the United Nations (UN) bodies and processes, as well as with national delegations, representatives of intergovernmental and non-governmental organizations accredited to the UN and employers' and workers' organizations participating in or observing UN activities. ILONY provides strategic advice to the ILO senior management and technical areas on strategic engagement with the UN and ensures that ILO core priorities, policies and experience are appropriately presented and reflected in internationally agreed outcomes emanating from the UN, including the General Assembly and its Economic and Social Council (ECOSOC) in particular in the context of the Agenda 2030 for Sustainable Development. ILONY is also responsible for enhancing advocacy and visibility of the ILO work and supporting multi-stakeholder partnerships to implement the Sustainable Development Goals. ILONY represents the ILO in appropriate UN fora and meetings and ensures close liaison with the Office of the UN Secretary General and relevant UN departments, funds, programmes and agencies based in New York as well as with the UN Sustainable Development Group.

DUTIES AND REPONSABILITIES

The JPO will carry out the following tasks:

- Assist the UN reform team of the ILO with substantive inputs to United Nations Sustainable Development Group task team meetings. This involves close liaison with regional focal points and ILO headquarters.
- Assist in monitoring and keeping track of the work of UN second committee and third committees as well as inter-agency meetings including the UNDG with a view

to enabling the ILO to provide, where necessary, policy guidance and enhance policy coherence.

- Draft reports, documents, talking points and statements related to the ILO's mandate, policies, interests, competencies and programmes, for formal and informal meetings.
 - Assist, through information collection and analysis, in carrying out research and preparing papers on issues of relevance, including implementation of the reform of the UN development system.
 - Assist in carrying out ILO-NY's communications strategy by organizing discussions, briefings and training seminars with government delegations to the UN, the UN Secretariat, UN agencies, regional commissions and representatives of international organizations, non-governmental organizations, think tanks, foundations and universities on matters of ILO concern.
 - Undertake other duties as may be required.
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QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree in political sciences, economics, social sciences, international development or other relevant discipline.

Experience: Experience in policy analysis and knowledge of the UN system as well as the ability to communicate with a variety of audiences (both specialized and non-specialized).

Languages: Excellent oral and written communications skills in English are required.

Other skills: Strong organizational as well as interpersonal skills and the ability to liaise and cooperate with other members of the team and other programmes at headquarters and field offices. Proven ability to develop and nurture positive relations with ILO constituents and engage in capacity building and policy advice.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

- ILONY staff will work closely with JPO providing hands-on experience in UN intergovernmental and interagency processes.
- JPO will develop broad understanding of the ILO principles and programmes and their application through self-study, knowledge sharing with ILONY/HQ staff, direct engagement with UN Member States and interagency colleagues.

Learning elements:

September – December

- Basic understanding of UNGA Committee Structures and agendas and relevance of ILO principles and programmes to same.
- Basic understanding of UNSDG structures and ILO involvement.
- Basic understanding of ILO structures, agenda and programmes.

January – September

- Basic understanding of ECOSOC structures and agendas and relevance of ILO principles and programmes to same.
- Enhanced understanding of UNSDG mechanisms and application of ILO principles and programmes.
- Enhanced understanding of ILO structures, agenda and programmes.

Results expected: Effective support for ILO-NY in achieving greater policy coherence through engagement in inter-agency and inter-governmental meetings and in knowledge sharing in ILO technical areas.



International
Labour
Office

Post number: 1627
Month of issue: January
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Implementation and Supervision of the MLC,2006*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Standards Department (NORMES)*

Organisational unit: *Application of Standards Branch (APPL)*

SUPERVISION

Direct Supervision by:

Beatriz Vacotto, Head of the Maritime Unit, vacotto@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month.

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

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

INTRODUCTION

The position is located within the International Labour standards Department (NORMES).

NORMES strives to enhance the relevance of International Labour Standards (ILS) to the world of work and to ensure their role as a useful means of achieving the constitutional objectives of the Organization, as well as the ILO strategic objectives, as called for by the 2008 Declaration on Social Justice for a Fair Globalization.

More specifically, NORMES is responsible: (i) for designing and implementing the ILO standards-related activities in accordance with the standards policy adopted by the Governing Body; (ii) for supporting and servicing all the supervisory bodies of the ILO and (iii) for the promotion of Office-wide coherence and cooperation on ILS. During this biennium (2016-2017), the focus of NORMES is on effective engagement of and ownership by the tripartite constituents in the preparation, adoption, application and review of international labour standards; wider ratification and implementation of and effect given to international labour standards, guided in particular by the observations of the supervisory bodies; strengthened capacity and awareness of tripartite constituents, members of parliament, judges and other key actors with regard to applying international labour standards and the guidance of the supervisory bodies.

The JPO will be assigned to work in the Maritime thematic units. This unit provides support to the supervisory bodies (in particular the Committee of Experts on the Application of Conventions and Recommendations) and technical assistance to the countries on the implementation of a number of Conventions, including the Maritime Labour Convention (MLC,2006).

As part of her/his training, the JPO may also contribute to the work of other thematic units.

DUTIES AND RESPONSABILITIES

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

1. Examine reports by governments and observations by employers' and workers' organizations on ratified Conventions within the thematic unit. Prepare comparative analyses of the legislation and practice of the member States which have ratified the Conventions. Draft comments for examination by the Committee of Experts during their annual meeting.
2. Participate as a member of the secretariat of various committees dealing with international labour standards, including the preparation of

background material and documents, drafting records of meetings, drafting reports, etc.

3. Participate in activities relating to the technical assistance provided to member States concerning the ratification of international labour Conventions and their effective implementation, in particular the MLC,2006.
4. Prepare draft replies to requests from constituents on questions relating to international labour standards or other legal questions. Undertake research and legal studies on issues relating to the relevant subject matters, as requested by the supervisor.
5. Perform others task that may be assigned by the supervisor.

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

- Annual session(s) of the Committee of Experts (CEACR)
- Annual meeting of the Conference Committee on the Application of Standards
- Meeting(s) of the Special Tripartite Committee established under the Maritime Labour Convention, 2006

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree in Law, preferably in international law

Work experience:

Minimum:

At least two years of experience in a related field, at the national or international level

Skills required for the assignment:

Minimum:

Technical skills: ability to review legal texts, analyse legal issues, draft clearly and concisely, and take initiatives to keep-up-to-date with new developments in the relevant field.

Behavioural skills: ability to carry out assignments in accordance with instructions and guidelines; work within tight deadlines and respect confidentiality; adaptability.

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 would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will be trained through the performance of her/his tasks and the guidance of his/her supervisor as well as senior colleagues in the Branch.

The Official will also be able to take part in activities organized at the Department level, including seminars and workshops, and to interact with ILS field specialists.

Learning elements:

- Become familiar with ILO's mandate and with the functioning of its standards system
- Interact with Colleagues in other Departments, in particular in SECTOR and WORKQUALITY
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

See <http://www.ilo.org/global/standards/lang--en/index.htm> and in particular the webpage dedicated to the MLC,2006

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 2 on International Labour Standards

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The ILO has a smoke-free environment.

JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

GENERAL INFORMATION:

Title of the posting: JPO on Social Protection Policy, particularly on Maternity Protection, Child and Family Policies

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Sector or Field Office: Social Protection and Gender Equality

Organisational units: Joint appointment of ILO Social Protection Department (SOCPRO): Christina Behrendt; and ILO Conditions of Work and Employment Department (WORKQUALITY) – Gender, Equality and Diversity Branch (GED): Shauna Olney

PA/SR Initiators: Christina Behrendt (SOCPRO) and Laura Addati (GED)

SUPERVISION

Direct Supervision by: Christina Behrendt, Head of the Social Policy Unit, Social Protection Department (SOCPRO) and Laura Addati, Maternity Protection and Work-Family Specialist (GED)

Overall Supervision by: Ms. Ortiz, Director, Social Protection Department and Ms. Manuela Tomei, Director, Conditions of Work and Employment Department

Content and methodology of supervision: Work planning and review will be carried out in consultation with the incumbent and technical guidance and daily supervision will be carried out directly by SOCPRO under the supervision of Ms. Christina Behrendt and GED under the supervision of Ms. Shauna Olney. Overall supervision remains with the Director of the Social Protection Department and the Director of the Conditions of Work and Employment Department.

INTRODUCTION

The position is a joint appointment by the ILO Social Protection Department (SOCPRO) – Social Policy Unit (SOC/POLICY) and the ILO Conditions of Work and Employment Department (WORKQUALITY) – Gender, Equality and Diversity Branch (GED) to support the collaborative work of the two departments in the areas of maternity protection, child and family policies (including maternity benefits, breastfeeding arrangements, paternity and parental leave, child benefits and child care services). These activities

contribute to the ILO Global Flagship Programme on Social Protection Floors for All and to the ILO Centenary Initiative on Women at Work.

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 "to enhance the coverage and effectiveness of social protection for all" 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). This Recommendation highlights the commitment of governments, employers and workers in the ILO's 187 member States to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security. In its horizontal dimension through a rapid implementation of national social protection floors which introduce sets of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout 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.

WORKQUALITY is responsible for developing the ILO knowledge base on wages, working hours and other working conditions, and equality and diversity, and for providing integrated policy advice and capacity-building on inclusive and efficient labour market institutions and workers' protection, as well as for labour migration issues. GED is responsible in particular for promoting gender equality and respect for diversity in the world of work. It strives for the elimination of discrimination, including based on gender, maternity and care responsibilities, race, ethnicity, indigenous identity, HIV and AIDS and disability. It provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces, and addressing multiple discrimination. It also works with constituents to ensure that policies, programmes and institutions are gender-responsive. GED participates in UN-system wide cooperation and collaboration on gender equality, disability and indigenous peoples and ethnic minorities. GED also coordinates the ILO's women at work centenary initiative, which has been launched with a view to undertaking a major stocktake of the status and conditions of women in the world of work, and identifying 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. The initiative brings together existing knowledge in key thematic areas, supports policy-oriented research, addresses data gaps, and importantly examines issues from new perspectives to elicit innovative thinking with a view to creating a new blueprint for action at the national, regional and international levels.

The incumbent will assist in the ILO's analytical and policy development work with regard to various aspects of social protection and work-family policies, namely with regard to maternity protection, child and family policies (particularly on maternity protection, parental leave, child benefits and child care services). This work will include the development of research and background papers on various aspects of social protection and work-family policies; contributions to technical reports; contributions to the development of policy guidance and capacity-building material, based on a profound qualitative and quantitative analysis of relevant information and data. The incumbent will work under the joint direction of the Director of the Social Protection Department and the Conditions of Work and Employment Department, and the joint immediate technical supervision of the Head of the Social Policy Unit, Social Protection Department (SOC/POLICY) and the Maternity Protection and Work-Family Specialist (GED). In this context, the incumbent will also collaborate with other units within SOCPRO and WORKQUALITY's Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) and Labour Migration Branch (MIGRANT).

The incumbent will contribute in particular to Outcome 3 on social protection, to Outcome 1 on more and better jobs, to Outcome 8 on unacceptable forms of work and to the cross-cutting policy driver of gender equality and non-discrimination in the Programme and Budget for the biennium 2018-19.

DUTIES AND RESPONSABILITIES

The Junior Professional Officer will carry out the following tasks:

- Compile and analyse relevant quantitative and qualitative information necessary for the assessment of the social protection and work-family policies at the national, regional and international level, particularly regarding maternity protection, child and family policies (particularly maternity benefits, breastfeeding arrangements, paternity and parental leave, child benefits and child care services).
- Analyse data for assessments and research studies of social security schemes, work-family and social policies, especially of SPFs.
- Prepare research and background papers on various aspects of social protection, maternity protection and child care policies;
- Draft components of global, regional and country analyses for reports and publications on various aspects of social protection and work-family policies, in particular with respect to policy development, implementation, monitoring and impact analysis;
- Contribute to the development of policy guidance and capacity-building material;
- Assist in technical backstopping, project implementation and monitoring as a junior desk officer;
- Participate in technical missions for research, training and fact finding;
- Assist in organising workshops and seminars.

QUALIFICATIONS AND EXPERIENCE

- Education:** Advanced university degree in social policy, economics, political science, sociology, law or related subject or the equivalent professional experiences.
- Experience:** Two to three years of work experience in the development, implementation, monitoring and analysis of social protection policies with a good understanding of gender equality issues in a national government institution, research institution or international organisation would be an asset. Experience in working with household survey data would also be an asset.
- Skills:** Familiarity with word processor, presentation and spreadsheet calculation software such as Microsoft Word, PowerPoint and Excel. Knowledge of statistical packages, such as SPSS or STATA, as well as database applications such as Microsoft Access would be an asset.
- Languages:** Excellent command of English or French. A good knowledge of a second working language (English, French and Spanish) would be an asset.
- Competencies:** Excellent quantitative and qualitative analytical skills; ability to communicate effectively both orally and in writing including excellent drafting skills; ability to take initiatives; 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 research work; ability to draft press releases, discussion papers, reports; good computer skills.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will assist senior experts in the analysis of national social protection systems, with a specific emphasis on maternity protection, child and family policies, and their impact on social and economic development, including on the impact on employment, gender equality, household incomes, poverty and inequality. S/he will also assist senior experts in developing policy guidance and training materials for ILO member states on various areas of social protection and employment policies, based the ILO labour standards as well as good practices identified in ILO member States.

Learning elements:

The incumbent will have the opportunity to deepen his/her knowledge on the quantitative and qualitative analysis of gender-responsive social protection, with particular emphasis on maternity protection, child and family policies and the development of policy guidance for ILO member States. The incumbent will gain experience in drafting research reports, as well as technical reports for governments of ILO member States. The incumbent will learn about the principles which should guide the development and extension of gender-responsive national social security systems which include the social protection floor guarantees.

BACKGROUND INFORMATION

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 187 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security. In its horizontal dimension through a rapid implementation of national social protection floors which introduce sets of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout 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.

At present, more than 30 middle- and low-income countries have already taken measures to introduce elements of a SPF in their national social security systems. Their experience has shown that social protection is a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes. Effective policies to promote maternity protection, child and family policies are one of the key elements of such policies, and broader policies to promote decent work for women and men, gender equality and non-discrimination.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The ILO's Social Protection Department assists government agencies and autonomous social protection organisms to develop their own capacity for policy design, policy planning and monitoring, and improve the management and governance of their social protection schemes.

At its 104st Session in June 2015 the International Labour Conference adopted a Resolution concerning the recurrent discussion on social protection (labour protection) "Labour protection in a transforming world of work". The Resolution

points to the importance of complementarity between labour protection and social protection and the central role of maternity protection to effective and inclusive labour protection.

Maternity protection is essential for protecting the health and safety of mother and child, for gender equality and women's enhanced participation in the labour force, helping to expand the pool of talent available to the economy. All women, including those in non-standard forms of employment, in small and medium-sized enterprises, in the informal economy and those in social groups that are most at risk, should enjoy protection without discrimination, as provided for in the Maternity Protection Convention, 2000 (No. 183). Financing maternity benefits through general taxation or social security, rather than placing the liability on the employer, can mitigate disincentives to recruit women. Closing the coverage gap requires the design and implementation of viable strategies, including building national social protection floors and adapting workplaces and processes, for the gradual extension of maternity protection to all women.

Maternity leave, together with paternity or parental leave, childcare services and family-friendly working arrangements, are part of a broader set of work-family reconciliation measures for both men and women workers. These range from public policies and collective bargaining to workplace initiatives. The Workers with Family Responsibilities Convention, 1981 (No. 156), provides relevant guidance to this effect.



VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

Job Description

Ref: 1633

January 2019

Duty Station -Colombian project office located in Bogotá

General Information

Title: Junior Professional Officer on Labour Economics and Rural Development

Duty station: Bogotá, Colombia

Duration of the assignment: 12 months, renewable

Grade: P1-P2

Department/ Field Office: DWT/lima

Organisational unit: DWT/lima

Unit Chief: Philippe Vanhuynegem, Director CO/DWT for Andean Countries

Direct Supervision by: Italo Cardona, Labour Law and Labour Administration Specialist

Background

The Decent Work Team and Country Office of the ILO for the Andean Countries looking to fill a position of Junior Professional Officer to support the implementation of ILO activities for the peace process in Colombia. This official will be responsible for support the economic development component, assisting the design and implementation of the initiatives that the ILO will drive to contribute to the peace process in Colombia, as a result of the peace agreements between national government and FARC.

The JPO will work in the framework of the Memorandum of Understanding signed between the Government of Colombia and the ILO in order to promote decent work in rural areas, and by which they are designed and interventions are implemented by ILO along lines of work of the organization contained in its mandate. In addition, the JPO will support any joint response that may result from institutional coordination with other public sector entities, agencies of the United Nations System, and/or ILO constituents in Colombia that may arise with the implementation of the peace agreements the country.

According to the nature of the program, this is particularly useful given the ease of adapting to the changing needs in personnel and priorities in Colombia, and also provide training opportunities in the workplace for young professionals. According to the nature of the necessary work to be carried out, the office will require a young professional in Economics (B.A) (B.S) or related sciences, preferably with a master's in Public Policy, Public Administration or Economics, and, with at least three years of experience.

Content and methodology of supervision

- A time-bound work plan will be agreed between the JPO and the supervisor and will approved by Unit Chief.
- Regular meetings between the JPO and the supervisor about his/her assistance will be scheduled every week.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor.



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- Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the person is clear on the duties that are under his/her responsibility.
 - The JPO will accompany and assist the supervisor in meetings, workshops, seminars, and missions, as necessary.
 - Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers

Task Description

Under the general supervision of the Labour Law and Administration Specialist of ILO Office of Andean Countries, who supports the coordination of the Office in Bogotá (Colombia), the JPO, will be responsible for supporting the Labour economic and rural development component of the of the initiatives that the ILO will drive to contribute to the peace process in the country, as a result of the agreements signed between national government and FARC.

Duties and Responsibilities

1. Review and analyze specific rural employment and development plans, socioeconomic data, reports and other relevant information; identify potential areas of technical cooperation projects and provide written analysis of the findings to management.
2. Prepare detailed technical reports according to the requirements made by the direct supervisor of this JP position.
3. Monitor the progress of the programs, projects and activities of the ILO through review, verification and analysis of work plans, progress reports, final reports and other data to ensure clarity, consistency and integrity.
4. Provide support programming and administrative programs and projects in areas of responsibility.
5. Prepare labor economics and rural development instructions, background information, and periodic reports, technical reports and statistical data on the status of program activities / projects.
6. Collect and prepare basic data needed for planning and negotiating activities program / project, considering different approaches and alternative methods for project design, management, problem identification and problem solving. Supervise delayed documents, clarify information and answer questions about licensing requirements and processing.
7. Participate in the organization of conferences, seminars, workshops, training sessions and meetings, and, participate in events that take place in the field of technical assistance from the ILO for post conflict.
8. Provide relevant information on program issues to ILO specialists, project experts, associate experts and visiting officials
9. Write in, or translated into, local language(s) newsletters, official correspondence, statements and speeches and other public information materials.
10. Assist in the preparation of technical proposals for the participation of the ILO rapid response programs for post-conflict phase.
11. Any other duty that might be assigned by the Director of the Office or responsible for the technical coordination of the Office in Colombia, related to the job object 1.

Education/Instruction level

First university degree in economics (B.A) (B.S) or related sciences with an advance university degree in Rural Development, Public Policy, Economics or similar technical fields.



Languages

Perfect command of Spanish and English (oral and written). Ability to prepare proposals and technical reports in both languages is required.

Experience

A minimum of three years of professional experience developed in the fields of Labour Economics and/or rural development programs. Experience in the design, implementation and project management. Experience in the organization, management and conducting workshops and seminars. Technical experience required working with the ILO or other agency of the UN System.

ILO competencies

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

Training components and learning elements

Training components:

The Junior Professional Officer will benefit from the work in a multidisciplinary team and the leadership of the Specialist on Labour Law and Administration of the ILO office of Andean Countries, who supports the coordination of the Office in Bogotá (Colombia), who will supervise and guide him/her in the development of his/her work.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms.
- Become familiar with ILO's mandate and with how it provides technical assistance to the constituents.
- Interact with the constituents of the ILO, other UN Agencies and associates working on the activities set up in the DWCP.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system.
- The JPO will gain in-depth knowledge of employment and social protection and will further develop research and the preparation of reports skills.



International Labour Office

Instructions:

1. This Form must be completed and returned to the HR partner for approval before the intended recruitment request is submitted to HRD.

For HRD Use Only	
Job Description Received:	
Approved & Returned:	

Position (Title):	Junior Professional Officer (JPO) Monitoring and Communication
Grade:	P.2
Duty Station:	Dili, Timor-Leste
Type of contract (SST, ST or FT):	Fixed-Term Appointment
Source of funding (TC, PSI or RBSA):	JPO Programme/Associate Expert Programme
Duration:	

Introduction:

Timor-Leste is one of the least developed countries in the region. Its economy is essentially agriculture- based, with approximately 70% of its total population of about 1.1 million living in rural areas. The rural areas account for about 3/4 of the country's poor. Subsistence farming provides the main source of livelihoods for the large majority of the rural population. Agricultural productivity however is low when compared with other countries in the region and suffers from insufficient diversification.

A key constraint to economic development is the poor condition of rural infrastructure in general, and the rural road network in particular. In fact, the majority of the rural roads are little more than tracks, and as such are largely unmaintainable in their current state. The consequence of poor connectivity in the rural areas is obvious. A major portion of rural households continue to rely on subsistence farming and lack access to basic services such as health and education, proper sanitation and reliable water supply.

On the other hand, evidence from the work of rural road programmes, such as ERA and R4D in providing reliable transport access clearly show the extent of the development potential. When road access is improved and maintained, development do take place, facilitating the provision of basic services, an increase agricultural extension services leading to exports of agricultural produce, access to markets and an increase in other economic activities. Equally, the training of local contractors in executing rural road works has shown benefits beyond the confines of the project as these entrepreneurs continue to carry out public works funded by other sources than the ERA project, including improving and maintaining rural roads elsewhere in the country.

The Partnership for Sustainable Agro-Forestry (PSAF) between Timor-Leste, the EU, Germany and ILO is to contribute to a peaceful, inclusive and sustainable development in Timor-Leste, through improved rural access, the creation of employment, economic and domestic revenue opportunities, and a durable reduction in food insecurity and malnutrition in rural areas.

The PSAF Specific Objective 2 (PSAF SO2), "to implement a capacity building and labour-based programme to rehabilitate and maintain rural roads in order to improve access to agro forestry areas, employment and economic opportunities for local population" the component that will be implemented by the ILO, the "Enhancing Rural Access Agro-Forestry Project" ('ERA Agro-Forestry').

The JPO will be responsible for the management and implementation of the Monitoring & Evaluation Framework and Communication strategy of the project. In particular, he/she will be responsible to monitor and assess the progress and performance - against agreed indicators and/or work plans - related to the project's outcomes, scheduled inputs, planned activities, targeted outputs and established procedures, processes and standards (including quality standards). Furthermore, he/she will ensure that the knowledge produced by the project will be managed and shared in an efficient way. Capacity building is a key element in the job description for the JPO and all activities will be undertaken in support of the counterpart institution and the local counterpart staff, in particular the PS-DCS, with phased hand over and full transfer of responsibility by the end of the assignment.

The JPO will report directly to the Chief Technical Advisor of the project and will work in close collaboration with the project's counterparts.

Description of Duties:

General

- Liaise with key local stakeholders and partner agencies to ensure that the objectives and outcomes of the project are effectively communicated and shared amongst key stakeholders and that they interface effectively within the Timor-Leste government context in order to increase resource allocations to the economic sectors supported by the project;
- Undertake any other tasks as assigned by the Chief Technical Advisor that are within his/her area of expertise and that are relevant to the assignment.

Technical

- Regularly update project's Performance Plan and M&E Plan;
- Analyse performance data and prepare key reports;
- Develop and refine M&E tools, mainstreaming gender and environmental concerns in all M&E protocols;
- Provide technical oversight of key M&E processes, including the development and refinement of tools/approaches to monitor effects/impacts of the project;
- Ensure that monitoring and evaluation results are taken into account for the continued implementation of the project;
- Provide inputs to internal and external M&E missions/consultancies, as and when required;
- Plan, write, prepare and/or review press releases and articles to be used in the project publications, giving particular emphasis on the impact of the labour-based approach and promoting women-headed enterprises;
- Research, interview, write, edit, proofread and distribute content for electronic and print communication;
- Produce regular 'stories of change' reflecting the impact of the project on its direct and indirect beneficiaries;
- Organise storage of photos and other information materials in a systematic way to ensure easy access;
- Develop and implement a project's communication, visibility and knowledge management strategy;
- Assist in preparing information of project reports, project steering committees and visiting delegations.

Required Qualification:

Education:

- Advanced university degree with demonstrated expertise in development studies, business management, international development, social science, communication or a related discipline.

Languages:

- Excellent command of English. Incumbents for international positions have to be willing to learn one of the local languages.

Experience:

- Two-three years' experience working in sector level performance management, preferably in enterprise development international development programs, and experience and understanding of monitoring and evaluation and communications in a development context.

Competencies:

- Knowledge of methods for the monitoring and evaluation of technical and socio-economic aspects of development programmes and projects with specialization in the application of qualitative and quantitative methods;
- Knowledge of processes and tools for design, monitoring and evaluation based on the Logical Framework Approach;
- Knowledge of participatory methods of monitoring and evaluation and professional experience with organizations in these areas;
- Appreciation of organizational change processes in complex and low capacity environments;
- Knowledge of gender equality mainstreaming concepts and strategies and a demonstrated commitment to gender equality;
- Professional and personal endurance and commitment to complete complex assignments efficiently and effectively in a high demanding working environment;
- Proven ability work as a team player in large and diverse teams and to maintain a good balance between initiating activities and consulting, coordinating and liaising with stakeholders and other concerned parties;
- Demonstrated ability to train, coach and mentor counterpart staff – within an individual, team and organisational context;
- Demonstrated strong analytical and conceptual skills and the ability to prioritize assignments;
- Ability to interact and influence management decisions at various levels
- Good computing skills, at least in MS Word, MS Excel and MS PowerPoint;
- Ability to develop and implement monitoring system according to the DCED standards is considered an advantage;
- Experience in the use of Management Information Systems (MIS) is an advantage
- Familiarity with the ILO and its work with tri-partite partners will be an advantage.



International Labour Office

Instructions:

1. *This Form must be completed and returned to the HR partner for approval before the intended recruitment request is submitted to HRD.*

<i>For HRD Use Only</i>	
Job Description Received:	
Approved & Returned:	

Training Components and Learning Elements:

Training components:

- The JPO will assist the chief technical adviser in the implementation of the Monitoring & Evaluation Framework and the Communication strategy of the project. The JPO will have great learning opportunities through on-the-job experience and daily interaction with other ILO experts and government officials in Timor-Leste.
- Regular feedback session from specialist in ROAP Office and HQ office.

Learning elements:

- The JPO will have a great opportunity to improve his/her knowledge and skills in monitoring & evaluation and communication strategy of a development programmes;
- The JPO will have the opportunity to develop and implement project's communication and knowledge management strategies;
- The JPO will learn to engage with and build partnership with ILO constituents, UN partners and the private sectors in Timor-Leste;
- The JPO will have the opportunity to develop his/her creativity and ability to work within a cross-disciplinary team in multicultural setting.



International
Labour
Office

Post number: 1702
Month of issue: September
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer (Communications)

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 & ILOAIDS Branch

SUPERVISION

Direct Supervision by:

Afsar Syed Mohammad, Senior Technical Specialist / Head of Communication, Partnership and Training Unit; email: afsar@ilo.org

Overall supervision by: Shauna Olney, email: olney@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

A time-bound work plan will be agreed between the JPO and the supervisor. Meetings between the JPO and the supervisor will be scheduled every two weeks to review the progress. Adjustments, as necessary, will be made to the work plan, based on the review.

As necessary, specific 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, develop an understanding of the thematic areas of the Branch and the work processes.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify that the work is progressing well, ascertain the JPO's needs for guidance/ support and make the assignment fulfilling for the JPO.

The JPO will accompany the supervisor in meetings, seminars and workshops in Geneva, wherever feasible. The JPO may also accompany the supervisor on selected missions to attend important meetings /workshops/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 Gender, Equality and Diversity & ILOAIDS Branch is responsible for promoting gender equality and inclusion, and respect for diversity, and managing the ILO's programme on HIV and AIDS in the world of work.

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.

The Branch strives for the elimination of discrimination, including based on gender, race, ethnicity, indigenous status, disability and HIV status. It provides advice, tools guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces and addressing multiple discrimination. It participates in United Nations inter-agency initiatives that promote gender equality and women’s empowerment, as well as decent work for persons with disabilities, and the rights of indigenous and tribal peoples.

The position will offer support to the communications work of the branch in the areas of gender equality, in particular reducing the gender pay gap, eliminating violence and harassment in the world of work, protecting rights at work for people with disability, persons living with HIV, indigenous and tribal peoples.

DUTIES AND RESPONSABILITIES

Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:

Under the direct supervision of the supervisor, the JPO will work in the unit on Communication, Partnership and Training and will perform the following duties and responsibilities:

- Write press releases, feature stories and blogs for the ILO website/media.
- Contribute to social media initiatives as per the ILO policy and contribute content for the official ILO blog series.
- Assist with development of communication and advocacy materials and presentations/ audio-visuals.
- Assist with the launch and dissemination of key publications/reports of the Branch.
- Assist with the website, including its redesign and updating.
- Follow up with field colleagues and specialists to get inputs on important news, and draft articles and inputs for the website.
- Assist with the organization of important events, conferences and training.
- Assist with the work related to partnerships, follow up on specific donors/projects/initiatives, as assigned.
- Support the development of concept notes/project proposals.
- Monitor media coverage on gender; pay equity, violence and harassment, disability; indigenous persons; and HIV and AIDS and bring the relevant issues to the attention of the supervisor/Chief of the Branch.

- Undertake any other task assigned by the supervisor/Chief of GED&ILOAIDS.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree in communication, public relations, business studies, social or political sciences, corporate social responsibility, international development or related matters.

Desirable:

Advanced university degree with specialization on development communication/ social media/digital communication.

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 field of communication and/or gender and public health in a developing country or an international organisation.

Skills required for the assignment:

Minimum:

- Strong copy writing and editing, including writing web content, developing printed resources and creating e-newsletters.
- Experience in strategic communications planning, including event management.
- Experience using social media in a professional capacity, including Facebook, Twitter, Flickr and YouTube, etc.
- Experience in managing partnerships/client servicing.

Desirable:

- Knowledge of desktop publishing applications such as Indesign/PageMaker, CorelDraw, PhotoShop, Illustrator, QuarkXpress, and social media/digital communication.
- Skills in the use of Final Cut Pro, or similar video editing software would be an asset.

Languages:

Minimum:

Excellent command of English.

Desirable:

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

ILO competencies:

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

- **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.
 - **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.
 - **Collaboration:** Establishes strong interpersonal relationships and builds internal and external networks; promotes cooperation, supporting others and sharing the credit for achievements; accepts consensus views.
 - **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.
-

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the contribution to the delivery of GED &ILOAIDS work plan, the JPO will be trained on the job in translating knowledge into products and services responsive to ILO constituents and other stakeholders/partners.

The JPO will be trained on gender, equality and diversity; and HIV and AIDS issues from a multidisciplinary and intersectional perspective to be better equipped to address multiple forms of discrimination in the workplace.

Through making contributions to the Branch's communication and partnership work, the JPO will enhance his or her communication/partnership building skills.

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:

During the assignment, the incumbent will:

- Become familiar with ILO's mandate and tripartite approach.
- Become familiar with the functioning of the UN system.
- Gain in-depth knowledge on how to promote gender equality, diversity, and prevent HIV and AIDS in the world of work.
- Further develop her/his writing and communication and advocacy skills, including social media 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.
- Learn to apply a gender and human rights perspective in the implementation of work assignments.

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 Gender, Equality and Diversity and ILOAIDS Branch is part of the Conditions of Work and Equality Department of the International Labour Office.

The Branch provides policy advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces, and ensuring that policies, programmes and institutions are gender-responsive.

The work of the Branch on gender, equality and diversity can be seen at:

<http://www.ilo.org/gender/lang--ru/index.htm>

[The work on reducing the gender pay gap can be seen at:](http://www.equalpayinternationalcoalition.org)

www.equalpayinternationalcoalition.org

The work on disability can be seen at:

<http://ilo.org/global/topics/disability-and-work/lang--en/index.htm>

The work on Indigenous and tribal peoples can be seen at:

<http://ilo.org/global/topics/indigenous-tribal/lang--en/index.htm>

The work on HIV and AIDS and the world of work can be seen at:

www.ilo.org/aids

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: 1706
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in ... *Business and Decent Work Officer*

Duty station: *Beijing, China*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Multinational Enterprise and Enterprise Engagement Unit (MULTI) and ILO Country Office for China and Mongolia*

Organisational unit: *ILO Country Office for China and Mongolia*

SUPERVISION

Direct Supervision by:

Mr Tim De Meyer, Director, ILO Country Office for China and Mongolia,

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor and in consultation with MULTI within one month of appointment. Regular meetings between the JPO and the supervisor and the team in MULTI about promotion and implementation of responsible practices in global supply chains in China will be scheduled every three months.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the Business and Decent Work Officer.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify strong buy-in from the Chinese constituents,

coordinated inputs from multi-bilateral development partners in Beijing, solid implementation strategies, effective communication and research advocacy.

The JPO will accompany and assist the supervisor in research, resource mobilization, communications and advocacy and conduct of seminars and workshops to promote responsible business conducts in the global supply chain in China. Business travels in China can be expected.

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

INTRODUCTION

The ILO Country Office for China and Mongolia cooperates with the Government of China, All-China Federation of Trade Unions, China Enterprise Confederation and other development partners within the framework of the China Decent Work Country Programme for 2016-2020 (DWCP). The DWCP has three work priorities namely:

- Increase the quantity and quality of employment*
- Promote and extend social protection in and out of the workplace*
- Strengthen the rule of law and the realization of fundamental principles and rights at work*

Over the years, the ILO has engaged various development and business actors in promoting responsible business practices in the global supply chains in China. This line of work will be continued under the DWCP with an aim of scaling up good practices and securing active partnerships with the private sector. The ILO Country Office for China and Mongolia collaborates closely with ILO's technical departments at the Headquarters level, especially the Multinational Enterprises and Enterprise Engagement Unit (MULTI).

MULTI is actively promoting alignment of private sector policies and practices with public priorities to enhance the positive contribution of business to socio economic development, decent work and national development priorities and to mitigate and resolve any negative impacts. Since 2016, MULTI has led the process to review and update the ILO Tripartite Declaration concerning Multinational Enterprises and Social Policies and carried out research to document the roles and practices of government and social partners in creating a conducive environment for responsible business and decent work.

As the world's second largest economy, China is an important actor in the realization of decent work globally especially within the contexts of the global supply chains. There are various initiatives to promote and implement Corporate Social Responsibilities and Responsible Business Conduct within China by various actors including multinational enterprises and government entities. These initiatives could be further strengthened by improving coordination and knowledge sharing and advocating practices, challenges and results.

The ILO is developing a programme to engage multistakeholders in improving the policy environment for Corporate Social Responsibilities and Responsible Business Conduct practices (CSR/RBC practices) and enhancing the capacity of stakeholders in adopting CSR/RBC practices at the enterprise and sectoral level. The programme will include research, policy advocacy and capacity building for business development service providers, labour inspectors, employers' and workers' groups.

DUTIES AND RESPONSABILITIES

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

- *Participate in research and documentation on CSR/RBC practices, national regulations and good practices*
- *Participate in the development of a knowledge base on CSR/RBC practices in China*
- *Support the organization of national conferences on CSR/RBC practices and the MNE Declaration in selected sectors*
- *Develop policy and media advocacy strategy on CSR/RBC practices and the MNE Declaration*
- *In collaboration with MULTI, provide technical support in the implementation of projects related to the MNE Declaration in China*
- *Network with development partners in China in the promotion of CSR/RBC practices and the MNE Declaration and identify strategic areas for ILO's involvement*
- *Perform other tasks that may be assigned by the supervisor.*

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

- *Conference and roundtable dialogues with the key stakeholders of CSR/RBC practices*
 - *Report on CSR/RBC practices, related national regulations, good practices and documentation*
 - *Advocacy products on CSR/RBC practices and the MNE Declaration in China*
 - *Project related to CSR/RBC practices and the MNE Declaration in China*
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in laws, economics, social sciences or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in international laws, labour laws, labour or development economics, international development.

Work experience:

Minimum:

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

Desirable:

Work experience in economic development programmes and or international laws in European or Asian countries. Experiences with international organizations are preferable.

Skills required for the assignment:

Minimum:

Please indicate technical knowledge, and professional skills e.g. Excellent computer skills and strong analytical and research skills in labour economics and/or labour law practices.

Desirable:

Please indicate additional technical knowledge, professional skills e.g. Exposure to labour development, labour law research and CSR/RBC documentation and/or project development is desirable.

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 would be an asset.

ILO competencies:

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

- 1. Good communication skills, both written and verbal.*
 - 2. Capacity to work on own initiative as well as cooperate as a team member.*
 - 3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.*
-

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Indicate which activities will be used to structure/manage learning

Through project development, planning, implementation and monitoring, the JPO will get trained to develop expert knowledge on CSR/RBC practices and what ILO's constituents in China can contribute to improved business practices and sustainable business growth. Through guidance of the supervisor and senior colleagues get trained in policy advocacy-related work in the promotion of the MNE Declaration and sustainable business practices in the global supply chains.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the ILO Tripartite Declaration on Principles Concerning Multinational Enterprises and Social Policy, international labour standards and related mechanisms, implementation and monitoring of China's Decent Work Country Programme and project management*
 - Become familiar with ILO's mandate and with enterprise development within the contexts of the global supply chains*
 - Interact with ILO technical units, ILO constituents in China and the development community in China working on sustainable economic development and corporate social responsibility/responsible business practices*
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.*
 - Familiarize yourself with the functioning of the UN system.....*
 - The JPO will gain in-depth knowledge of corporate social responsibility/responsible business practices and the promotion of the MNE Declaration in China*
 - and will further develop policy- and action-oriented and programme management skills*
-

BACKGROUND INFORMATION

- *General outline of the ILO Country Office for China and Mongolia and ILO work in China:* <http://www.ilo.org/beijing/lang--en/index.htm>
- *ILO Multinational Enterprise Programme:*
<http://www.ilo.org/global/topics/employment-promotion/multinational-enterprises/lang--en/index.htm>
- *Relevant ILO Policy Outcomes*
Outcome 4: Promoting sustainable enterprises
Outcome 7: Promoting workplace compliance through labour inspection
Outcome 8: Protecting workers from unacceptable forms of 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.



International
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Post number: 1708
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Responsible Business and Corporate Social Responsibility

Duty station: Yangon, Myanmar

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Liaison Office, Yangon

Organisational unit: Office of the Liaison Officer

SUPERVISION

Direct Supervision by: *Rory Mungoven, Liaison Officer, mungoven@ilo.org*

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on the development of technical notes, research papers, project proposals and other outputs. Regular meetings between the JPO and the supervisor will be scheduled. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor, as well as technical backstopping by specialist colleagues in Bangkok and Geneva.

Work will be discussed with, and reviewed by the supervisor at various stages before completion, publication or dissemination in order to verify its content and quality. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The ILO has a strong country presence in Myanmar; a productive working relationship with the government; employers, labour organisations, private companies and CSOs; and an extensive network of contacts with other development and private organizations. For nearly a decade, ILO has developed a landmark program on the elimination of forced labour in Myanmar, under mandates given by the Governing Body and action plans agreed with the Government. Today ILO's work in Myanmar spans from forced labour and child labour, freedom of association and labour law reform, to skills development and SME support, to action on child labour and promotion of safe migration. The fast changing economic environment in Myanmar, including increased FDI and integration into global supply chains, provides a unique opportunity to promote responsible business conduct. The new ILO framework of engagement in Myanmar, endorsed by the Governing Body in November 2016, includes "support to awareness raising and research activities to promote strategies for corporate social responsibility and responsible business practices", and it is expected this will be a key component of the new Decent Work Country Program currently in development. ILO already has several projects with a strong responsible business or CSR dimension and more are in the pipeline.

DUTIES AND RESPONSABILITIES

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

- Undertake research and analysis on responsible business and CSR issues in support of ILO projects;
- Provide technical advice and support on responsible business and CSR issues to ILO Myanmar projects;
- Assist in preparation of project proposals and programme documents in the responsible business/CSR field;
- Develop and maintain contacts with relevant stakeholders of ILO's work in Myanmar in the responsible business/CSR field;
- Provide trainings for ILO social partners and others on responsible business/CSR issues;
- Coordinate regular stakeholders meetings and information sharing platforms;
- Support production of translations, reports, public information and media products;
- Coordinate with other UN agencies and partners working in the responsible business/CSR field;
- Perform others tasks that may be assigned by the supervisor.

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

- Publications on responsible business and CSR tailored for Myanmar
 - Project proposals and programme documents to expand ILO's work on responsible business in the context of the framework of engagement/DWCP.
 - Regular stakeholders meetings and information sharing mechanisms among interested actors in Myanmar.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree in the field of law, political economy or business studies with a focus on corporate social responsibility and/or business and human rights.

Work experience:

Minimum:

At least two years of experience with a relevant governmental, non-governmental or private sector organisation at the national / international level promoting CSR/responsible business practice.

Skills required for the assignment:

Minimum:

Excellent English language drafting skills.

Excellent knowledge of international standards on business and human rights, corporate social responsibility and responsible business.

Knowledge of ILO institutional mandate and labour related issues in the Asia Pacific region.

Desirable:

Experience working in Myanmar and/or Myanmar language skills.

Languages:

Minimum:

Excellent command of English.

Desirable:

Knowledge of Myanmar 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through guidance of the supervisor and interaction with senior colleagues and specialists the JPO will develop knowledge of the Myanmar context and a wide range of labour-related issues. Through technical backstopping from Bangkok and Geneva, the JPO in will develop knowledge of labour-related aspects of corporate social responsibility and international compliance systems for business.

Learning elements:

- Acquire practical experience in applying CSR/responsible business principles.
- Become familiar with ILO's mandate and institutional mechanisms.
- Interact with social partners, business and civil society stakeholders working on CSR/responsible business issues.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system.
- Gain in-depth knowledge of the Myanmar context and labour related-issues

BACKGROUND INFORMATION

Currently, the Liaison Office in Myanmar implements fifteen technical cooperation projects and has a portfolio of over USD 28 million and 75 staff members. In September 2016, ILO agreed with the Government and Social Partners on a new framework of engagement for its work in the country which will be translated into a full Decent Work Country Program during 2017 which will be aligned with the ILO Program and Budget and SDGs.

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: 1709
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Communications and Public Information

Duty station: Yangon, Myanmar

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Liaison Office, Yangon

Organisational unit: Office of the Liaison Officer

SUPERVISION

Direct Supervision by: *Rory Mungoven, Liaison Officer, mungoven@ilo.org*

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on the development of a communications strategy for the office and production of a range of public information and communications tools. Regular meetings between the JPO and the supervisor will be scheduled every week. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor, as well as technical backstopping by Communications colleagues in Bangkok and Geneva. Work will be discussed with, and reviewed by the supervisor at various stages before completion, publication or dissemination in order to verify its content and quality. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The ILO has a strong country presence in Myanmar; a productive working relationship with the government; employers, labour organisations and CSOs; and an extensive network of contacts with other development organizations. For nearly a decade, ILO has developed a landmark program on the elimination of forced labour in Myanmar, under mandates given by the Governing Body and action plans agreed with the Government. Today ILO's work in Myanmar spans from forced labour and child labour, freedom of association and labour law reform, to skills development and SME support, to action on child labour and promotion of safe migration. With democratisation in Myanmar, the media environment (both traditional and social media) has rapidly expanded and there are unprecedented opportunities for strategic communication, public information and outreach to promote ILO's work and the decent work agenda.

DUTIES AND RESPONSABILITIES

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

- Participate in the development of a strategic communications strategy for ILO in Myanmar
- Develop and maintain contact lists of relevant media, stakeholders and supporters of ILO's work in Myanmar;
- Support the design and/or upgrading of ILO Yangon websites and social media platforms;
- Compile regular e-newsletter, website and social media postings to promote ILO's work
- Draft other public information and media product such as press releases, opinion pieces, features and web-stories;
- Organise social media awareness and advocacy campaigns on key decent work issues;
- Participate in communications coordination mechanisms of UN Country Team.
- Perform others tasks that may be assigned by the supervisor.

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

- Communications strategy for ILO in Myanmar
- Monthly e-newsletter
- Website and social media content on ILO projects and decent work issues.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the field of media and communications or a related field.

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:

Work experience with an international organisation.

Skills required for the assignment:

Minimum:

Excellent English language drafting skills.

Excellent computer skills including the use of web-based and social media platforms.

Knowledge of ILO institutional mandate and labour related issues in the Asia Pacific region.

Desirable:

Experience working in Myanmar and/or Myanmar language skills.

Languages:

Minimum:

Excellent command of English.

Desirable:

Knowledge of Myanmar 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through guidance of the supervisor and interaction with senior colleagues and specialists the JPO will develop knowledge of the Myanmar context and a wide range of labour-related issues. Through technical backstopping from Bangkok 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 labour-related issues.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system, including communications capacities.
- Gain in-depth knowledge of the Myanmar context and labour related-issues

BACKGROUND INFORMATION

Currently, the Liaison Office in Myanmar implements fifteen technical cooperation projects and has a portfolio of over USD 28 million and 75 staff members. In

September 2016, ILO agreed with the Government and Social Partners on a new framework of engagement for its work in the country which will be translated into a full Decent Work Country Program during 2017 which will be aligned with the ILO Program and Budget and SDGs.

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: 1710
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.

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

GENERAL INFORMATION:

Title: JPO – Labour Law, Employment Regulation and the Future of Work

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Tripartism and Governance Department (GOVERNANCE)

Organisational unit: Labour Law and Reform Unit (LABOURLAW)

SUPERVISION

Direct Supervision by:

Mr Colin Fenwick, Head of Unit, fenwick@ilo.org

Content and methodology of supervision:

- The supervisor will follow very closely the work of the JPO throughout the assignment as well as provide him/her with the necessary instructions, guidance and coaching to enable him/her to get familiar with the work of the unit and to deliver on his/her own work plan. In particular, a time-bound work plan will be agreed between the JPO and the supervisor on the first month of arrival, and regular meetings will be scheduled every month to discuss progress.
- The JPO will accompany and assist the supervisor or other assigned staff member in selected missions, seminars, workshops and meetings.
- Performance management will be reviewed in accordance with ILO's Performance Management Framework, which provides for joint planning at the beginning of an assignment, a mid-term review of progress, and a final evaluation at the conclusion of the planning period.

INTRODUCTION

The position is located in the Labour Law and Reform Unit of the Tripartism and Governance Department.

The overall mandate of the Labour Law and Reform Unit (LABOURLAW) is to promote social justice by providing technical assistance to governments and other constituents to establish the rule of law and good governance in the field of labour and employment. The Unit develops advice on labour laws, and provides assistance for labour law reforms, based on ILO Conventions and Recommendations, and in the light of comparative good practice.

In particular, LABOURLAW promotes the rule of law and good governance, by providing services that:

- Increase the number of ILO member States which base their labour laws and other employment-related legislation on ILO standards and advice about comparative best practice, and which use a tripartite consultative process to develop new or modified legislation;
- Assist member States to establish and strengthen labour courts, industrial tribunals and dispute resolution mechanisms so that individual and collective disputes are dealt with efficiently, effectively and equitably; and which
- Integrate gender into all aspects of labour law and dispute settlement.

In collaboration across the Office – both headquarters and the field – LABOURLAW develops and delivers the Office’s assessment of draft labour legislation, on request from member States and, on occasion, on request from representative organisations of employers and workers. Beyond the analysis of particular draft laws, LABOURLAW advises on the policy goals and processes for the introduction or the reform of labour law, and of dispute resolution systems. In partnership with ITC/ILO Turin, LABOURLAW provides capacity-building and training services aimed at strengthening institutions, particularly effective labour dispute resolution systems.

To support this technical work, LABOURLAW carries out research on selected topics. LABOURLAW manages a global research programme on individual labour dispute resolution systems, with a focus on effective access to justice. It carries out research on legal regulation of the employment relationship, of temporary agency work, and of termination of employment. LABOURLAW is home to the ILO’s Employment Protection Legislation Database (EPLex).

DUTIES AND RESPONSABILITIES

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

- Support the ILO Future of Work Centenary Initiative by:
 - Contributing to research on the rule of law and good governance and their role in strengthening democratic processes and institutions; and
 - Contributing to research on the legal regulation of the employment relationship, of temporary agency work, and of termination of employment.
- Contribute to the preparation of technical comments on draft employment and labour legislation.
- Contribute to promoting gender equality and to ensuring that gender is integrated into all aspects of labour law and dispute settlement.
- Assist in the analysis of country studies on the effective prevention and resolution of individual labour disputes in selected countries and regions.
- Assist in designing, planning and delivering training activities for government officials, representatives of employers' and workers' organisations, and members of the judiciary.
- Assist with research and analysis of the findings and observations of the international labour standards supervisory mechanisms.
- Perform others task that may be assigned by the supervisor.

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

- Policy briefs and thematic analyses on the legal regulation of the employment relationship, including on temporary agency work, on termination of employment, on non-standard workers and on the impact of the 'gig economy' on the employment relationship;
- Update of the ILO Employment Protection Database (EPLex), that provides information on employment protection legislation in about 100 countries;
- Policy briefs and thematic analyses on dispute resolution systems, including on alternative labour disputes mechanisms, on labour courts and on guiding principles for effective dispute resolution;
- Memorandums of Technical Comments on draft employment and labour legislations;

- Field activities to strengthen the effective functioning of labour dispute resolution mechanisms; and
- Training activities on labour law reforms related issues.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced degree in law, preferably with specialization in labour law and labour relations.

Work experience:

At least two years of experience in international and comparative labour law and labour relations, including experience in one or preferably more of the following areas: collective representation; dispute settlement; termination of employment; workplace compliance; and OSH. Capacity to publish research results would be an advantage, as would be at least one year of work experience at international level.

Skills required for the assignment:

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 for the purpose of providing legal advice or 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 command of one working language of the ILO (English, French, Spanish). Good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the work in the Labour Law and Reform Unit, the JPO will receive training in drafting memorandums of technical comments on draft labour laws, policy briefs, and reports on international and comparative employment and labour law. Through seminars, workshops and interaction with specialists, the JPO will gain knowledge and skills to promote international labour standards and best comparative labour law practices.

Learning elements:

- Become familiar with the Office's mandate to promote social justice by providing technical assistance to governments and other constituents to establish the rule of law and good governance in the field of labour and employment.
- Gain in-depth knowledge of international labour standards and national labour legislation and practice through research and drafting on these topics.
- Acquire a good understanding of the global normative framework for gender equality, and how to integrate a gender dimension into all aspects of labour law and dispute settlement.
- Gain experience in strengthening of labour courts, industrial tribunals and dispute resolution mechanisms to ensure that individual and collective labour disputes are dealt with efficiently and effectively.
- Further develop his/her research, drafting and presentation skills.
- Acquire a good understanding of work in a cross-cultural and multi-disciplinary environment.

BACKGROUND INFORMATION

The Labour Law and Reform Unit experiences a regular demand for technical advice on labour law reform processes, including for the establishment and/or improvement of labour dispute resolution systems. The Unit responds to requests for support from the tripartite constituents, and also provides technical support for multi-year, donor-funded ILO projects across the world. At present the Unit supports projects in Bangladesh, Georgia, Malaysia, Myanmar and Vietnam.

The Unit is engaged in a major global research programme on the performance of mechanisms to prevent and resolve individual labour disputes. This work responds to resolutions and decisions of the International Labour Conference and the ILO Governing Body in the context of the recurrent discussion on social dialogue at the 102nd Session of the International Labour Conference, in June 2013. The research has covered over 50 countries, in all regions of the world. Among other things, it will lead to the publication of a sub-regional analysis of developments in Central and Eastern Europe. More generally, the research programme will contribute to the development of new ILO tools to shape technical advice to member States on the establishment and improvement of labour dispute resolution systems. In the course of this work the Office will endeavour to establish general guiding principles for effective labour dispute resolution, in keeping with global developments including the elaboration of the Sustainable Development Goals, in particular Goal 16 on Access to Justice. In the short to medium term, it is possible that the ILO will move to adopt new international labour standards in this area. The research of the Unit on the topic will be central to such an endeavour.

The Unit is conducting research to examine key developments in the legal regulation of the employment relationship across the world, including in the context of temporary agency work. This research will likely contribute to the ILO's Future of Work Initiative, which includes a particular focus on the significance of the employment relationship; the Initiative will culminate in 2019 with a major discussion at the ILO's centenary conference. At the same time, the Unit is working to carry out a major update of the EPLex database. The results of this research will contribute to the development of new policy advice tools, and to broader global policy debates.

As necessary, LABOURLAW can provide orientation and assistance concerning the practical aspects of life in Geneva. For initial information see:
<http://www.cagi.ch/en/home.php>

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

JPO

Technical Cooperation Programme

Post Number: 1713

ANNOUNCEMENT OF VACANCY

Date issued: January 2019

Closing date for application: No fixed date

Job Description

General information:

Title of post: JPO Associate Evaluation Officer. ILO EVALUATION Office, DG Reports

Duty station: Geneva, ILO headquarters

Duration of appointment: Fixed-term, 12 months with possibility of extension

Supervision:

Direct supervision by: Mr. Guy Thijs

Title of the supervisor: Director, Evaluation Office

Content and methodology: opportunity to learn and apply evaluation methodologies, join a team of junior and senior evaluators in completing evaluation reports, undertake joint field missions as required; daily contact with supervisor and other evaluation practitioners within and outside the ILO (including the United Nations Evaluation Group-UNEG).

Duties and responsibilities

The ILO Evaluation Office is responsible for the development and co-ordination of evaluation policy, practices and oversight of evaluation activities funded by regular budget or donor agencies of the ILO. This includes strengthening independent and strategic evaluations within the ILO, building evaluation capacity and upgrading knowledge management practices linked to evaluation work. The Evaluation Office Director reports directly to the Director-General. Under the general direction of the Director of the Evaluation Office, the Associate Expert will work as a member of the EVAL team, assisting in carrying out the Office's functions and in particular, the following duties:

- i) Assist the EVAL team in carrying out all types of evaluation activities (projects, strategy and policy, country programme, thematic and impact evaluation);
 - ii) Select, organize and summarize background data and information relevant to the evaluation.
 - iii) Support the development of evaluation methodologies and guidance materials, and assist in the revision and preparation of training materials on monitoring, evaluation, and internal/ self-evaluation;
 - iv) Participate in training workshop and seminars on evaluation for field staff and prepare reports and presentations.
 - v) Participate in a support function to senior evaluation officers in UN system wide working groups or other international events as a learning opportunity
 - vi) Review draft evaluation terms of reference (TOR) and draft comments on designated evaluation reports and documents.
 - vii) Draft sections of reports and documents such as evaluation briefs, abstracts, manuals;
 - viii) Assist in the development and maintenance of evaluation information management and dissemination, including evaluation summaries, lesson-sharing system and web-pages;
 - ix) Any other tasks
-

Qualifications and experience:

Education: Advanced university degree in one of the social sciences or business administration with sound research methodology component; oversight related, preferable with evaluation methodology related training our course work

Experience: Suitable experience corresponding to more than two years in a field related to the above duties or strong interest in evaluation work as evidenced by academic work.

Language: Excellent written and spoken English and working knowledge of French or Spanish.

Competencies: Good communication skills. Ability to participate in a team-based and information-sharing environment. Capacity to plan, prioritize and deliver tasks on time. Knowledge or experience in web design and development. Basic knowledge of research and evaluation (desirable) methods. Strong writing skills.

Training and learning elements

In addition to an opportunity to develop her/his skills and knowledge in evaluation methodology, standards and practice, the post will give the incumbent an exposure to follow programme developments in ILO's technical departments and country offices. Specific learning elements are:

- i) Knowledge of ILO's programming, results-based management principles and how they relate to review processes and evaluation work. Knowledge of how evaluation is

done in the UN system as part of the programme and project cycle in international development cooperation.

- ii) Knowledge of role of evaluation in the SDGs and how it contributes to the decent work agenda.
- iii) Development or improved analytical and research skills in performance assessment, synthesis reviews and meta-studies.
- iv) Knowledge of research methods applied to evaluation and organizational review.
- v) Improvement in training skills and preparation of workshops and seminars.
- vi) Communication and presentation skills



International
Labour
Office

Post number: 1718
Month of issue: April
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Research and Strategic Analysis

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [Click here to enter text.](#)

Organisational unit: Office of Internal Audit and Oversight

SUPERVISION

Direct Supervision by:

Sarah Bouaka, Chief Investigations and Inspection Unit bouaka@ilo.org

Content and methodology of supervision:

As part of the ILO JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Establishment of a work plan, with key results.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor.
- Participation in Unit/Office meetings to ensure integration and operational effectiveness.

- Guidance and advice in relation to learning and training opportunities within the field of expertise.
 - Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers
-

INTRODUCTION

The IAO provides the Director-General and the Governing Body with independent, objective, expert advice and assurance in order to add value and improve the ILO's operations. The IAO makes recommendations with a view to improving internal governance, risk management, internal control, stewardship, and accountability. In addition, the IAO's mandate includes responsibility to conduct investigations into allegations of financial or administrative misconduct and other irregular activities.

The IAO mandate covers all programmes, projects, operations budgets, funds and activities undertaken by the ILO at its headquarters, regional, country and other offices, regardless of the source of funding or location. The IAO has full, free and prompt access to all records, data, property, premises, personnel, operations, functions, and any other material which, in the opinion of the Chief Internal Auditor, are relevant to the matter under review.

The IAO conducts its internal audit activities in conformity with the International Standards for the Professional Practice of Internal Auditing of The Institute of Internal Auditors (IIA Standards), as regularly updated. In order to comply with IIA standards, the IAO shall be subject to external quality reviews as stipulated by the standards.

The IAO may undertake all types of internal audit activities, including operational, financial, compliance and performance audits. The IAO's biennial activities shall be determined by a risk assessment, which underpins the IAO's biennial plan. Appraisals conducted by the IAO may include, but not necessarily be limited to:

- (a) the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;
- (b) the effectiveness of the management controls and systems used to account for and safeguard the Office's assets, and as appropriate, verify the existence of assets;
- (c) the internal control systems established to ensure compliance with the Office policies and procedures, and where applicable donor requirements;
- (d) the operations of the Office to ensure that the necessary processes and internal controls are in place to utilize its resources economically and effectively.

IAO's Investigation and Inspection Unit is responsible for investigation of financial or administrative misconduct and other irregular activities.

The investigation function of the IAO forms part of the ILO's accountability framework, which is based on the ILO's regulations, rules, directives and procedures.

An investigation is administrative in nature and a fact-finding exercise. The IAO's investigation activities shall always be objective, fair, impartial, and conducted with strict regard to confidentiality, respect for individual rights and obligations, and the presumption of innocence.

IAO are able to:

- Provide advisory services to the ILO as and when required.
- Provide practical advice on matters relating to internal control, governance and risk management.
- Receive allegations of fraud and misconduct, from ILO staff and third parties, with the assurance that any information received will be treated with the utmost level of confidentiality.

DUTIES AND RESPONSIBILITIES

Under the overall responsibility of the Chief Internal Auditor and under the direct supervision and guidance of the Chief of Investigations and Inspection Unit, the incumbent will:

- Study current literature/practices and develop a best practice for research methodology.
- Identify and develop statistical resources to assist in proactive audits, inspections and investigations.
- Use and develop databases, electronic spreadsheets, and statistical applications to record, search, analyse and present data.
- Analyse audit/investigation reports and recurrent findings to develop risk profiles of operations and early warnings of risks.
- Research and analyse patterns and trends and forecast trends to aid in audit and investigation planning.
- Compile information, analyse findings, make interpretations and prepare/write/present comprehensive reports based on data; use these findings to identify information gaps and future collection requirements.
- Perform others task that may be assigned by the supervisor.

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

- Development of research methodologies that will assist with work planning in IAO.
- Project related to development of analytical processes in IAO.
- Provide reports on analysis and forecasts in the field of Audit, Inspection and Investigation.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in economics, law, public administration, computer science, mathematics/statistics or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in law, public administration, computer science, mathematics/statistics or a related field.

Work experience:

Minimum:

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

Desirable:

Understanding of the complexities of working with an International Organization.

Skills required for the assignment:

Minimum:

Excellent computer skills in excel, PowerPoint and databases and good analytical and research skills in risk and operations. Excellent drafting and communication skills in English.

Desirable:

Good knowledge of operational analysis and analytical software and platforms. Basic knowledge of audit, investigation techniques. Exposure to an international working environment would be an asset.

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 would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

On the job development training to improve analytical, report writing and presentation skills. Through guidance of the supervisor and senior colleagues get trained in the functioning and strategic direction of oversight and its role in the governance process. Through seminars, workshops and interaction with specialists in all fields of ILO work.

Learning elements:

- Become familiar with ILO's mandate and with the oversight function in the UN System in particular.
- Interact with other ILO departments working on governance issues.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- The JPO will gain in-depth knowledge of strategic analysis and will further develop analytical and presentation skills

BACKGROUND INFORMATION

- This is an exciting opportunity to contribute to development of strategic change within the Office of Internal Audit and Oversight. The successful candidate will gain an understanding of the audit, inspection and investigation function at the ILO. The incumbent will promote transparency and make a material contribution to the effective, efficient and economic delivery of the 10 policy outcomes, three enabling outcomes and four cross cutting policy drivers.
- The position will be based in Geneva, Switzerland.

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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Office

Post number: (HRD to com1725plete)

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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in SDG Field Support

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Multilateral Cooperation Department

Organisational unit: Multilateral Cooperation Department

SUPERVISION

Direct Supervision by:

Wolfgang Schiefer, Multilateral Cooperation Specialist, schiefer@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor upon start-up of the assignment.

Regular meetings between the JPO and the supervisor about specific assignments and general progress against the workplan will be scheduled every week.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for specific tasks on a daily basis.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify content, style and overall quality and to provide guidance towards professional learning objectives.

The JPO will accompany and assist the supervisor on missions, seminars, workshops, meetings specific to his / her work area as required.

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

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 ILO MULTILATERALS Department is situated in the Portfolio for Field Operations and Partnerships. MULTILATERALS role is to lead, coordinate and promote the ILO's active involvement in the UN system and cooperation with other multilateral organizations. A particular focus of the work of the department is active engagement on promoting decent work within the framework of the 2030 Agenda for Sustainable Development. Managed under Outcome A of the Programme and Budget 2016/17, this work is undertaken as part of the ILO centenary initiative on End to Poverty and with a specific focus on field support.

DUTIES AND RESPONSABILITIES

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

- Update and maintain the ILO Decent Work for Sustainable Development Resource Platform for field support.
- Participate in the development of an Office-wide Project related to Capacity Building for Constituents for SDG Implementation
- Track the progress of the ILO SDG implementation Plan and Strategy, in particular the capacity development component.
- Liaise with SDG Focal Points in the regions and UN system field entities as required.
- Prepare reports and proposals for monitoring SDG roll-out status in the regions and impact of capacity building activities.
- Assist in carrying out research on decent work and the 2030 Agenda to prepare policy briefs, speeches, and events.
- Assist in carrying out research and data compilation in the context of the reform of the UN Development System.
- Perform others task that may be assigned by the supervisor.

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

- Training of Trainers on Decent Work for Sustainable Development workshop series roll-out (in all regions).
- Report on SDG implementation to ILO Governing Body.
- Project related to Capacity Building for Constituents for SDG Implementation

QUALIFICATIONS AND EXPERIENCE

Education:

MSC in international relations, development studies or a related field.

Work experience:

Minimum:

At least two years of experience in a development oriented organization or a relevant area, at the national / international level.

Desirable:

Work experience on socio-economic development matters in a developing country.

Skills required for the assignment:

Minimum:

Good computer skills in standard Office applications and strong analytical and research skills on development issues and UN processes. Good knowledge of the international development system, including ILO.

Desirable:

Exposure to United Nations Country Team work would be an asset

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO would be an asset (French, 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:**

Within the assignment, 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 for 2030 Agenda implementation.

2. Formal training of the ILO on UN System, 2030 Agenda if budgets and exigencies of work permit;

3. Training on software application as required in the assignment.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the SDG Focal Point Network and field support mechanisms
- Become familiar with ILO's mandate and with GB and ILC preparations and discussions.
- Interact with country and regional offices working on SDG implementation processes (National Plans, UNDAFs, Decent Work Country Programmes).
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system, in particular the development system.
- The JPO will gain in-depth knowledge of the Decent Work Agenda and its contribution to the 2030 Agenda.

BACKGROUND INFORMATION

- The JPO will work towards the achievement of Outcome A on Effective Advocacy for Decent Work of the Programme and Budget 2016/17, in particular towards indicators A. 1 (Member States that have made the goal of decent work central to policy making and compatible with decent work principles) and A.2 (international agencies, multilateral institutions and regional institutions that have actively engaged with the ILO to promote decent work policies).
- Further information and relevant documents on the ILO, Decent Work and the 2030 Agenda can be found at <http://www.ilo.org/global/topics/sdg-2030/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
Labour
Office

Post number: 1730
Month of issue: September
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Violence at work and Gender needs under Workers Compensation and occupational health protection schemes

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Enterprises Department

Organisational unit: Global Employment Injury Programme (GEIP)

SUPERVISION

Direct Supervision by:

Anne Drouin, drouin@ilo.org, Director, Global Employment Injury Programme (GEIP)

Content and methodology of supervision:

A time-bound annual overall work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled once every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for necessary technical inputs and work procedures.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary-

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings.

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

INTRODUCTION

The position is located within the Enterprises Department. The Department helps to create conducive conditions for enterprises, enhance entrepreneurship, support enabling environments for business development and promote responsible workplaces. Following recent tragedies such as the Rana Plaza collapse in the garments sector in Bangladesh in April 2013, the international focus on working conditions in developing countries where labour costs are recognized to be low, rising attention has focussed on the responsibility for ensuring workers are duly protected not only through prevention at the work place but also covered under social insurance in case of work injuries. Indeed, the coverage of all workers in case of work injury is one of the sub-indicators of the sustainable development goal 1.3 and of the target 5.4: "Recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies..." In the context of global discussions on violence at work, it has become important to raise the attention on the ways national legislation for the access to benefits in case of employment injury as a result of violence at work can best serve the needs of affected workers and to foster prevention through committed employers.

The ILO established in late 2016 a dedicated Global Employment Injury Programme (GEIP) focussing on developing employment injury insurance and protection systems and to assist the resolution of industrial accident cases at the workplace level when litigation arises to protect the rights of victims. GEIP promotes better conditions in the world of work through adequate, sustainable and affordable employment injury benefits along occupational prevention and safety. GEIP is a key partner to ILO programmes on OSH prevention, labour inspection and enterprise development, namely in support of industrialization plans. GEIP is engaged both at the policy and practical implementation levels with enterprises by engaging and liaising key business actors with employment injury insurance providers to develop and improve tools and services so workers receive benefit compensation and quality health services in a timely manner and businesses can count on efficient business processes to register and comply with the payment of their dues.

GEIP is engaged into concrete country-level technical support and to develop knowledge and sharing of good practices to identify occupational benefits and their access, namely for victims of violence at work. In addition, specific gender needs, such

as in the case of pregnant women workers, need crucial attention to advance equality and the protection of any vulnerable groups.

Workers' compensation schemes also have the potential role to enable return-to-work opportunities that will ease the situation of victims of violence at work. In addition, work rehabilitation opportunities can be provided to accommodate the situation of specific groups, such as in the case of pregnant women and parents with young children and family responsibilities.

The ILO is most committed to build up its capacities and to build synergies with workers and enterprises of all types to ensure the protection of workers in case of employment injury, along with occupational prevention and safety, as well as to establish mechanisms whereby the cost of protection is duly borne by national enterprises and reflected in the price of goods and services produced. Throughout the world, this is perceived as essential to take part to the fight against inequalities and to set an even-playing field for the decent work agenda towards a fair and inclusive economy through responsible enterprises across borders.

The ILO is establishing a Global programme on Employment Injury focussed on insurance and social protection in case of work injury (GEIP) to promote better conditions in the world of work through adequate, sustainable and affordable employment injury benefits along occupational prevention and safety. The objective of the programme is that all workers are covered in case of work injury, especially women working as domestic workers and homeworkers who are most vulnerable on the event of work injury. Through its GEIP, the ILO will lead policy debates at the global level, namely in the context of global fora such as the G20 and others, and deliver technical assistance to design, implement and assist reforms to improve employment injury protection for all workers. It works in close partnership with other ILO units, such as BetterWork, and OSH units and others. In addition, the GEIP is partnering to build upon its current work with the ISSA and other key international and regional players in the area of employment injury insurance and related policies for prevention, including national bodies such as the DGUV in Germany and other expertise groups around the world, namely amongst donors.

The GEIP is anchored in the Enterprises Department to strengthen the synergies between ILO's know-how on employment injury protection and on enterprises, CSR and the Multinational Enterprises, namely the MNE Declaration.

The position will contribute to ensuring that the ILO GEIP technical services are duly delivered to ILO member States and the best tools and analytical approaches are developed based on existing robust methodologies reflecting up-to-date technical developments and best practices in the policy area of Employment Injury (EI) around the world. In addition, the position will contribute to the GEIP delivery of technical services to support tragic situations calling for rapid actions in cases where workers are facing serious work injuries but are not having their right to employment injury insurance and protection fulfilled. It will contribute actively to projects to remedy, build up capacities and reinforce policies at the level of systems of employment injury protection.

The JPO position will specially focus to contribute to the fight against gender discrimination at work through safe environments, health units at workplaces, employment injury protection and ensuring that women voices are heard.

The position reports to the Director of the Global Employment Injury Programme and ultimately to the Director of the Enterprises Department.

DUTIES AND RESPONSABILITIES

The JPO will carry out the following tasks:

- Contribute to expand the global, regional knowledge base on best practices to identify and address the needs of workers facing violence at work, as well as for specific groups, such as pregnant women workers through workers' compensation and prevention programmes.
- Contribute to background research inputs to serve the development of ILO GEIP strategy, namely to research on developments around the world
- Compare international standards relevant to employment injuries, such as Convention 121, and a compilation of national legislations to present an overview of legal and implementation around the world; this will include contributing to establishment and other household level surveys.
- Compile ILO methodological, analytical tools and other relevant information to conceptualize a one-stop helpdesk for supporting social security institutions in the area of employment injury insurance
- Assist in the development of a new methodology to reach enterprises in their compliance to register and duly declare their workforce, especially women, under national and other types of employment injury insurance schemes.
- Assist ILO (through the NORMES department) in the review of complaint cases from social partners as submitted to the ILO Committee of Experts relevant to employment injuries.
- Explore collaborations with other relevant services of the ILO, gender organizations and other agencies, such as the ISSA, OECD, World Bank and regional bodies to systematically collect data and to deliver capacity-building to social partners and social security institutions and policy makers.
- Closely collaborate with the ILO International Training Centre in Turin to build a training package on GEIP.
- Support the legal and financial assessment of employment injury insurance schemes, as appropriate.
- Participate to the ILO technical assistance in the case of ad hoc compensation arrangements to unprotected victims of industrial accidents and work on the aftermath to reduce the likelihood of future cases that should not reoccur.
- Draft components of regional and country analyses for reports and publications.
- Assist in technical backstopping, implementation and monitoring of technical cooperation projects as a junior desk officer.
- Participate in technical missions for research and fact finding.
- Assist in organising workshops and seminars.

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

- ILO GEIP strategy and concept development
- ILO GEIP package of tools and material available in low and middle income countries
- A large scale global event on employment injury

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree in law, social sciences, social services, OSH, mathematics, engineering, actuarial science or economics. An advanced university degree / Master's or Post Graduate Diploma would be an advantage.

Work experience:

At least two years' working experience. Work experience in a policy area related to employment injury and prevention would be an asset.

Skills required for the assignment:

Good analytical and research skills. Familiarity with Microsoft Excel and project formulation could be an asset.

Languages:

Excellent command of English. Good knowledge of a second working language of the ILO (French or Spanish) or another language (Russian, Arabic, etc.) 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will assist senior experts in the analysis for establishing, extending or reforming employment injury insurance schemes and/or to strengthen the prevention and operational framework relevant to employment injuries in ILO member States. S/he will also assist senior experts in the preparation of training materials and participate in training sessions on legal, financing and administration of employment injury insurance schemes including their prevention and inspection and other inter-related actions at the enterprises' workplace level.

Learning elements:

- The incumbent will have the opportunity to learn methodologies and techniques for analysing the legislative framework and to coordinate or take active role in modelling the current and future cost and the financing of employment injury insurance schemes in at least one-two ILO member States per year.
- The incumbent will gain experience in drafting technical reports for governments and organisations representing employers and workers 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 employment injury insurance schemes to all workers, especially women workers

BACKGROUND INFORMATION

Following the Rana Plaza tragedy of 23 April 2013, more than 2'000 workers were injured or killed. The ILO took an active part in the remedy actions at the enterprises level, the labour code and for the compensation of the victims who were not duly protected or covered. The ILO has played a central technical and policy role in stirring the necessary social dialogue. The legacy of the Rana Plaza was perceived by many to relate to the establishment of a national employment injury insurance scheme.

Beyond the cases of Rana Plaza in Bangladesh and other tragedies such as the Tazreen Factory fire in November 2012 (Bangladesh) and the Ali Enterprises fire in Baldia, Karachi in Pakistan in September 2012, the ILO is requested by member States to ensure member States are supported as necessary to improve the situation of decent work, including in the area of workplace safety and social protection in case of work injury.

The minimum requirement for employment injury benefits are stated in various ILO instruments, dating as far back as in 1919 in relation to workmen compensation and more recently in relation to Convention 121 (1964, revised in 1982) as well as in the context of ILO Convention 102 (1952) on minimum requirements for social security and the more recent Social Protection Floors Recommendation, 2012 (No. 202). The latter calls on the commitment of governments, employers and workers for a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible. The right to compensation, health and allied care, rehabilitation and support for return to work is crucial as a fundamental right in case of work injury for all workers, and as part of the social protection floor.

In many countries employment injury insurance has often been the first social security scheme to be implemented. Worldwide, only 33.9 per cent of the labour force is legally covered by employment injury through mandatory social insurance. If voluntary social insurance coverage and employer liability provisions are included, 39.4 per cent of the labour force is legally covered. In practice, actual access to employment injury protection is even lower, largely owing to incomplete enforcement of the legislation in many countries. A growing number of ILO member States are requesting assistance with respect to designing and implementing employment injury insurance. Moreover, member States also require ILO assistance for ad hoc compensation arrangements when large scale industrial accidents happen like the Tazreen building fire in 2012 and Rana Plaza collapse in 2013 in Bangladesh.

The ILO GEIP assists government agencies and autonomous social protection organisms as well as employers and workers organisations to develop their own capacity for policy planning, and to improve the management and governance of their social protection schemes in case of work injury.

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

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Post number: 1732
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Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Partnership and Resources Mobilization

Duty station: Abidjan, *Cote d'Ivoire*

Duration of the assignment: 12 months, renewable

Grade: P2/P3

Department/ Field Office: ILO Regional Office for Africa (ROAF)

Organisational unit: ILO Regional Office for Africa (ROAF)

SUPERVISION

Direct Supervision by: Deputy Regional Director, Mr. Peter Van Rooij, vanrooij@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

A time-bound work plan will be agreed between the JPO and the supervisor, which will be prepared by the end of first month of assignment.

Regular meetings between the JPO and the supervisor about progress made and key follow-up actions will be scheduled every month

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for specific tasks and as required, and relevant information and tools made available in consultation with PARDEV.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify effectiveness and address any constraints.

The JPO will accompany and assist the supervisor in missions, seminars, workshops, meetings as necessary.

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

INTRODUCTION

Give a brief background of the department or region/field office/programme: where it is located within the organization, what it does, linking the contribution of the department or office/programme to the ILO Strategic Policy Framework 2010-2015 and the Programme & Budget.

The department of ... deals with ...

DUTIES AND RESPONSABILITIES

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. Furthermore, the ROAF is responsible for promoting collaboration on decent work issues with continental institutions like the African Union, African Development Bank and United Nations Economic Commission for Africa. It is also responsible for developing and strengthening collaboration on decent work issues with the regional centres of UN and other multilateral/global institutions. In this regard, it coordinates the region's engagement with the UN Regional Directors' Teams as well as other related regional coordination arrangements.

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

Under the direct supervision of the Deputy Regional Director, and in close collaboration with PARDEV, the incumbent will perform the following duties and responsibilities:

1. Assist in developing and maintaining contacts with development partners and agencies, in particular by carrying out donor mappings, identifying cooperation opportunities and by preparing and drafting communication materials on the ILO's development cooperation strategy and programme;
 2. Support the development and appraisal of regional project and programme proposals developed by the ROAF, relevant COs, DWTs and other units, in line with the ILO's Decent Work priorities in the region, as well as the Programme and Budget;
 3. Support the negotiation and signing of new funding agreements;
 4. Assist in the coordination and management of the DC portfolio of the ROAF in terms of governance, monitoring, reporting, reviews, evaluations and closure of projects funded by extra-budgetary resources;
 5. Elaborate a mapping of donors with regional remits in Africa.
 6. Identify and follow-up on new opportunities to expand the ILO's technical cooperation programme at the regional level. Review and analyze regional 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.
 7. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution.
 8. Nurture relations with donors, from project financing to complex partnership DC programmes arrangements as well as communications on progress and success. 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.
 9. Prepare briefings and information notes for management on issues that are considered important for programming and resource mobilization linked to DC activities.
 10. Assist and participate in the preparation of meetings, training activities and workshops on matters related to resource mobilization and technical cooperation.
 11. Contribute to verification and revision of reports pertaining to ILO TC programmes on an ad hoc basis in support of the Regional Programme Unit.
 12. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
 13. Assist the ROAF management and undertake any other duties and responsibilities as required and appropriate, including administrative matters and focal point responsibilities linked to Development cooperation activities.
 14. Carry out other duties as may be required by the supervisor.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

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

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in economics, social science, international studies or other relevant field

Work experience:

Minimum:

At least two years of experience in the design, management, implementation and/or evaluation of projects, at the national and international level.

Desirable:

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 and in a developing country. Work experience in Africa will be considered an asset.

Skills required for the assignment:

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. Excellent knowledge of the theories, principles, methods, practices and techniques of programme formulation, implementation, management and evaluation. Pro-actively sharing knowledge. Ability to analyse, justify selection and appraisal of technical cooperation proposals. Ability to summarize complex issues into user-friendly guidance notes and concept papers. The ability to work in a multicultural environment and gender-sensitive behaviour and attitudes are also required.

Languages:

Minimum:

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

Desirable:

Excellent command of English and good knowledge of French

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

The JPO will develop a solid expertise in the resources mobilization and development cooperation, in particular at regional level.

The JPO will gain both theoretical and practical knowledge on:

- Drafting of project proposals, working papers, briefs, newsletters and other documents;
- Development of programme documents development using result-based management approach;
- The structures and functions of and interaction with the ILO and its constituents, as well as other partners;
- Maintain close contacts with donors and regional institutions;
- Functioning of the UN system, at regional and country level, within the ILO and with other UN Agencies;
- Opportunity to work in a multi-disciplinary work setting and therefore develop her/his creativeness and ability to function in group in a multi-cultural environment;
- Working in a cross-cultural and multi-disciplinary environment.

BACKGROUND INFORMATION

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.

JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

GENERAL INFORMATION:

Title of the posting: Business and Decent Work/Corporate Social Responsibility

Duty station: GVA

Duration of the assignment: 12 months, renewable

Grade: P2

Department or Field Office: ENTERPRISES

Organisational unit: Multinational Enterprises and Enterprise Engagement Unit (MULTI)

SUPERVISION

Direct Supervision by: Senior specialist in MULTI

Overall Supervision by: Head of unit, MULTI

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the direct supervisor upon arrival. Regular meetings between the JPO and the supervisor will be scheduled to discuss MULTI technical support to constituents. Detailed instructions, guidance and coaching will be provided by the supervisor for the preparation of technical assistance background documents.

The Head of Unit will ensure a good balance of assignments and opportunities for the associate expert based on his or her background, capacities and interests; and ensure that the workload is manageable.

INTRODUCTION

The Multinational Enterprises and Enterprise Engagement unit (MULTI) is central to the ILO's work on responsible and sustainable business, and broader engagement with MNEs on social policy and the decent work related SDGs. The unit provides policy advice and technical support on the application of the ILO instrument in this area—the *ILO Tripartite Declaration of*

Principles concerning Multinational Enterprises and Social Policy (MNE Declaration)—at the global, regional, and country-level. MULTI also coordinates the ILO approach to corporate social responsibility (CSR). It builds capacity of governments, employers' and workers' organizations in this area and provides technical assistance at the country-level. To enhance international policy coherence on the labour/employment dimension of Corporate Social Responsibility (CSR), it collaborates with other international organizations on their instruments and initiatives in this area, in particular the OECD MNE Guidelines, UN Global Compact, UN Guiding Principles on Business and Human Rights and ISO 26000. Through the ILO Helpdesk for Business, it works directly with companies that seek to integrate principles contained in international labour standards in company policies and operations, including in their global supply chains.

In March 2017 the ILO Governing Body adopted an important update of the MNE Declaration text as well as a set of operational tools to stimulate the uptake of the principles by governments, employers, workers and enterprises (multinational and national) in ILO member States. MULTI leads the Office's work on operationalizing these different tools in the context of the 2030 Agenda for Sustainable Development and the ILO plan of action on Decent Work in Global Supply Chains. This JPO post will assist with these efforts and also support broader promotional activities at the international, regional and national levels, including in the context of conducting/supporting tripartite events to mark the 40th anniversary of the instrument (starting in November 2017).

DUTIES AND RESPONSABILITIES

The JPO will carry out the following tasks:

- Contribute to the development and roll-out of operational tools for the promotion and implementation of the MNE Declaration, including the company-union dialogue procedure.
- Assist with the development and delivery of training courses and other capacity-building tools.
- Draft background papers on policy areas linked to the MNE Declaration and, depending on the profile of the policy officer, other areas such as trade and investment policies.
- Assist with the preparation and delivery of joint activities with UN Global Compact, OECD, OHCHR, UNCTAD and other international organizations.
- Support country-level activities (capacity building, research, dialogue facilitation) involving multinational enterprises and various aspects of decent work, including support in the context of development cooperation projects.
- Conduct background research for and draft concept notes and development cooperation proposals.
- 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).

To give the JPO broader exposure to the work of the ILO, he/she will also contribute to the following tasks:

- Participate in/contribute to technical meetings with other departments and country offices.
- Assist with other tasks specific to the unit, such as preparing reports for the Governing Body and ILO regional meetings.
- Undertake other assignments as appropriate and needed according to the unit's work plan and outcomes.

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 1-2 years, either at national or international level (private sector, government, union, academia).
- **Language skills:** excellent working (both oral and written) knowledge of at least one of the ILO's official languages (English, French, Spanish) and good knowledge of a second working language
- **Competencies:** good communication skills, able to work in a team, flexible and capable to deal with multiple tasks.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will be trained 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. He/she will also be trained on global 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 organization, global business, trade union, academia or a policy research centre. More formal training will depend on the particular interests of the JPO and needs of the unit.

Learning elements:

The JPO will be exposed to a whole range of areas on the role of the private sector in development and sustainable enterprise development, 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, capacity building on the labour/employment dimension of CSR, international developments on corporate responsibility and sustainability. 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 principles of the MNE Declaration; and how ILO interacts with other international organizations. The JPO will also acquire first-hand experience in consensus building through facilitation of dialogues and negotiations.

BACKGROUND INFORMATION

MULTI is part of the Enterprises Department. The Department's overall mission is the promotion of sustainable enterprises to achieve the ILO goal of decent work, as reflected in Outcome 4 ("Promoting Sustainable Enterprises") of the ILO Programme and Budget. MULTI is also the lead unit servicing the MNE Segment of the Policy Development Section of the Governing Body.

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 TRAINING CENTRE OF THE ILO
JUNIOR PROFESSIONAL OFFICER**

Post number: 1735

Date of issue: Jan 2018

JOB DESCRIPTION - FIELD POSITION

GENERAL INFORMATION:

Title of the posting: Junior Professional Officer on Green Jobs for Sustainable Development
Duty station: Turin, Italy
Duration: 12 months, renewable
Sector or Field Office: International Training Centre of the ILO
Organisational unit: Sustainable Development Programme (SDP)
Area of expertise: Green Jobs

SUPERVISION

Direct Supervision by: Alice Vozza
Green Jobs Specialist (Cluster Coordinator)
Sustainable Development Programme (SDP)

Overall Supervision by: Ralf Krueger
Programme Manager
Sustainable Development Programme (SDP)

Content and methodology of supervision:

This JPO position has been conceived to support the ITCILO to expand its capacity building portfolio as a contribution to the recently launched ILO Green Initiative which aims at a more ambitious environmental sustainability agenda for the ILO moving towards the completion of its first centenary in 2019.

The JPO will be part of the ITCILO Sustainable Development Programme under the guidance of the Green Jobs Cluster coordinator and work closely with other Activity Managers and the Manager of the Programme, according to specificity of tasks and assignments. A work plan will be developed in order to concretize tasks and responsibilities and assess progress and development. Supervision and guidance will include on-the-job training, joint missions (where relevant) and guidance through regular meetings, both individually and with the team.

The JPO will also work with the relevant ILO technical departments and offices whenever deemed relevant, in particular with the GREEN Unit in ILO

Headquarters and other members of the ILO Green Jobs network across the world.

A time-bound work plan will be agreed between the JPO and the direct and overall supervisors within the first month of the assignment. Regular monthly meetings between the JPO and the supervisors about tasks and responsibilities assigned will be scheduled. As necessary, detailed instructions, guidance and coaching will be provided by the supervisors for the JPO to gain knowledge and experience both related to the technical field (green jobs) and to training and learning approaches and methodologies.

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 Cluster / SDP. The JPO will be guided by the supervisors to gain the skills and knowledge on applied training, project design, communication and fund-raising initiatives.

INTRODUCTION

The ILO's Green Jobs Programme promotes decent work in the context of sustainable development and as part of the transition to a more sustainable, climate-resilient and low-carbon development path. The concept of "green jobs" summarises the particular angle the ILO takes to preserve and restore a sustainable environment through transformative growth, also carrying the qualitative notion that green jobs require to be fairly remunerated and productive, provide sufficient levels of social protection, ensure social dialogue, and guarantee workers the most basic rights at work.

In addition, the ILO has recently 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 towards environmentally sustainable economies and societies for all", adopted by the ILO's Governing Body in November 2015 as the guiding policy framework for action by ILO constituents and the Office. This initiative is also enhanced by the ILO's Environmental Sustainability Policy to mainstream environmental sustainability in technical cooperation projects, Decent Work Country Programmes and strategic outcomes.

Furthermore, the ILO included in its 2018-2019 Programme and Budget "just transition towards environmental sustainability" as a new cross-cutting policy driver. Consequently, capacity-building efforts will continue address training needs of both ILO constituents and ILO staff, who are increasingly called to become advocates and implementers of green jobs and just transition strategies across the various policy outcomes.

The Green Jobs Cluster, which is part of ITCILO's Sustainable Development Programme (SDP), acts as the training arm of the ILO's Green Jobs Programme and delivers a wide array of capacity development services to address growing, anticipated and changing needs in the transition to socially inclusive green economies.

This professional position is meant to strengthen the training portfolio and learning services, particularly in the wake of the implementation of the Paris Climate Agreement and its linkages with the 2030 Agenda for Sustainable Development and environmentally-related SDGs. Research into new areas that deserve increasing attention is also envisaged, such as managing labour migration and mobility triggered by climate vulnerability.

The work to be undertaken will contribute to improve and diversify training curricula and learning tools on the linkages between environmental or broader sustainable development agendas on the one hand and the decent work agenda on the other, taking into account the implications of climate change for employment and equality, and highlighting the quantitative and qualitative dimension of the impact on and role of enterprises and jobs in the transition to greener economies.

The ultimate objective of the mentioned capacity building activities offered by ITCILO will be to support ILO's Green Jobs Programme's global efforts to achieve decent work outcomes in national climate policies (ref. Policy Guidelines on Just Transition) and to contribute to the mainstreaming of environmental sustainability in decent work country programmes and technical cooperation projects (ref. ILO's Environmental Sustainability Policy).

DUTIES AND RESPONSABILITIES

Working with the Green Jobs Cluster Coordinator within ITCILO, the JPO will contribute to the design, organization and delivery of training courses and learning materials, such as:

- open courses and tailor made learning events in Turin, and in the field, at global, regional and national level;
- online self-learning modules and tutor-based courses available through the Centre's online learning platform, the e-campus;
- customized training materials, guides and handbooks on specific topics (e.g. skills for green jobs; the greening of enterprises; green entrepreneurship; etc.) and sectoral perspectives (e.g. green jobs in waste management; green works in natural resource management; etc.) targeting governments, social partners, practitioners and ILO staff;
- tailor-made programmes delivered in the framework of UN collaboration agreements, such as the Partnership for Action on Green Economy (PAGE);
- capacity building projects at national and local level, such as EU-funded programmes, among others;
- support to the further development of the ILO Green Jobs Certification

Programme for ILO staff as part of an office-wide human resource development initiative.

More concretely, s/he will:

- Analyse global developments in green economy, green growth and climate change in general and employment dimension of sustainable development specifically with a view to identify training needs and propose training solutions for a just transition to environmentally sustainable economies and societies;
- Analyse policies and programmes for green jobs promotion in countries at all stages of development with a view to integrate successful case studies and study visits in ITCILO's training offer;
- Participate in the development of training curricula on topics related to green jobs promotion, either as part of planned open courses and/or as in response to new training requests;
- Assist SDP in the design and implementation of training and learning activities related to green jobs promotion, with special attention to reaching out to new audiences (e.g. private sector, civil society, climate change networks and agencies, academia and research institutes, in addition to the ILO's tripartite constituency);
- Collaborate in the conception, development and customization of training material, policy briefs and course readers on green jobs related issues, addressing both just transition issues and the mainstreaming of environmental sustainability through the ILO's work;
- Support the development of e-campus and virtual platforms for training and learning activities related to the green jobs cluster areas of work;
- Assist with the formulation of country specific or regional/global technical cooperation projects on jobs & environmental issues and the mobilization of required resources;
- Assist 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;
- Contribute to promoting and communicating ITCILO positions and technical inputs through publications, via the internet and social media;
- Prepare reports on workshops organized by the SDP programme;
- Perform others task that may be assigned by the supervisors.

Upon completion of the assignment the JPO will have been trained in preparing innovative training materials, training courses, learning platforms and public presentations through guidance of the supervisors and other 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 and Decent Work Agenda;
- Gain experience on the promotion of decent work in the context of sustainable development, climate responsive policies, and the greening of economies;

- 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.
-

QUALIFICATIONS AND EXPERIENCE

Qualifications: Advanced university degree in one of the following areas: Economics, Social Sciences, Agriculture/Forestry, Environmental Studies or Development Studies.

Experience: Two 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. Good training skills would be an advantage.

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.

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 supervisors 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 centre in Turin develop technical competence 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 and policy messages 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.
 - Explore the expert networks on Green Economy and particularly Green Jobs issues, including at ILO headquarters and in the Green Jobs network around the world.
 - Get acquainted to the work of a multi-disciplinary and multi-cultural team.
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International
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Post number: 1736
Month of issue: January
Year: 2018

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Career Support & Performance Management

Duty station: Turin, Italy

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: International Training Centre of the ILO

Organisational unit: Human Resources Services

SUPERVISION

Direct Supervision by: Giuseppe Zefola, Chief Human Resources Services

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor within the first two weeks of the assignment.

Regular meetings between the JPO and the supervisor about tasks and responsibilities assigned will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the JPO to gain knowledge and experience both related to the technical field (Staff Development/Performance Management) and to programmes and policies.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and the quality of the tasks assigned to the JPO.

The JPO will accompany and assist the supervisor in seminars, workshops and team meetings.

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

INTRODUCTION

The Centre primary role is to deliver high quality, relevant and effective training and learning services to ILO constituents in support of decent work and sustainable development. In line with its mandate to provide training activities at the service of economic and social development, it also works in partnership with other development actors and networks that share the values of the ILO and its commitment to social justice.

Within this overarching mission, the HRS aims to support the sustainable strategy of the Centre, working in a strategic and operational partnership with all the sectors to ensure that the Centre fully develops and benefits from its human capital to fulfil its mandate and achieve its mission. Specific strategic goals and targets are assigned to HRS in the Centre's Strategic Plan for 2018-2019 and in the programme and Budget Proposals for 2018-2019, with a special focus on Leadership Development, Performance Management and Enhancing Technical and Learning Facilitation Skills.

The HRS Section is a small dedicated and dynamic team which reports directly to the Chief of the HRS and then to the Deputy Director of the Centre. It consists of three main functional areas: HR planning, Development and Recruitment; Contracts, Benefits and Entitlements and Occupational Safety and Health.

DUTIES AND RESPONSABILITIES

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

General

- Carry out comparative analysis of best policies and practices in Performance Management in the UN system including competency frameworks
- Participate in the development of new performance management policies and procedures to meet the evolving needs of the Centre
- Monitor the implementation of performance management policies and procedures
- Participate in the design of an updated version of the performance management system for the Centre.

Staff Development and Career Support:

- Identify and analyse staff development and career support needs through job analysis, performance management schemes and regular consultation with programme/service managers and human resources services ;
 - Design and expand training and development programmes based on the needs of the organisation and the individual
 - Collaborate with relevant technical experts in the design and implementation of training and learning activities related to staff development and career support
 - Support the development of the HRS e-campus and virtual platforms for training and learning activities
 - Prepare and participate in meetings of the Staff Training and Development Committee, carry out preparatory work and draft reports for submission to the Committee; draft the minutes of the meetings and follow up on the recommendations made;
 - Review job classification standards and policies and participate in the ongoing review of career streams.
-
- Perform other tasks that may be assigned by the supervisor.

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

Projects related to:

- Review of current Performance Management System including, policies and practices
- Development of a new competency framework in line with ILO competencies
- Design and implementation of the Leadership Development Programme
- HRS portal development

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in public administration, human resources management or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in business administration, human resources management, education, social science or related area.

Work experience:

Minimum:

At least two years of experience in human resources management and/or training and learning.

Desirable:

Management of e-learning platforms

Skills required for the assignment:

Minimum: Thorough knowledge of human resources management theories and principles. Excellent interpersonal skills. Ability to establish and maintain effective working relationships with people of different cultural backgrounds. Tact and discretion.

Good writing skills

- Strong conceptual analytical and research skills
- Excellent communication skills
- Excellent computer skills

Desirable:

Familiarity with the ILO system and its staff Rules and regulations would be an advantage.

Skills as a facilitator of learning and training designer;

Skills in developing learning and training material, including in e-learning modality

Languages:

Minimum:

Excellent command of English. Good knowledge of a second working language of the ITCILO would be an asset (French or Spanish)

Desirable:

Knowledge of a third working language of the ITCILO 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 manage one's time and resources effectively to ensure that work is completed efficiently.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the work in HRS, the JPO will develop technical competencies related to HR planning and development, programmes and policies. Through guidance of the supervisor and interaction with colleagues, the JPO will become familiar with the ILO mandate and the strategic and operational aspects of working in a UN agency in the area of Human Resources Management. Through seminars, workshops and interaction with learning specialists and ILO/UN colleagues, the JPO will acquire experience in the development of staff development and career support initiatives and programmes.

Learning elements:

Become familiar with ILO's mandate and tripartism

- The functioning of the UN system and the sustainable development goals
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Gain in-depth knowledge of the Centre's HR policies and programmes and will further develop the ability to prepare policy papers on issues related to performance management and development system to promote a culture of high performance, continuous learning and development.

BACKGROUND INFORMATION

The Human Resources Services (HRS) is responsible for the design and implementation of human resources policies. This includes the management of the functions of: Recruitment and selection of ITC-ILO staff; Health and Welfare; and, Administration of entitlements, benefits and compensations; Staff development and career.

Other relevant information on the ITC-ILO and its campus is available at www.itcilo.org

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

The ITC-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 jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in ... *ILO's International Training Centre*

Duty station: *Turin, Italy*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Training Department*

Organisational unit: *Employers' Activities Programme*

SUPERVISION

Direct Supervision by:

Jorge Illingworth, Manager, j.illingworth@itcilo.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

A 12 months work plan will be agreed between the JPO and the supervisor with a periodical review after 6 months. Monitoring meetings between the JPO and the supervisor every 2 months.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor regarding the needs assessment of employers' organizations and the planning, management, delivery and impact assessment of the implemented activities.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify that activities are carried out with the usual high level of relevance, quality and satisfaction the Employers Activities Programme delivers.

The JPO will accompany and assist the supervisor in seminars, workshops, meetings when considered necessary.

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

INTRODUCTION

The International Training Centre of the ILO in Turin, Italy has a Mission to be the leading global provider of learning and training for the world of work. Our learning, knowledge-sharing and institutional capacity-building activities and programmes for governments, workers' and employers' organizations and other development partners are based on the latest thinking, best practices and comparative experiences in the fields of:

- rights at work
- enterprise, microfinance and local development
- employment and skills development
- social protection
- social dialogue, tripartism, labour law and labour administration
- workers' and employers' organizations
- gender and non-discrimination
- sustainable development and governance
- learning methodology and technology

Regular programmes are offered in a multicultural and multilingual environment at the campus or through e-learning. Tailor-made programmes are offered at the organizational, national or regional level.

The main mission of the **Employers' Activities Programme (ACT/EMP)** at the International Training Centre of the ILO is to assist Business Member Organizations around the world in becoming strong, independent and the representative voice of Business in their respective countries. This is achieved through the delivery of a relevant, needs driven, quality oriented training portfolio in Turin and around the world. The Programme has four major areas of work:

1. Improving the Business Member Organization's management capacity
2. Provision and delivery of quality relevant services
3. Policy influence for the promotion of an Enabling Environment for Sustainable Enterprises.
4. Labour Dimension of Corporate Social Responsibility-CSR and Human Rights.

DUTIES AND RESPONSABILITIES

Under direct supervision of the supervisor, the JPO will perform the following main tasks, but not limited to, with respect to which specific assignments, tasks and outputs expected to be delivered:

- Design, plan, budget and deliver training activities
- Compile all the necessary information and material for activities.
- Collaborate with other team members in the development of new training materials and its implementation.
- Participate in the development of new training material
- Take part in the delivery of training sessions as a resource person in different areas of expertise
- Conduct research on areas of interest of the Programme.
- Follow guidance and advice of more experience colleagues in the team.
- Track the progress of the agreed work plan
- Liaise with field colleagues, sponsors, Business Member Organizations, consultants, external collaborators and other parties relevant to the delivery of the agreed work plan.
- Prepare end of activities reports when required
- Prepare proposals for technical cooperation sponsors
- Prepare and implement proposals for monitoring impact assessment
- Perform others task that may be assigned by the supervisor.

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

- Full delivery of Programme's Work plan
- Achievement of Programme Key Performance Indicators (Contribution to Fix Costs, Number of Participants, Income, Quality of the Training Activities)

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree in Economics, Business Administration, International Relations or International Business, equivalent /or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics, Human Resource Management, Industrial Relations, International Business equivalent of relevant

Work experience:

Minimum:

At least two years of experience in private sector practice, international organizations, training and/or research institutions at the international or national levels.

Desirable:

Work experience in and knowledge of Business Member Organizations (Employers' Organizations at the national and/or international levels /

Skills required for the assignment:

Minimum:

Excellent writing skills. Good interpersonal and communication skills. Ability to adapt message to culturally diverse audiences. Good analytical skills. Good knowledge of computer applications for information collection, management and dissemination. Good knowledge of social media tools. Ability to work on own initiative as well as a member of a team.

Desirable:

*Good training / teaching skills
Good knowledge of workshop facilitation techniques
Tutoring skills and experience in distance learning as an asset.
Discretion and high sense of responsibility, judgement and diplomacy.*

Languages:

Minimum:

Excellent command of the English language required.

Desirable: Additional working command of French and/or Spanish languages

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 the work in the Programme for Employers' Activities, the incumbent will get trained to develop professional training and facilitation skills for adult learners.

Through guidance of the supervisor and senior colleagues, he/she will get acquainted on how to establish proper communication channels and build relations with employers-ILO constituents.

Through seminars and workshops, he / she will get exposure to most modern distance learning and tutoring techniques

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's mandate and with the role of Employers' in the ILO and their special relationship with the Organization.
- Interact with Employers' and Business organizations working on the three dimensions of sustainable development.
- Understand the role Employers' and Business organizations play in influencing decision makers to foster an environment conducive to enterprise development and job creation.
- Get acquainted on technical cooperation modalities to strengthen employer's constituents in the area of advocacy and service development.
- Get familiar with the ILO structure and interact with specialists in ILO core areas of work.
- Get technical knowledge of a number of broad policy areas such as SME development policies, social protection, informal economy and policies for a conducive business environment.
- Be capable of nurturing and developing the relationship between Employers' and Business Organizations and the ILO

BACKGROUND INFORMATION

Background information should include the following:

- *general outline of the Programme:*
http://www.itcilo.org/en/the-centre/programmes/employers-activities?set_language=en
<http://www.ilo.org/public/english/dialogue/actemp/>
- *Outline of planned developments concerning the Programme;*
Get more engaged with foundations of large corporations to extend the outreach and impact of the training and capacity building portfolio. Strong role in carrying out components of big ILO technical cooperation projects in selected countries (for example in Bangladesh and Myanmar)
- *Information about living arrangements/conditions wherever possible;*
HRS should have info
- *state the ILO outcome(s) from the Programme and Budget the JPO will work for:*

ILO Outcome 10: Strong and representative employers' and workers' organizations

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.

Post number: 1738

Date of issue: Jan 2019

JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

GENERAL INFORMATION:

Title of the posting: JPO in Social Protection

Duty station: Budapest, Hungary

Duration of the assignment: 12 months, renewable

Grade: P2

Sector or Field Office: ILO Decent Work Technical Support Team and Country Office for Central and Eastern Europe (DWT/CO-Budapest)

Organisational unit: na

SUPERVISION

Direct Supervision by: Kenichi Hirose, Senior Social Protection Specialist (DWT/CO-Budapest)

Overall Supervision by: Director (DWT/CO-Budapest)

Content and methodology of supervision:

Under the overall supervision of the Director of the Office, 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 in line with the job descriptions 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 appraisals on a regular basis.
-

INTRODUCTION

The position is located in the ILO Decent Work Team/Country Office for Central and Eastern Europe (DWT/CO-Budapest). DWT/CO-Budapest provides technical support and guidance related to the ILO agenda in 18 countries of Central and South Eastern Europe (for more see www.ilo.org/budapest).

DUTIES AND RESPONSABILITIES

Under the overall supervision of the Director of the DWT/CO-Budapest and the technical supervision of the Senior Social Protection Specialist, the incumbent is expected to be actively involved in ILO's activities to improve social protection systems in the region. The scope of the technical fields in social protection covers social security (including pensions, health care, social assistance), occupational safety and health, working conditions, and protection of international migrants. Specific duties include:

- Collect and analyze data for programme development and research studies.
 - Draft regional, country, or related sectoral analyses for reports and publications.
 - Assist in technical backstopping, implementation and monitoring of the technical cooperation projects implemented by ILO DWT/CO-Budapest in the region.
 - Assist in organising workshops and seminars.
 - Undertake any other tasks assigned to him/her by the Director of the Office or the supervisor.
-

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree (equivalent to a Master's degree) in Economics, Sociology, or Law, preferably related to the areas of social security (pensions, health, social assistance), occupational safety and health, or international migration.

Experience: At least three years of work experience in one of the areas of social protection.

Skills: Excellent computer skills, including knowledge of the Internet and web publishing.

Languages: Full command of English as a working language. Knowledge of the national languages in the countries covered by ILO DWT/CO-Budapest will be an advantage.

Competencies:

The three most relevant competencies required for this position are: Collaboration, Communication and Quality Orientation.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components: The incumbent will participate in technical and management training courses offered to staff members of the DWT/CO-Budapest. For example, topics of staff development trainings conducted in the past three years cover: Working with UN - Achieving Decent Work in a Changing Environment, statistical analysis package STATA, Performance Management Framework, and Green Jobs.

Learning elements:

- Learn about the ILO's mandate and its cooperation with its constituents and other partners;
- Gain experience in the development of social protection 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-Budapest in the region;
- Improve his/her writing 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 organisations in a region which is undergoing political, economic, and social transformations towards integration with the EU.

BACKGROUND INFORMATION

The central focus of ILO DWT/CO-Budapest activities in the field of social protection is formulated in ILO's Strategic Outcomes No. 3: Creating and extending social

protection floors, No. 7: Promoting safe work, and No 9: Fair and effective international labour migration and mobility

To help achieve these outcomes, the ILO DWT/CO-Budapest has the responsibility of leading actions in:

- Social security, through broadening the scope and instruments of social security schemes, improving and diversifying benefits, strengthening governance and management, and developing policies to combat adverse effects on social and economic security;
- Occupational safety and health, through intensifying awareness of the dimensions and consequences of work-related accidents and diseases, and enhancing the capacity of member states and social partners to implement effective preventive and protective policies and programmes, with special attention to the most hazardous conditions at the workplace; and,
- International migration, through assisting member States in developing and improving rights-based labour migration policies to reduce ill-effects, protect migrant workers better and promote development.

As necessary, ILO DWT/CO-Budapest can provide orientation and assistance to the practical aspects of life in Budapest.



Organisational Unit/Department:	[MIGRANT/WORKQUALITY]
Technical Responsible Unit/Department:	[MIGRANT/WORKQUALITY]
Position (Title):	JPO—Labour migration and mobility
Proposed grade (to be confirmed by HRD):	P1/P2
Duty Station:	Geneva (Switzerland)
Duration:	3 years

1. Background and introduction

MIGRANT is located in the Conditions of Work and Equality Department (WORKQUALITY) and has the primary responsibility within the Office for the formulation and implementation of the Organization's policy approaches and decisions concerning migrant workers. MIGRANT also leads the work on the design, the implementation and the evaluation of national policies in this field, which it carries out in accordance with the ILO Multilateral Framework on Labour Migration, provisions of Conventions 97 and 143, Recommendations 86 and 151, and all other labour standards relevant to migrant workers. In this context, MIGRANT undertakes analytical work on the economic, employment and social aspects of international migration with special focus on its developmental implications; renders technical advisory services on national or international migration and protection policies; undertakes technical cooperation activities; organizes meetings; and publishes or disseminates information on global migration issues and good practices.

In view of the increasing demands on the ILO's services in the field of migration, MIGRANT seeks to expand the team with a Junior Professional Officer with a background in research. New research activities have initiated as follow up to the Conclusions of the 2017 International Labour Conference, which call on the ILO to deepen and scale up its work on international labour migration, and in particular to conduct additional research activities and development of good practice guidance.

The Junior Professional Officer will work under the direct supervision of the Migration Policy Specialist, and be based in Geneva (2 years) and possibly a field duty station (1 year). He/she will provide technical inputs into the research undertaken by MIGRANT, with a focus on areas of rights protection for migrant workers, refugees and those displaced across borders employed in other countries.

2. Main duties and responsibilities:

1. Prepare technical inputs for MIGRANT research, particularly in areas related to integration or reintegration of returning migrant workers and those related migration and displacement due to conflict or climate change, and areas such as temporary labour migration and the exercise of fundamental freedoms and rights at work.
2. Draft components of regional, country or sectoral analysis for reports and publications.
3. Consult closely with counterparts in other relevant ILO units in HQ and in the regions to obtain technical research inputs.
4. Participate in missions with other team members in relation to the research agenda.
5. Assist in organizing workshops and seminars.

3. Qualifications:

Education

- Second level degree in law, international policy, migration, sociology, economics, econometrics or related social science.

Experience

- At least twelve months of relevant professional experience.
- Experience in quantitative and qualitative research relating to labour migration is an asset.
- Previous work experience within the UN system would be an advantage.

Languages

- Excellent command of English, and working knowledge of at least one other official ILO language is desirable.

Competencies:

- Excellent oral and written communication skills with experience in drafting and giving presentations.
- Demonstrated ability to conceptualize, plan, coordinate and conduct straightforward research activities.
- Strong analytical skills and ability to use qualitative and/or quantitative techniques, and ability to distill and summarize concisely large volumes of information, reports and data within short periods of time.
- Ability to draft discussion papers, reports, policy briefs and similar.
- Good understanding of issues related to labour migration.
- Good interpersonal skills that demonstrate sound judgement.

September 2019

Job Description

Title: JPO – Promoting equal pay and eliminating violence and harassment in the world of work

Grade: P.2

Contract type: Fixed-term Appointment

Duration of contract: One year renewable

Department: Conditions of Work and Equality Department (WORKQUALITY)

Organization Unit: Gender, Equality and Diversity & ILOAIDS Branch (GED & ILOAIDS)

Duty Station: ILO Headquarters, Geneva

Description of Duties

This assignment is located in the Gender, Equality and Diversity & ILOAIDS Branch responsible for promoting gender equality and respect for diversity in the world of work, and managing the ILO's programme on HIV and AIDS. The Branch strives for the elimination of discrimination, including based on gender, race, ethnicity, indigenous identity, sexual orientation and gender identity, disability and HIV status. The Branch provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces, and addressing multiple and intersecting forms of discrimination.

In the context of the ILO Women at Work initiative launched in 2013, the two areas of work that have attracted a lot of attention are the promotion of the right to equal pay for work of equal value and the promotion and implementation of the new instruments on violence and harassment in the world of work (c.190 and R. 206).

In the case of promoting equal pay for work of equal value, the ILO, UN Women and the Organisation for Economic Co-operation and Development (OECD) launched an [Equal Pay International Coalition](#) (EPIC) in 2017. EPIC aims to contribute to the achievement of the Sustainable Development Goal (SDG) target 8.5 on achieving full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value. EPIC is intended to be an inclusive initiative of parties committed to making equal pay for work of equal value a reality. EPIC works at the global, regional and national levels and focuses on research and data collection, advocacy, knowledge sharing, peer-to-peer exchanges, capacity building, technical advisory services, data analysis and monitoring.

In the case of the new ILO C.190 on violence and harassment in the world of work and its accompanying R.206, the ILO is now looking into concrete ways to promote its ratification, and step up efforts towards raising global awareness on the topic. The ILO will support its constituents in affirming the importance of this convention while providing technical capacities.

The JPO position is designed to support the ILO Headquarters' EPIC team and the EPIC Secretariat as well as the multi-disciplinary team working on violence and harassment in the world of work. The JPO will assist in:

1. Undertaking research and contributing to the development and dissemination of policy briefs and educational materials on various initiatives and good practices to promote equal pay for work of equal value and work on violence and harassment in the world of work, including by governments, employers' and workers' organizations, academic institutions and in the private sector;
2. Contributing to the development of online knowledge, including a) an EPIC knowledge sharing platform, a practical online tool which will serve as a gateway to up-to-date information and tools on equal pay for work of equal value, facilitate an exchange of information, trends, lessons learned and good practices on what works and how; b) a web portal on violence and harassment in the world of work to be developed in collaboration with the ILO Training Centre in Turin;
3. Assisting in the overall implementation of advocacy efforts related to C.190 and R.206, including liaising with the ILO's Department of Communication, providing regular updates for EPIC's and Violence and Harassments websites, providing contents to populate social media, and developing awareness raising materials;
4. Assisting with the preparations for various EPIC Steering Committee meetings, EPIC conferences, including sub-regional meetings to develop roadmaps for the achievement of SDG target 8.5, with a focus on equal pay for work of equal value between women and men, at the national level;
5. Assisting in coordinating with ILO departments delivering work on equal pay for work of equal value and violence and harassment in the world of work;
6. Assisting in developing concept notes and project documents for the purpose of fundraising for the up-scaling of the initiatives; including organizing donor round table meetings and coordinating with PARDEV;
7. Other related duties.

Required Qualifications

Education

Advanced university degree in gender studies, economics, human rights, law or related areas.

Experience

Minimum of two years of relevant work experience at national or international level.

Languages

Fluent in English and a good working knowledge of at least one of the ILO's other official languages (French, Spanish).

Competencies

- Strong oral and written communications skills;
- Good knowledge of communication outlets and methods;
- Ability to organize and prioritize tasks;
- Good research skills;
- Ability to work well in a diverse team.

Additional information

Upon completion of the assignment the JPO will:

- Have gained experience in challenging some of the main assumptions reinforcing gender pay gaps;
- Have worked on strengthening the evidence base for policy action on equal pay for work of equal value;
- Have gained insight into working across international organizations, including with UN Women which will provide communication and advocacy support to EPIC in reducing the global gender pay gap and with OECD which will provide advice and support in the area of research and data collection;
- Have understood the type of support required by UN Member States to achieve equal pay for work of equal value, in line with the ILO Equal Remuneration Convention, 1951 No.100, and how this can be provided through a multi-stakeholder partnership;
- Have gained understanding of the most recent ILO C.190 and its accompanying R.206 on how these instruments can be promoted and operationalized;
- Have gained knowledge of the ILO tripartite system and international labour standards.

The ILO is the authoritative international organization concerning labour rights, sustainable enterprises and social dialogue, globally advocating for decent work. Working with the ILO's EPIC team will be a strong comparative advantage for anyone interested in focussing on

gender, equality and fundamental principles and rights at work, whether in government, academia, inter-governmental organization, business, unions or a policy research centre.

Supervision

The JPO will be based at the ILO's Headquarters in Geneva, and will work under the overall supervision of Chief of the Gender, Equality and Diversity (GED) Branch and the direct supervision of the Senior Specialist on Gender Equality and Non-discrimination. The JPO will also work in close collaboration with the Senior Specialist on Non-Discrimination of the Fundamental Principles and Rights at Work Branch (FUNDAMENTALS). The GED and FUNDAMENTALS branches are collaborating closely on the implementation EPIC.

Content and methodology of supervision

The supervisor will ensure a good balance of assignments and opportunities of the JPO based on his or her background, capacities and interests, and ensure that the workload is manageable. The supervisor will also ensure that regular feedback meetings are held, and that regular performance reviews are conducted based on established ILO procedures.

INTERNATIONAL LABOUR OFFICE JUNIOR PROFESSIONAL OFFICER

Post number: 1748

Date of issue: January 2019

JOB DESCRIPTION – Bangkok DWTT POSITION

GENERAL INFORMATION:

Title of the posting: Junior Professional Officer on Climate Change, Decent Work and Just Transition
Duty station: Bangkok, Thailand
Duration: 12 months, renewable
Sector or Field Office: ROAP
Organisational unit: Bangkok DWTT, ROAP / GREEN JOBS, ENTERPRISES DEPARTMENT
PA/SR Initiator: Cristina Martinez, Senior Environment and Decent Work, Bangkok DWTT

SUPERVISION

Direct Supervision by: Cristina Martinez

Overall Supervision by: Graeme Buckley

Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and the participation in meetings of the DWTT and 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 DWTT and 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.

INTRODUCTION

The JPO will work in the Asia-Pacific region; a region that has learned to be resilient in the face of increasing natural disasters and changing climate. New challenges in transitioning to a low-carbon economy to make our communities healthy, safer and even more resilient can bring opportunities for the future of work. Making this transition rich in green and decent jobs is directly connected to the wellbeing of people and communities and to the sustainability of our livelihoods and societies. This new dynamic makes a strong argument for thinking of processes as enabling the greening of economies and production rather than as a dichotomy between unsustainable dirty jobs to be discontinued and sustainable clean jobs to be created.

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 receives 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 2018 - 2019 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) supporting the just transition dimension in DWCPs in Asia-pacific countries; iii) developing a monitoring system for the Just Transition in the Asia-pacific countries; iv) developing proposals for the Green Climate Fund through established partners; v) roll out green jobs capacity building programmes for ILO constituents and staff in the Asia-Pacific Region, with a lead role for ILO/ITC Turin; vi) 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 by 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 allow 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, highlighting the quantitative and qualitative dimension of the impact on and role of enterprises and jobs in the transition to greener economies.

DUTIES AND RESPONSABILITIES

Working with the Senior Specialist Environment and Decent Work at the DWTT in Bangkok, the JPO will have exposure to the workings of an international organization at a particularly dynamic region 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 reports, policy briefs on climate change resilience and employment, 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 environment and decent work in the Asia Pacific region, contributing to the Asia-Pacific Green Jobs Network with other ILO units at Headquarters and in other 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),
- Understanding the context of climate change resilience and the implementation of the decent work agenda in the Asia-Pacific region,
- Gain experience on the promotion of decent work in the context of climate responsive policies and the particularities of the Asia-Pacific region,
- 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.

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 an Asian language, French and/or Spanish would be an advantage.

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.
-



International
Labour
Office

Post number: 1749
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Freedom of Association and Collective Bargaining

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Standards Department (NORMES)*

Organisational unit: *Freedom of Association Branch (LIBSYND)*

SUPERVISION

Direct Supervision by:

Jordi Agustí-Panareda, Head of Unit, LIBSYND

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month.

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

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

INTRODUCTION

The position is located within the International Labour standards Department (NORMES). NORMES is responsible for designing and implementing the ILO standards-related activities in accordance with the standards strategy adopted by the Governing Body. NORMES is the lead Department in realizing Office-wide coherence and cooperation on International Labour Standards (ILS) and promotes the ILO standards policy as a cornerstone of ILS activities. NORMES strives to enhance the relevance of ILS to the world of work and ensure their role as a useful means of achieving the constitutional objectives of the Organization, as well as the ILO strategic objectives, as called for by the 2008 Declaration on Social Justice for a Fair Globalization. NORMES is also responsible for supporting and servicing all the supervisory bodies of the ILO. During this biennium (2018-2019), the focus of NORMES is on Increased coverage and reach of the international labour standards through wider ratification, with a focus on Conventions aimed at overcoming discrimination and improving the rights and working conditions of groups most at risk of being left behind; enhanced action by tripartite constituents and other actors at country level for the application of international labour standards, supported through national and multilateral planning frameworks such as Decent Work Country Programmes (DWCPs) and United Nations planning frameworks; effective engagement of and ownership by tripartite constituents in the ILO processes for the preparation, adoption, reporting and review of international labour standards bodies.

The JPO will be assigned to work in Freedom of Association and Collective Bargaining thematic units. These units provide support to the supervisory bodies (in particular the Committee on Freedom of Association and the Committee of Experts on the Application of Conventions and Recommendations) and technical assistance to the countries on the freedom of association and collective bargaining issues covered by international labour standards.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor [and the Unit coordinators], the JPO will perform the following duties and responsibilities:

1. Examine communications from constituents concerning freedom of association and collective bargaining, in particular as to complaints submitted to the Committee on Freedom of Association (CFA), and, as requested by the supervisor, prepare draft documents and perform other tasks in support of the work of the CFA.
 2. Examine reports by governments and comments by employers' and workers' organizations on ratified and unratified Conventions and Recommendations. Perform comparative analyses of the legislation and practice of the different States. Draft comments.
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3. Draft notes, reports and comments concerning the application of Conventions, for consideration by governments, the Governing Body, and the International Labour Conference.
 4. Undertake research and studies on problems relating to the relevant subject matters, international law or labour standards.
 5. Participate as a member of the secretariat of various committees dealing with legal issues or labour standards, including the preparation of background material and documents, drafting records of meetings, drafting reports, etc.
 6. Participate in activities relating to the technical assistance provided to member States concerning the ratification of international labour Conventions and their effective implementation.
 7. Draft replies to requests from constituents on questions relating to international labour standards or other legal questions.
 8. Prepare summaries of judgements and national labour law cases.
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QUALIFICATIONS AND EXPERIENCE

Education:

Advanced degree in Law, preferably in international law or labour law.

Work experience:

Minimum of one year of national or international experience.

Skills required for the assignment:

Technical skills: ability to legally examine complaints, review legal texts, analyse legal issues, draft clearly and concisely to prepare working drafts, comments and other documents, and take initiatives to keep-up-to-date with new developments in the field of freedom of association and collective bargaining.

Behavioural skills: ability to carry out assignments in accordance with instructions and guidelines; work within tight deadlines and respect confidentiality; adaptability; team spirit. The ability to work in a multicultural environment and gender sensitive behaviour are also required.

Languages:

Good knowledge of two ILO working languages (preferably three). Excellent command of Spanish would be a very important 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. Client orientation: effectively identifies and meets constituents' needs.
3. The ability to efficiently cooperate as a team member and work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required

TRAINING COMPONENTS AND LEARNING ELEMENTS

The JPO will be trained through the performance of her/his tasks and the guidance of her supervisor as well as senior colleagues in the following areas:

- international labour standards and national labour legislation and practice, in particular concerning freedom of association and collective bargaining;
- the ILO standards system and the supervisory procedures, in particular its core procedures on freedom of association and collective bargaining (the Committee on Freedom of Association, the Committee of Experts and the Committee on the Application of Standards);
- the functioning of the tripartism in the ILO;
- technical cooperation and assistance activities provided to ILO member States so as to secure effective implementation and compliance with international labour standards;
- the knowledge base concerning international labour standards, including their supervision, and national labour legislation.

In addition, the JPO will get acquainted with the work of a multi-cultural team.

BACKGROUND INFORMATION

See <http://www.ilo.org/global/standards/lang--en/index.htm>

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 2 on International Labour Standards

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: 1751
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Training and Capacity Building

Duty station: *Bangkok, Thailand*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *The Governance and Tripartism Department*

Organisational unit: *The Better Work Programme*

SUPERVISION

Direct Supervision by:

Minna Maaskola-Desprez, Technical Specialist Training and Capacity Building

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment.

Regular meetings between the JPO and the supervisor about the work plan and tasks will be scheduled every week.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for complex tasks.

The JPO will conduct missions, seminars, workshops, meetings on a regular basis together with the supervisor.

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

INTRODUCTION

About Better Work

We mobilize global brands, governments, factory owners and workers to improve working conditions, drive competitiveness and create a more equitable, more prosperous world.

The Power of Convening

As a partnership between the UN's International Labour Organization and the World Bank Group's International Finance Corporation, we know how to bring diverse groups together to create positive action that improves working conditions while stimulating productivity and competitiveness.

A Proven Approach

We create lasting, measurable change by empowering factories to improve the working conditions in their facilities. Our assessments are the global gold standard for rigour and integrity. Our training programs and advisory services change attitudes as well as behaviours.

National Action/ Global Influence

Through our comprehensive, university-led research, and by sharing best practices from our on-the-ground experience, we are able to shape the agenda well beyond the countries in which we work, influencing governments, brands and policy makers to make improving working conditions a top priority

Purpose

Our work and our research have demonstrated – to employers, unions, global brands and governments – that improving working conditions and defending the rights of workers benefits all of us. We've improved the lives of more than 3 million workers, and millions more family members, while enhancing the profitability of their employers. There is no trade-off between better work and better business.

For more information about Better Work please see www.betterwork.org.

DUTIES AND RESPONSABILITIES

Under the direct supervision, the JPO will assist the Technical Specialist in the management of the BW training services and perform the following duties and responsibilities:

- Update the current training materials with regards to the new branding and other thematic updates such as gender sensitisation
- Participate in the development of new training materials, both class room and eLearning for factory managers and workers and help in piloting those.
- Liaise with training officers in country programs to support with management of training services and assist in setting up and organising regular meetings with the teams
- Track the progress of training service implementation at the country level and prepare reports and proposals for monitoring
- Help to ensure that training services are linked more effectively into the core service offerings and aligned more effectively with the Better Work Academy offerings
- Collaborate with supervisor and communication colleagues to develop new communication materials for the training team, including website materials.
- Collaborate with the BW research team on training services related impact studies
- Organize and update the online shared space for the global training team and maintain and update is as needed
- Support the other core services components such as assessment and advisory work
- Perform others task that may be assigned by the supervisor.

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

- Impact study on training services – details to be specified
- At least 2 new training modules developed, piloted and launched
- A conference organised for all the training team members from the 8 country programs

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in education, social science, international studies, CSR, law or other relevant field the relevant technical field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in education.

Work experience:

Minimum:

National experience of two or three years in education; private sector development in developing countries; supply/value chain analysis; corporate social responsibility (particularly in the field of labour standards compliance); monitoring and evaluation; or related field.

Desirable:

Work experience in an international organisation in the field and or in a developing country.

Work experience in training such as facilitating training courses, workshops etc.

Skills required for the assignment:

Minimum:

Excellent computer skills in Microsoft programs

Good understanding of adult centred learning methodologies

Experience in the design and implementation of training and capacity building programmes

Strong analytical skills to define and analyse problems with project implementation

Good understanding of gender equality and equal opportunity principles and approaches, including as it relates to training and capacity building;

Some knowledge of corporate social responsibility and labour compliance issues in global supply chains in general and more specifically in the apparel sector;

Desirable:

Good skills in an e-learning software and other design related computer programs

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 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.
4. Effectively identifies and meets (internal or external) client/constituent needs

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

Through the work in various tasks related to training material development, the candidate will get trained in project management from design to evaluation. Through guidance of the supervisor and senior colleagues get trained in technical fields related to corporate social responsibility, multi-stakeholder initiatives and the garment industry. Through organising and co-leading seminars and workshops together with the supervisor the candidate will get trained in facilitation and training techniques and skills.

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular how the Better Work programme interacts internally and with other departments within the ILO
- Interact with industrial relations, discrimination, gender, occupational safety and health and other ILO specialists on projects related to training and capacity building
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- The JPO will gain in-depth knowledge of working conditions in the garment industry and further develop skills related to the services Better Work provides at factory level

BACKGROUND INFORMATION

www.betterwork.org

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.



International
Labour
Office

Post number: 1752
Month of issue: January
Year: 2018

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

GENERAL INFORMATION:

Title: Junior Professional Officer in International Labour Law, Social Protection and the Future of Work

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: International Labour Standards Department (NORMES)

Organisational unit: Application of Standards Branch (APPL)

SUPERVISION

Direct Supervision by:

Alessandro Chiarabini, Head of the Social Protection Unit, chiarabini@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month.

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

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

INTRODUCTION

The position is located within the International Labour standards Department (NORMES).

NORMES strives to support Member States in pursuing a rights-based approach to inclusive and sustainable development in the world of work through tripartite

engagement in the ratification and application of international labour standards. More specifically, NORMES is responsible: (i) for designing and implementing the ILO standards-related activities in accordance with the standards policy adopted by the ILO Governing Body; (ii) for supporting and servicing all the supervisory bodies of the ILO and (iii) for the promotion of Office-wide coherence and cooperation on ILS.

The JPO will be assigned to work in the Social Protection Unit. This unit provides support to the supervisory bodies and technical assistance to the countries on the implementation of a number of Conventions related to the following thematic fields: Labour administration and inspection, Wages, Working time, Occupational safety and health, Maternity protection, Social security.

DUTIES AND RESPONSABILITIES

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

1. Examine reports by governments and observations by employers' and workers' organizations on ratified Conventions within the thematic unit. Prepare comparative analyses of the legislation and practice of the member States which have ratified the Conventions. Draft comments for examination by the Committee of Experts during their annual meeting.
2. Participate as a member of the secretariat of various committees dealing with international labour standards, including the preparation of background material and documents, drafting records of meetings, drafting reports, etc.
3. Participate in activities relating to the technical assistance provided to member States concerning the ratification of international labour Conventions and their effective implementation.
4. Prepare draft replies to requests from constituents on questions relating to international labour standards or other legal questions. Undertake research and legal studies on issues relating to the relevant subject matters, as requested by the supervisor.
5. Perform others task that may be assigned by the supervisor.

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

- Annual session(s) of the Committee of Experts (CEACR)
 - Annual meeting of the Conference Committee on the Application of Standards
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree in Law, preferably with focus in labour law

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in international labour law or human rights

Work experience:

Minimum:

At least two years of experience in a related field, at the national or international level

Desirable:

Work experience in a developing country or in an international or regional organisation

Skills required for the assignment:

Technical skills: ability to review legal texts, analyse legal issues, draft clearly and concisely, and take initiatives to keep-up-to-date with new developments in the relevant field.

Behavioural skills: ability to carry out assignments in accordance with instructions and guidelines; work within tight deadlines and respect confidentiality; adaptability

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 would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will be trained through the performance of her/his tasks and the guidance of his/her supervisor as well as senior colleagues in the Branch.

The Official will also be able to take part in activities organized at the Department level, including seminars and workshops, and to interact with ILS field specialists.

Learning elements:

- Become familiar with ILO's mandate and with the functioning of its standards system.
- Interact with Colleagues in other Departments of the Office.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

See <http://www.ilo.org/global/standards/lang--en/index.htm>

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 2 on International Labour Standards

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: 1753
Month of issue: January
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *promoting Office-wide coherence and cooperation on international labour standards*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Standards Department (NORMES)*

Organisational unit: *NORMES*

SUPERVISION

Direct Supervision by:

Katerina Tsotroudi, Global cooperation and support unit, NORMES, tsotroud@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month.

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

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

INTRODUCTION

The position is located within the International Labour standards Department (NORMES).

NORMES strives to enhance the relevance of International Labour Standards (ILS) to the world of work and to ensure their role as a useful means of achieving the constitutional objectives of the Organization, as well as the ILO strategic objectives, as called for by the 2008 Declaration on Social Justice for a Fair Globalization.

More specifically, NORMES is responsible: (i) for designing and implementing the ILO standards-related activities in accordance with the standards policy adopted by the Governing Body; (ii) for supporting and servicing all the supervisory bodies of the ILO and (iii) for the promotion of Office-wide coherence and cooperation on ILS. During this biennium (2018-2019), the focus of NORMES will be centred on the implementation of Outcome 2 of the Programme and Budget on the ratification and implementation of international labour standards. Under this Outcome, NORMES will pursue three main priorities: increased reach of international labour standards through wider ratification; enhanced action by tripartite constituents and other actors at country level for the application of international labour standards, supported through national and multilateral planning frameworks such as DWCPs and United Nations Development Assistance Frameworks (UNDAFS) or equivalent planning frameworks; and effective engagement of and ownership by tripartite constituents in the preparation, adoption, reporting and review of international labour standards. These priorities are expected to enable member States to advance towards the attainment of SDG targets 8.5, 8.8 and 16.3.

The JPO will be assigned to work in the Global Support and Collaboration Unit which provides support to the Director of the Standards Department in four main ways: strategic planning and monitoring, improving NORMES working methods, mainstreaming ILS in the activities of the Office and other UN agencies and finally, facilitating communication and collaboration between NORMES at HQ and the field-based international labour standards specialists in Decent Work Teams.

As part of her/his training, the JPO may also contribute to the work of other thematic units.

DUTIES AND RESPONSIBILITIES

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

1. Assist in devising and implementing strategies and preparing tools for effectively integrating international labour standards in the ILO and UN programming frameworks and results based management processes.
2. Assist in reorganizing the working methods of the secretariat of the ILO supervisory bodies through a better use of information technology.
3. Undertake research and legal studies on thematic issues relating to international labour standards, the SDGs and human rights instruments, as requested by the supervisor, for the preparation of official reports and publications.
4. Assist in drafting communiqués on substantive matters of interest to staff and in organizing the 2018 retreat of the NORMES Global Technical Team (GTT) which will focus on international labour standards and development cooperation.
5. Perform other tasks that may be assigned by the supervisor.

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

- Progress reports on the implementation of Outcome 2 of the 2018-19 Programme and Budget on the ratification and implementation of international labour standards.
- Follow up to the General Discussion that will take place at the 2018 International Labour Conference on the future of Development Cooperation, including NORMES contribution to the relevant Governing Body report.
- Handbooks, model presentations and information notes on integrating international labour standards in ILO and UN programming frameworks and development cooperation processes.
- Introduction of a new electronic document and information management system in NORMES.
- NORMES contributions to various ILO and UN reports including the Report of the 2018 Regional meeting of the ILO in the Americas
- Global Technical Team (GTT) biannual meeting and GTT Information Notes on various substantive matters
- Information Note for the 2018 session of the Committee of Experts on the Application of Conventions and Recommendations

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree in international law, human rights, international relations, development studies or a related field.

Work experience:

Minimum:

At least two years of experience in development cooperation in a field related to international labour standards or human rights.

Skills required for the assignment:

Minimum:

Technical skills: ability to undertake legal research and draft clearly and concisely. Knowledge of results based management processes. IT skills, including ability to work with databases (excel) and software for the development of webpages and presentations.

Behavioural skills: commitment to the ILO's mandate and values; adaptability and resourcefulness, work within tight deadlines; and respect for confidentiality.

Languages:

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish) and good knowledge of another.

ILO competencies:

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

1. Good communication skills, both written and verbal.
 2. Capacity to work on own initiative as well as cooperate as a team member.
 3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
-

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will be trained through the performance of her/his tasks and the guidance of his/her supervisor as well as senior colleagues in the Branch.

The Official will also be able to take part in activities organized at the Department level, including seminars and workshops, and to interact with ILS field specialists.

Learning elements:

- Become familiar with the ILO's standards system and how it interacts with development cooperation and results based management
- Interact with colleagues in other Departments and the field
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

See <http://www.ilo.org/global/standards/lang--en/index.htm> and in particular the webpage dedicated to the MLC,2006

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 2 on International Labour Standards

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: 1754
Month of issue: January
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Legal Officer

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P1/P2

Department/ Field Office: Office of the Legal Adviser (JUR)

Organisational unit:

SUPERVISION

Direct Supervision by:

Georges Politakis, Legal Adviser and Director, Office of Legal Services (JUR)

e-mail: politakis@ilo.org

Content and methodology of supervision:

The Legal Adviser or the Deputy Legal Adviser on his behalf, will provide regular supervision and close guidance to the incumbent, including through regular discussions concerning pending and future assignments, work methodology, priorities and objectives. An individual work plan will be established at the beginning of the assignment and it will be reviewed together with the incumbent on a regular basis. The JPO will accompany and assist the supervisor or other JUR staff in meetings, as may be needed. The JPO's performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The Office of the Legal Adviser (JUR) provides, under the overall authority and supervision of the Legal Adviser, a wide range of legal services to the Organization and its various organs (in particular the International Labour Office, International Labour Conference and the Governing Body). These include legal advice on the Constitution, rules and standing orders, privileges and immunities, development cooperation, contracts and agreements, human resources issues, including cases brought before the ILO Administrative Tribunal. JUR participates in the preparation of international labour Conventions and Recommendations and other instruments and it is responsible for defending the legal interests of the Organization.

The work is carried out by a team located at ILO headquarters in Geneva. The unit reports directly to the Director-General of the International Labour Office and addresses the legal needs of both the headquarters and field offices.

Additional information on JUR is available at <http://www.ilo.org/jur>

DUTIES AND RESPONSABILITIES

Under the guidance and supervision of the Legal Adviser, or the Deputy Legal Adviser, the JPO will perform, or assist in the performance of various tasks and functions entrusted to the Office of the Legal Adviser. These principally include:

1. Undertake legal analysis of proposals for cooperation agreements and partnerships, including review of relevant documents, consultations with concerned parties, and revision/finalization of texts for signature, in particular legal agreements with governmental and non-governmental donor and other project partners.
2. Undertake legal research and draft research papers on questions relating to the protection of the ILO privileges and immunities, the interpretation of the ILO basic texts or international labour instruments, ILO standard-setting activities and the supervisory system, or the jurisprudence of the ILO Administrative Tribunal.
3. Prepare draft replies to requests from constituents or from ILO units on questions relating to international labour standards or other legal questions.
4. Undertake research and studies on problems relating to internal administration, policies and procedures.

5. Prepare draft replies to requests for interpretation of the ILO Staff Regulations in connection with internal appeals and assist with the preparation of pleadings before the ILO Administrative Tribunal, including through briefing notes on relevant case-law.
6. Perform various tasks as a member of legal support services of the Secretariat of the International Labour Conference and the Governing Body, as appropriate.
7. Service tripartite sectoral meetings, meetings of experts and working groups, as appropriate.
8. Participate in the organization and up-keeping of JUR's filing system and collection of official documents.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum: First university degree in law.

Desirable: Master's or post graduate diploma in public international law, constitutional or international administrative law.

Work experience:

At least two years of experience at the national (e.g. Ministry of Foreign Affairs, Ministry of Justice, research institution, legal practice) or international (e.g. diplomatic mission, international development cooperation institution) level.

Desirable:

At least one year of work experience at the international level, including working in the area of international law. Experience in the functioning of the United Nations or other international organizations would be an advantage.

Skills required for the assignment:

Minimum:

Good analytical and research skills; ability to work quickly; absolute discretion in dealing with confidential matters; integrity; impartiality; interest in keeping abreast

of developments in international and administrative law; drive for excellence; capacity for hard work; ability to work in a team and to establish good working relations; ability to use standard software applications.

Desirable:

Excellent communication and interpersonal skills; advanced sense of initiative and self-organization.

Languages:

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish) with demonstrated ability to draft succinctly and correctly in that language.

Desirable:

Good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

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

1. Quality orientation.
2. Collaboration.
3. Orientation to learning and knowledge-sharing.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

In the beginning of the assignment, an individual training plan will be established for the JPO that will take into account the technical and personal skills needed to be developed to grow into the position. In particular, the JPO will be encouraged to participate in the ILO's learning activities, and to undertake individual learning activities according to her/his needs, in agreement with JUR's learning coordinator and the Legal Adviser. S/he will also participate in any group learning activities organized by JUR. The JPO will also have the opportunity to participate in inter-agency legal information exchange fora and other inter-agency seminars and events.

Learning elements:

- Opportunity for building in-depth knowledge and practical skills in several fields of law, including public international law, law of international organizations, administrative law, commercial law, and international labour law, most of which are also required for working in the legal departments of other international organizations;
- acquisition of wide range of legal professional skills, including research, writing, analysis, oral argumentation, negotiation and persuasion;
- familiarize with the structure and governance of the ILO and acquaintance with the functioning of the United Nations System at large;
- opportunity to attend official meetings, including sessions of the International Labour Conference and the Governing Body;
- practical experience of the work of the Secretariat servicing the ILO Governing Body and the International Labour Conference;
- opportunity to participate in drafting committees and improve the juridical use of French, English or Spanish.
- opportunity to interact with various ILO units and field offices.

BACKGROUND INFORMATION

The Office of the Legal Adviser (JUR) supports fulfilment of the ILO's mandate and the promotion of its Decent Work Agenda. JUR contributes to the effective and efficient governance of the Organization by providing adequate and timely legal advice, to tripartite constituents.

The ILO values diversity and welcomes applications from qualified women and men, particularly those with disabilities and from non-or under- represented member States. The ILO has a smoke-free environment.



International
Labour
Office

Post number: 1756
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.

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

GENERAL INFORMATION:

Title:	Junior Professional Officer on Youth Employment
Duty station:	Geneva, Switzerland
Duration of the assignment:	12 months, renewable
Department or Field Office:	Employment Policy Department
Organisational unit:	Youth Employment Programme - YEP - Unit

SUPERVISION, CONTENT AND METHODOLOGY:

Direct Supervision by: Head, YEP Unit

Content and methodology of supervision: The JPO is expected to integrate the Youth Employment Programme Unit at the ILO headquarters in Geneva. The YEP Unit forms part of the Employment and Labour Market Policies Branch (EMPLAB) of the ILO's Employment Policy Department (EMPLOYMENT). S/he will also liaise with the secretariat of the Global Initiative on Decent Jobs for Youth within EMPLAB.

The JPO will accomplish different tasks pertaining to ILO's work on the promotion of decent job opportunities for young women and men, in areas including knowledge development and dissemination, technical assistance, capacity building, advocacy and partnerships.

To facilitate the transition into the post, the JPO will:

- Be briefed on the mandate and action of the ILO, notably in the employment area.
- Receive training on (i) integrated approach to youth employment promotion (ii) labour market policies and programmes targeting young people and (iii) monitoring and evaluation of youth employment programmes, including through sessions at the International Training Centre of the ILO in Turin.

During her/his tenure, the JPO will participate in seminars and/or missions with experienced staff to provide technical assistance to governments, employer and worker organizations. The JPO will also be exposed to UN inter-agency initiatives on youth employment and development. In addition, s/he will be able to further develop job-related skills or competencies – from language to communication and moderation skills – through ILO’s training and other development opportunities in Geneva.

In conformance with ILO procedures, the Supervisor will undertake regular conversations and performance appraisals with the JPO with the goal to set and monitor an individual work plan, provide mutual feedback and allow for early identification of challenges and solutions.

The ILO offers a multi-cultural working environment. Knowledge-sharing and mutual learning are facilitated through regular meetings and technical exchanges at various organisational levels.

INTRODUCTION:

Youth employment remains a global challenge and key policy concern worldwide. To address this challenge and meet the commitment on decent work for young women and men, the ILO promotes an integrated and coherent approach that combines supportive economic policies and targeted measures that address labour demand and supply issues and takes into consideration the quantity and quality of work for youth, through multi-stakeholder action.

The YEP Unit has been set to coordinate ILO action in the area of youth employment. In synergy with the other ILO units concerned, it engages in diagnostics, impact research and trainings, with the aim to support countries in designing and implementing effective youth employment policies and programmes based on evidence and good practice. This work is complemented by solid technical assistance and policy advice to ILO constituents, and the production of tailored products – from practical toolkits to policy briefs.

The YEP Unit draws on the long-standing experience of ILO staff in HQ and field offices to ensure an integrated approach across different ILO areas of interventions. The work of the Unit relates to Outcome 1 of the ILO’s Programme and Budget for 2018-19 (see the background information provided hereafter).

DUTIES AND RESPONSABILITIES:

Under the direct supervision of the Head of the YEP Unit, the JPO will participate in the on-going and pipeline work on youth employment that covers a wide range of economic contexts and labour market challenges. S/he will undertake the following tasks:

- Support the design, implementation, monitoring and evaluation of ILO’s activities on youth employment. This will entail consultations and collaboration with team mates and other units and partners.
- In consultation with ILO field structures, contribute to the provision of advisory services to ILO constituents, including in the design and implementation of policies and programmes for the promotion of youth employment.

- Provide support in areas of programme management, including design and upkeep of inventories of national youth employment policies/strategies and past and on-going youth-related projects supported by the ILO and collection of project evaluations.
- Contribute to the development and dissemination of research products and operational tools including guidelines and technical notes on youth employment-related subjects.
- Provide inputs in relation to technical workshops, technical and advisory missions, training events and meetings on youth employment.
- Participate in resource mobilisation efforts.
- Other relevant tasks assigned by Management.

QUALIFICATIONS AND EXPERIENCE:

Education:	Educational background in economics, or international development, labour market studies, political sciences, sociology.
Experience:	At least two years working experience in employment-related areas. Prior experience in project/programme management and monitoring and evaluation, particularly in developing countries, would be an advantage. In addition, experience and/or exposure to the work of the United Nations in development would be an asset.
Skills:	We are looking for a highly motivated individual with strong organizational skills and attention to detail. Good communication skills, both written and verbal, are crucial as well as ability to work in teams, take initiative and meet deadlines. Proficiency with Excel and other database software is a valued asset.
Languages:	Proficiency and ability to communicate and draft concisely in the English language and knowledge of another official language of the ILO.

TRAINING COMPONENTS AND LEARNING ELEMENTS:

The job will enable the JPO, as part of a multi-disciplinary team and through a series of one-to-one and group-coaching, to:

- Become familiar with the international activities of the ILO in the area of youth employment.
- Build knowledge and skills in the design, implementation and monitoring and evaluation of youth employment programmes in different development contexts.
- Improve his/her knowledge of youth employment issues and related gender concerns, and learn about tested and promising solutions to address those issues;
- Develop technical competence in research and the preparation of reports for international meetings;
- Interact with ILO constituents, UN agencies and multilateral development partners, private sector partners and young people involved in the promotion of youth employment at national, regional and international levels.

BACKGROUND INFORMATION:**ILO's Programme and Budget 2018–19**

Outcome 1: More and better jobs for inclusive growth and improved youth employment prospects

Outcome statement: Member States implement policies and programmes that promote more and better jobs and enhance youth employment prospects with a view to inclusive growth and development.

Indicator 1.2: Member States that have taken targeted action on decent jobs and skills for young women and men through the development and implementation of multi-pronged policies and programmes

Results criteria

Reportable results must meet at least two of the following criteria:

1. An evidence-based, multi-pronged strategy or action plan that promotes decent jobs for young women and men is developed, implemented or reviewed in consultation with the social partners and taking into account relevant international labour standards.
2. New or improved programmes, including apprenticeships and entrepreneurship programmes, that facilitate school-to-work transition for young women and men including disadvantaged youth are put in place and regularly assessed.
3. Youth employment programmes in response to conflicts, natural disasters or environmental crises are developed or implemented.

Target

28 member States (10 in Africa, 6 in the Americas, 7 in Asia– Pacific, 5 in Europe–Central Asia).

Means of verification

National publications and reports; ILO reports; assessment and evaluation reports of tripartite skills councils; reports on apprenticeship programmes.

To be noted that, in addition to the above-listed country achievements, during the biennium 2017-18, the ILO plans to develop and deliver global products including publications, operational tools and events on different youth-employment related subjects. Advocacy and partnerships will be given continued attention in the attempt to upscale further action and results.



International
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Post number: 1757
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Treasury Operations*

Duty station: *Geneva Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Treasury and Accounts Branch of the Financial Services Department*

Organisational unit: *Treasury Operations*

SUPERVISION

Direct Supervision by:

Hsien Tan Chief, Treasury Operations

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on commencement of assignment with Treasury Operations.

Regular meetings between the JPO and the supervisor will be scheduled every week initially and at least monthly after the initial period.

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

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 Treasury Operations Section (TRES/OPS) of the Treasury and Accounts Branch (TREASURY) of the Financial Services Department. TREASURY provides support services and policy guidance in the areas of accounting and treasury having primary responsibility for the production of the ILO Financial Statements and other statutory reports. It also aims at developing effective treasury office-wide and investment management policies. TRES/OPS manages banking relationships globally in connection with daily ILO operations, payments and investments in the field and in Geneva.

DUTIES AND RESPONSABILITIES

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

1. Analyse, follow up and propose solutions as needed for complex international cross border payment issues in conjunction with ILO banking counterparties.
2. Assist in implementation of various payment, investment or currency projects in Treasury Operations as required.
3. Prepare updates to ILO's banking database from information provided by HQ departments and external offices, as required, cross checking with external banking database to ensure accuracy and completeness.
4. Analyse queries and issues arising from ILO external office banking matters, resolving the query through communication with internal and external parties, bringing key issues to the attention of the supervisor.
5. Research, monitor and report to the Section Chief on current developments with various ILO domestic and international banking partners as required.
6. Other related functions, as requested.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree in business administration, finance or accounting or equivalent professional qualification is required in order to have knowledge and understanding of the application of financial principles and procedures. Specific education in Treasury banking or advanced finance would be an advantage.

Desirable:

Advanced university degree in finance or accounting or first-level university degree supplemented by a financial, treasury or accounting professional certification from a recognized institution.

Work experience:

At least two years of finance related work experience. Experience in banking and Treasury matters would be an advantage.

Skills required for the assignment:

Effective analytical and diagnostic skills, enabling the identification and resolution of issues as they arise. Knowledge of banking, treasury and cross border payments Demonstrated ability to work with word processing and spreadsheet software, including retrieval functions. Ability to communicate effectively both in writing and orally. Ability to deal with clients and to respond to their queries. Ability to work in a team and to work under pressure. Works with material that needs to be kept confidential.

Languages:

Minimum:

Excellent command of English, good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

Good communication skills, both written and verbal.
Capacity to work on own initiative as well as cooperate as a team member.
Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the work and guidance of the supervisor and senior colleagues in Treasury Operations, the candidate will be trained to develop skills in Treasury and banking, dealing with various global banking counterparties.

Through participation in seminars and workshops organised by ILO HRD, the candidate will have the opportunity to also develop their “soft skills”.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular ILO's global finance structure.
- Interact with colleagues both in Geneva and globally at various ILO Field Offices.
- Get acquainted with the work of a multi-cultural team (multiple nationalities).
- Familiarize the JPO with the UN System (including counterparts in Treasury in other UN Agencies)
- In depth skills in treasury, cross border payments and global banking.

BACKGROUND INFORMATION

Treasury Operations is a key unit in the Finance Department and is responsible for all of ILO's banking operations. This includes payments (for Geneva and increasingly for other locations), global banking relationships and investments (including ILO's investment portfolios).

The ongoing rollout of ILO's Oracle ERP system to external field offices globally (scheduled to be completed end 2019), as well as continuing advances in technology and banking products, will provide opportunities for the structuring ILO's payments and banking landscape in a more efficient manner in the next few years.

The JPO could join the Treasury Operations team at a key and exciting point of the development of the unit.

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.



International
Labour
Office

Post number: 1760
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in the *Accounts Section*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Treasury and Accounts Branch of the Financial Services Department*

Organisational unit: *COMPT (Accounts Section)*

SUPERVISION

Direct Supervision by:

Brigitte Dietrich, Chief of Accounts Section, email: dietrich@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on commencement of assignment with COMPT.

Regular meetings between the JPO and the supervisor about will be scheduled every week during the first month of the assignment and at least monthly after that.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and colleagues in supervisory functions.

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 Accounts Section (COMPT) of the Treasury and Accounts Branch (TREASURY) of the Financial Management Department. TREASURY provides policy guidance and services in the areas of accounting and treasury having primary responsibility for the production of the annual audited consolidated ILO Financial Statements in accordance with International Public Sector Accounting Standards (IPSAS) as well as other statutory reports. It also aims at developing effective treasury office-wide and investment management policies. COMPT provides general accounting services including maintenance of accurate, complete and reliable accounts for all funds managed by the ILO in accordance with ILO Financial Rules and Regulations.

DUTIES AND RESPONSABILITIES

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

- Review and analyse general ledger accounts and other financial information.
- Assist in project activities of the ongoing roll-out of the ERP system Oracle to external offices including conversion of General Ledger accounts.
- Coordinate and review data collected from the field offices;
- Support the year-end closure process
- Assist in preparing disclosures for the Financial Statements of ILO in accordance with IPSAS
- Provide support on the implementation of financial systems and process improvements

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

- Maintaining accurate and complete accounts for all funds managed by the ILO and in accordance with IPSAS standards
- Preparation of ILO Financial Statements
- Implementation of ILO's ERP system Oracle in external offices
- Financial system and process improvements

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree in business administration, finance or accounting or equivalent professional qualification is required

An internationally recognized accounting certification (CPA, ACA, ACCA, etc.) would be an advantage.

Work experience:

Minimum:

At least two years of work experience in accounting or external audit.

Experience in the preparation of Financial Statements would be an advantage.

Skills required for the assignment:

Minimum:

Excellent accounting skills. Strong analytical diagnostic skills. Ability to analyse financial information from several sources.

Advanced Excel skills to support the data reporting and financial modelling process.

Ability to plan and coordinate projects.

Ability to communicate effectively both in writing and orally.

Ability to draft reports and internal procedures.

Ability to work in a team and to work under pressure.

Discretion is required as work may involve dealing with confidential material.

Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Knowledge of ERP systems (preferably Oracle) and/or knowledge of VBA would be an asset.

Languages:

Minimum:

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

Good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

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

Through the work and guidance of the supervisor and colleagues in supervisory functions in the Accounts Section, the candidate will be trained on-the-job to develop technical skills (accounting and ERP IT skills).

Through participation in seminars and workshops organised by ILO HRD, the candidate will have the opportunity to also develop their “soft skills”.

Learning elements:

- Become familiar with ILO’s institutional and informal coordination mechanisms, in particular ILO’s global finance structure.
- Interact with colleagues both in Geneva and globally at various ILO Field Offices.
- Get acquainted with the work of a multi-cultural team (multiple nationalities).
- Familiarize the JPO with the UN System (including counterparts in Treasury in other UN Agencies)
- Obtain in-depth skills in accounting for multiple funds and currencies in accordance with Financial Rules and Regulations of an international organization
- Acquire IPSAS skills by participating in the preparation of consolidated Financial Statements
- Get experience in system migration and conversion for external offices

BACKGROUND INFORMATION

This position will contribute to outcome B (Effective and efficient governance of the organization) and outcome C (Efficient support services and effective use of ILO resources) of the Programme and Budget for the Biennium 2018-19.

Having fully implemented the International Public Sector Accounting Standards (IPSAS) in previous years, the unit will focus on monitoring developments and adapting to new and modified standards as and when they are promulgated.

As constituents' demand for quality services and higher efficiency is growing steadily, and as ERP systems assume a much larger role in the practices of accounting, the unit will be working on some key IT enhancements and process improvements during the following years.

The JPO will be given the opportunity to work in an interesting work environment and she/he can actively contribute to improving the accounting processes.

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.



International
Labour
Office

Post number: 1762
Month of issue: April
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer on South-South and triangular cooperation (SSTC)

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Partnerships and Field Support (PARDEV)

Organisational unit: South-South and Partnerships Unit (SSPU)

SUPERVISION

Direct Supervision by:

Anita Amorim, Head, South-South and Partnerships Unit (SSPU): amorim@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

A time-bound work plan will be agreed between the JPO and the supervisor in the following areas of work: appraisal of technical cooperation proposals; development of technical cooperation tools, guides and training material for ILO staff; and knowledge sharing on technical cooperation.

Regular meetings between the JPO and the supervisor will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor on a regular basis.

Work will be discussed with and reviewed by the supervisor and relevant Officials in PARDEV at various stages before completion in order to verify quality and alignment with ILO policies and procedures.

The JPO will accompany and assist the supervisor in meetings, training activities, knowledge sharing events (online and face-to-face) and, if required, missions.

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

INTRODUCTION

The Department of Partnerships and Field Support (PARDEV) establishes and develops strategic partnerships in close interaction with other ILO portfolios and with the Regions. It is responsible for developing the ILO's strategy for development cooperation. PARDEV leads consultations and negotiations with development cooperation partners and is responsible for mobilizing voluntary contributions for the ILO's programme, as well as coordinating technical and financial reporting to donors. In close collaboration with the other portfolios, PARDEV facilitates streamlining of work processes and procedures and provides assistance to enhance service delivery in the field. In addition PARDEV is responsible for providing field operation support.

PARDEV is comprised of three units: the Resource Mobilization Unit (RMU), the Quality Support Unit (QSU), and the South-South and Partnerships Unit (SSPU).

The South-South and Partnerships Unit (SSPU) works on strengthening and developing partnerships of key strategic importance to promote the Decent Work Agenda, in particular: Development cooperation partnerships with countries from the "Global South" and supporting South-South and triangular cooperation implementation and design; Operational partnerships with members and administrative units of the UN Development Group; substantive partnerships with international organizations, parliamentarians and parliamentary organisations; the international civil society, Academia, local governments and faith-based organizations.

These partnerships complement the partnerships developed and supported by the other Units in PARDEV. SSPU provides strategic information on development cooperation policies from emerging partners and UN operational activity trends to PARDEV units and other relevant ILO departments.

DUTIES AND RESPONSIBILITIES

Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:

Under direct supervision of the Head of SSPU, and in close cooperation with relevant Professional staff in SSPU, PARDEV, the JPO will undertake the following duties and responsibilities:

- Support activities that raise awareness and share knowledge on SSTC in the field of decent work, through the preparation and support to the organization of study tours, good practices sharing and the compilation and dissemination of capacity building activities and tools for ILO constituents;
- Support the relations with emerging partners, including BRICS countries, but with a special focus on China;
- Support to partnerships with regional and interregional institutions to assist ILO member States in advancing the Decent Work Agenda (DWA) through horizontal and triangular cooperation;
- Identify trends and opportunities within the UN system to promote the DWA in the Global South, with a focus on UN partnerships initiated by BRICS countries, and/ or other emerging partners;

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

- UN partnerships from the Global South consolidated and negotiations for new UN system wide partnerships engaged and followed-up, with a special focus with the members of UN Development Group and its cooperation mechanisms;
- South-South and triangular cooperation partnerships promoted, initiated and monitored, enhancing stronger relations with emerging and special partners from the "Global South";
- Substantive partnerships with international organizations, parliamentarians and parliamentary organisations, the international civil society, the academia, local governments developed and supported".
- Support the engagement with partners from the Global South, in particular China, in the framework of the Belt and Road Initiative.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in Social Studies, Economy or Political Science or other related field.

Desirable:

An advanced university degree - Masters or Post Graduate Diploma in International Relations or Development Studies

Work experience:

Minimum:

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

Desirable:

Work experience on SSTC, development cooperation and knowledge of international organisations

Skills required for the assignment:

Minimum:

Basic knowledge of South-South and triangular cooperation
Strong analytical skills
Good skills and knowledge of BRICS, G20, One Belt and One Road

Desirable:

Exposure to (online) knowledge sharing methods, peer learning, media tools

Languages:

Minimum:

Excellent command of English and French. Knowledge of Chinese desirable

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 junior professional officer will learn about SSTC and development cooperation practice and policies, integrated resource management and strategic programming.

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the SSTC strategy and the development cooperation discussion.
- Become familiar with ILO's mandate and with technical cooperation XX to promote decent work at the country level.
- Interact with ILO staff as well as working level contacts in other UN agencies and teams.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

Background information should include the following:

The ILO Partnerships and Field Support website:

<http://www.ilo.org/pardev/lang--en/index.htm>

Information on South-South and triangular cooperation and the ILO:

<http://www.ilo.org/pardev/south-south/lang--en/index.htm>

www.southsouthpoint.net

Information on UN operational activities and the operational pillar of CEB, re: United Nations Development Group (UNDG):

<http://www.undg.org/>

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.

JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

GENERAL INFORMATION:

Title of the posting: Junior Professional Officer – Women’s economic empowerment in Small and Medium Enterprise development

Duty station: Geneva

Duration of the assignment: One year with possibility of extension

Sector or Field Office: ENTERPRISES Department

Organisational unit: Small and Medium Enterprises (SME-Unit)

SUPERVISION

Direct Supervision by: Virginia Rose-Losada, Women’s Entrepreneurship Development (WED) Global Coordinator.

Overall Supervision by: Dragan Radic, Unit manager, SME, ENTERPRISES Department

Content and methodology of supervision:

The Junior Professional Officer (JPO) will work in the Entrepreneurship and Value Chain Development team of the SME unit under direct supervision of the Women’s Entrepreneurship Development Global Coordinator. She/he will directly contribute to articulating and strengthening how SME interventions can further support women’s economic empowerment. As such, the JPO will collaborate with colleagues in the SME unit, staff members in other relevant units of the Enterprises department (Social Finance, Cooperatives, Green jobs and Multinational enterprises) as well as across the ILO (Gender and Diversity Branch, Social Protection, etc.). The SME unit works in close collaboration with field based projects, field offices, the International Training Centre of the ILO in Turin and like-minded bilateral and multilaterals (such as those part of the Donor Committee for Enterprise Development). The JPO will be able to participate in training but will also be requested to act as a trainer in her/his subject areas.

INTRODUCTION

The position is located in the Small and Medium Enterprises Unit (SME) of the ILO’s Enterprises Department (ENTERPRISES). Within the Department’s mandate to promote sustainable enterprises, the SME unit seeks to unlock the potential of creating more and better jobs in micro and small businesses - a sector which provides the bulk of all employment. The unit is working with governments, social

partners, the private sector as well as other relevant stakeholders and partners on improving the enabling environment, delivering entrepreneurship education and training, integrating small enterprises into local and global value chains, and improving working conditions and productivity in SMEs (for more details see www.ilo.org/sme).

Women's Economic Empowerment – i.e. ensure women succeed and advance economically as well as make and act on economic decisions, is a growing field of focus in development as stated in the 'overarching vision of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals' (SDGs) objective to leave no one behind.

The Enterprises Department through its different units has over the years made significant strides to support women's economic empowerment. Within the SME unit, the Women's Entrepreneurship Development has for example for over fifteen years developed and facilitated training and support services for women who wish to start and run their business with a gender perspective that contributes to their empowerment. To further strengthen and complement this work targeting mostly micro and small women entrepreneurs, and scale up its contribution to the SDGs, the SME unit is seeking to expand efforts and design innovative interventions that help empower more women socially and economically along the value chain, at different stages of enterprise development and whether they are entrepreneur, manager or worker within SMEs.

The incumbent's work will thus help advance the design and development of new tools, approaches and training programmes geared to enhance the SME unit's work on fostering women's inclusion, participation, productivity and ultimately economic empowerment within its interventions. The incumbent will be involved for example in developing new intervention models seeking to identify and address underlying constraints for women's participation, decision making and economic inclusion in specific value and global supply chains. This will include direct work with ILO projects in these regions

The work of the JPO will directly contribute to achieving from ILO's Programme and Budget Outcomes for 2018-2019, Outcome 4 on sustainable enterprises, specifically indicators 4.2 and 4.3. Given women's economic empowerment is a transversal theme, the work will also support other outcomes such as outcomes 3 (social protection floors), 5 (decent work in rural economy) and 6 (formalization of informal economy).

The SME unit places great weight on the training and capacity building of its staff and as such the JPO will have numerous possibilities to further strengthen capabilities and competencies through formal and targeted on the job training, including with the ITC ILO and other partners of the unit.

DUTIES AND RESPONSABILITIES

The JPO will work under the supervision of Women's Entrepreneurship Development Global Coordinator within the SME unit.

The work of SME is executed in close collaboration with field offices, and projects as well as the International Training Centre (ITC) of the ILO in Turin. The JPO is expected to travel to field locations and collaborate with ITC on the development of new training tools and help impart courses around women's economic empowerment in SME development.

The JPO will carry out the following tasks:

1. Support the WED Global coordinator in articulating and implementing a unit-wide strategy to enhance results around women's inclusion, productivity, and economic empowerment in SME development interventions to be undertaken by the ILO and its partners.
2. Conduct research on how women's economic empowerment (WEE) can be enhanced within ILO's approach to SME development. Research would tackle issues such as how ILO's value chain development and market system's approaches can further integrate gender concerns and foster WEE, how country assessments on the enabling environment for SME development can better shed light on WEE, how ILO's support to formalization of enterprises can be properly divulged and implemented to move women entrepreneurs in larger numbers towards formalization or how SMEs can improve female workers and managers' social and economic empowerment within and outside the firm.
3. Assist in knowledge generation and dissemination on topics and issues related to women's economic empowerment in SME development. This will include close coordination with other teams in the SME unit, other units and other areas of ILO as would look into the enabling factors to WEEs including social protection, working conditions and hours, access to proper sources of funding, engendered macroeconomic policies etc.
4. Undertake missions on behalf of the SME unit to field projects, offices and ITC-ILO Turin to provide advice, suggest innovative interventions and provide training support with a view to enhance women's economic empowerment.
5. Assist in Monitoring and Evaluation tasks for projects under SME and supporting they are gender-sensitive. This could include taking on the role of evaluation manager.
6. Assist the WED and Entrepreneurship and VCD coordinators in articulating the business case to fostering WEE through SME development and accordingly draft project proposals for resource mobilization.

QUALIFICATIONS AND EXPERIENCE

Education: A relevant university postgraduate degree, preferably in the areas of economics, development management and cooperation. Studies in Gender or related fields would be a plus.

Experience: Preferably experience in SME and more generally enterprise development and / or the promotion of entrepreneurship. Additional specific experience related to gender inclusion, women's economic empowerment or livelihood promotion would be a considerable benefit.

Skills: Excellent drafting skills. Good computer skills, including basic website tools, MS Word, Excel and PowerPoint.

Languages: Fluency in English and excellent working knowledge in a second ILO official language, preferably French, or Spanish.

Competencies:

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

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

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

Learning elements:

The incumbent will learn about the mission, vision and operations of the ILO with a unique composition as it is tripartite. The incumbent will also learn about the use of market development tools and approaches for job creation, how to conduct field missions and provide advice to both project partners and constituents. She/he will be strongly exposed to project management skills and will learn how to draft and execute projects in line with the ILO's project cycle management. She/he will also acquire basic competencies in Monitoring and Evaluation of field projects. A portion of the incumbent's time will be reserved for her/him to propose innovations or develop own work-items related to the overall theme of SME development linked to fostering women's inclusion and economic empowerment.

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.

BACKGROUND INFORMATION

The ILO Small Enterprises Unit (SME)



Who we are and what we offer?

The Small Enterprises unit of the ILO seeks to unlock the potential of creating more and better jobs in small businesses — a sector where the bulk of employment is being provided. The unit offers the following products.

Product Lines	Products	What is it?
Building Entrepreneurship and Business Skills	<ul style="list-style-type: none"> • Entrepreneurship Education (Know About Business — KAB) • Entrepreneurship Training (Start and Improve Your Business — SIYB) • Women’s Entrepreneurship Development (WED) 	<p>A training package to teach entrepreneurship in vocational, secondary, and tertiary schools, used in 56 countries of which 18 integrated KAB into national curricula, 2.3 million youth received KAB, see www.knowaboutbusiness.org</p> <p>A set of training packages for different groups ranging from a first orientation for potential start-ups to in-depth training for existing enterprises, offered in more than 100 countries with more than 6 million participants over the last ten years, see www.ilo.org/siyb</p> <p>Gender-sensitive training and support services empowering women to start and run their own businesses, offered in over 25 countries, see www.ilo.org/wed</p>
Providing Access to Markets	<ul style="list-style-type: none"> • Value Chain Development (VCD) 	<p>Interventions improving the functioning of entire markets or sectors that have the highest potential to create more and better jobs (presently 20 active projects with a volume of USD 50 Mio). This includes designing interventions for specific disadvantaged target groups and labour market segments like refugees or families with incidence of child labour, see www.ilo.org/valuechains</p> <p>Complemented by a knowledge generation project producing more evidence on the labour market outcomes of value chain interventions, see www.ilo.org/thelab</p>
Reforming the Enabling Environment	<ul style="list-style-type: none"> • Evidence Based Policy Development – Enabling Environment for Sustainable Enterprises (ESEE) 	<p>Advisory services on how to assess the environment in which businesses operate, as well as to formulate, implement, and monitor reform proposals, 15 country assessments in the last 2 years, see www.ilo.org/eese</p>
Improving Productivity and Working Conditions	<ul style="list-style-type: none"> • Training on Sustaining Competitive and Responsible Enterprises – SCORE 	<p>Training and in-factory counseling for medium sized companies producing for large international buyers, covering issues such as workplace cooperation, quality management, and occupational safety and health; rolled out in 8 emerging countries, see www.ilo.org/score</p>

How do we Work? (Mode of Delivery)

The products are jointly implemented by a team of 23 professionals at headquarters, 12 enterprise development specialists based in ILO field offices and approx. 100 project based specialists.

While the primary role of both the field based specialists and project staff is to implement and monitor projects, the team at headquarters focusses on:

Role	Key Functions
Knowledge Generation and Management	<ul style="list-style-type: none">• Document and promote good practices• Improve the evidence on what works and what does not work based on results measurement and related research on outcomes and impact of interventions¹• Develop policy and programme recommendations• Coordinate with other donors and form alliances• Organize related trainings
Quality Control	<ul style="list-style-type: none">• Maintain and regularly update the products• Provide the field with technical advice on how to use products
Development of new products	<ul style="list-style-type: none">• Develop and test new products• Assist field colleagues in rolling them out
Proposal Writing and Fundraising	<ul style="list-style-type: none">• Support field in fundraising and in developing good quality proposals²

^{1 2} See also www.entxchange.org. This site tries to provide practical help how to design better project proposals based on a clear intervention logic and measurable results. It is only accessible for ILO staff working on enterprise development in order to have a protected space for sharing and peer reviewing.



International
Labour
Office

Post number: 1765
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

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Rural Infrastructure Works

Duty station: Yaounde, Cameroon

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

SUPERVISION

Direct Supervision by:

Day-to-Day supervision and support will be provided by Cyrano Afidi Ombolo, Technical Specialist EMP/INVEST, ombolo@ilo.org. Overall supervision by Mme Vera Perdigao, Yaounde DWT Director.

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 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.

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 sub region as well as with relevant units at HQ;
- Assist in the assessment of technical backstopping of technical cooperation programmes/projects (identification, formulation, development, implementation, monitoring and evaluation) enhancing EIIP approaches and methodologies;
- Assist in the Development, designing, implementation, monitoring and evaluation of EIIP technical cooperation project components ensuring fit and linkage with other project components/aspects and to broader CO Yaounde and Kinshasa objectives and commitments (CPOs).
- Assist the supervisor to provide training, mentoring and advise to partner's technical personnel to manage implementation of rural infrastructure works (e.g. road repairs, drainage, small irrigation system, environmental conservation), monitor and ensure quality of works within set time and budget;
- With the aim to ease the implementation of EIIP projects in the sub region, provide assistance for the setting up of technical advice on the procurement of resources (equipment, labour, materials) for initiatives carried out with partners in accordance with approved project budget, work plan and standard project procurement procedures;
- 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:

- Policy advice to ILO's constituents in order to improve the link Employment to Public Investment Programme ;
- Technical backstopping services provided to ongoing projects and development of new programmes;
- The internalization and mainstreaming of Labour Based Approaches into the SDGs/UNDAFs;
- The setting up of a global sharing platform for information, training material, presentations, etc.
- A global media platform of photographs, videos, and illustrations.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in civil or agricultural engineering and demonstrated expertise in the fields of economics and development, or related fields.

Desirable:

Advanced university degree in civil or agricultural engineering and demonstrated expertise in the fields of economics and development, or other relevant technical fields with demonstrated expertise.

Work experience:

Experience in developmental issues, particularly related to agriculture infrastructure, rural development, community development; experience in project-development and implementation, monitoring and evaluation; 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 command of French and English, including ability to draft in both languages. Knowledge of Portuguese and/or Spanish would be an advantage

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

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

The JPO will 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.

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.



International
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Post number: 1766
Month of issue: April
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Cooperatives and the Social and Solidarity Economy in the Future of Work*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Enterprises Department*

Organisational unit: *Cooperatives Unit*

SUPERVISION

Direct Supervision by:

Simel Esim, Manager, Cooperatives Unit, esim@ilo.org

Content and methodology of supervision:

The supervisor will establish a work plan in collaboration with the JPO, assign defined tasks throughout the duration of the contract, and monitor the work of the JPO, daily contact, joint missions, mentoring, job shadowing, joint outputs including research, project management and training will be among the methods of learning.

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 Cooperatives Unit (COOP) in the Enterprises Department. The Department contributes to the overall ILO mission of creating decent work for all through the promotion of sustainable enterprises of all types and sizes.

Cooperatives exist in all sectors of the economy and employment in or within the scope of cooperatives is estimated at a minimum of 279 million people across the globe. While cooperatives are businesses, they advance both economic and social benefits for their members, and are driven by internationally agreed cooperative principles and values. Cooperatives are acknowledged in the 2030 Agenda for Sustainable Development as a means of implementation along with other private sector actors.

Seeing recent global economic and political instability, a wider concept “Social and Solidarity Economy” (SSE) has been drawing increasing attention. SSE refers to enterprises and organizations (e.g. cooperatives, mutual benefit societies, associations, foundations and social enterprises) which produce goods, services and knowledge that meet the needs of the community they serve, through the pursuit of specific social and environmental objectives and the fostering of solidarity.

The ILO views cooperatives and other SSE enterprises (SSEEs) as important in improving the living and working conditions of women and men globally as well as making essential infrastructure and services available even in areas not adequately serviced by the state and conventional markets.

The ILO’s work on cooperatives and other SSEEs is guided by ILO Promotion of Cooperatives Recommendation, 2002 (No. 193) and aligned with the ILO Declaration on Social Justice for Fair Globalization in 2008. The ILO provides its constituents, cooperatives and other SSEEs with legal and policy advice, capacity building and training services, and underpinning knowledge to promote the Decent Work Agenda through cooperatives and other SSEEs.

As the world of work is undergoing a major process of change, the ILO has launched the “Future of Work Centenary Initiative” to understand and to respond effectively to emerging challenges. As part of this initiative, the ILO is working towards improving its understanding and promote the role of cooperatives and SSEEs in the Future of Work. This JPO position will contribute to this topic through supporting various aspects of ILO’s work to involve cooperatives and SSEEs in the future of work agenda, including through research, development cooperation, and communications.

DUTIES AND RESPONSIBILITIES

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

- Contribute to research, analysis and report writing on cooperatives and other SSEs specifically as they relate to the future of work (e.g. economic, technological, environmental and demographic trends);
- Contribute to the identification, design, implementation and monitoring of development cooperation projects on cooperatives and other SSEs and the future of work;
- Assist in the design and development of training tools and strategies for cooperatives and other SSEs;
- Support the work of the ILO's participation in different events and meetings related to SSE (e.g. ILO Task Team on SSE; UN Task Force on SSE);
- Provide technical support in communications and publications on SSE;
- Assist in the preparations of the SSE related events (e.g. ILO SSE Academy; South-South Cooperation)
- Promote and liaise with other UN agencies, regional organizations and other ILO strategic partners in the field of SSE;
- Coordinate the organization of ILO conferences and events on SSE at the national, regional and international levels;
- 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.; and
- Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree ideally in development economics, sociology, labour relations, anthropology, international development, law or other relevant area.

Work experience:

Minimum:

At least two years of experience related to developmental issues, social economy, labour issues, rural employment or local development at the national or international level

Desirable:

Experience in working in a developing country; and experience in project development and implementation desirable

Skills required for the assignment:

Excellent analytical and research skills, including drafting; Good communication skills (oral and writing); Good computer skills; Knowledge in project cycle management; Good organizational skills.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO (French, 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will have an opportunity to participate in variety of training events and seminars on issues such as SSE, cooperatives, enterprise development and future of work, among others. The incumbent will be exposed to on-the-job learning through daily interaction with senior colleagues.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms
- Become familiar with ILO's mandate, particularly in relation to SSE and cooperatives
- Enhance skills in planning, development, implementation and monitoring of development cooperation projects

- Interact with ILO colleagues in the Headquarters as well as country offices working on a range of technical topics; as well as with ILO constituents and the international cooperative and SSE movements.
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Familiarize with the functioning of the UN system, particularly through contributions to the Sustainable Development Goals; as well as with the structures and functions of the international cooperative and SSE movements
 - At the end of the assignment, the JPO will have gained in-depth technical knowledge and skills on a variety of technical issues related to SSE, cooperatives, decent work, future of work, and other areas of work at the ILO.
-

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International
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Post number: 1767
Month of issue: April
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Cooperative and Social Economy Legislation and Policy in a Changing World of Work*

Duty station: *Geneva Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Enterprises Department*

Organisational unit: *Cooperatives Unit*

SUPERVISION

Direct Supervision by:

Simel Esim, Manager, Cooperatives Unit, esim@ilo.org

Content and methodology of supervision:

The supervisor will establish a work plan in collaboration with the JPO, assign defined tasks throughout the duration of the contract, and monitor the work of the JPO, daily contact, joint missions, mentoring, job shadowing, joint outputs including research, project management and training will be among the methods of learning.

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 Cooperatives Unit (COOP) in the Enterprises Department. The Department contributes to the overall ILO mission of creating decent work for all through the promotion of sustainable enterprises of all types and sizes.

Cooperatives exist in all sectors of the economy and employment in or within the scope of cooperatives is estimated at a minimum of 279 million people across the globe. While cooperatives are businesses, they advance both economic and social benefits for their members, and are driven by internationally agreed cooperative principles and values. Cooperatives are acknowledged in the 2030 Agenda for Sustainable Development as a means of implementation along with other private sector businesses.

Seeing recent global economic and political instability, a wider concept “Social and Solidarity Economy” (SSE) has been drawing increasing attention. SSE refers to enterprises and organizations (e.g. cooperatives, mutual benefit societies, associations, foundations and social enterprises) which produce goods, services and knowledge that meet the needs of the community they serve, through the pursuit of specific social and environmental objectives and the fostering of solidarity.

The ILO has provided legal and policy advice on creation of enabling environments for cooperative development at national, regional and international levels in line with the ILO’s Promotion of Cooperatives Recommendation, 2002 (No. 193). At national level, the Recommendation No. 193 has supported the review, modification or initiation of cooperative laws and policies in more than 100 of the 187 ILO member States. Recently, in response to requests from the constituents, the ILO has also started providing support in developing SSE legislation and policies.

Today, the world of work is facing a number of new challenges caused by economic, demographic, technological and environmental changes. Cooperatives and SSEs are seeing a renaissance to meet the expanding and increasingly complex needs of members, providing services, advancing livelihoods and creating jobs. In order to tap into their full potential in responding to the challenges in the future of work, the legal and policy advice on the enabling environments for cooperatives and SSEs needs to be further strengthened.

COOP Unit is responsible for ILO's work on job creation and growth through the development of cooperatives and other SSEs including through knowledge generation, policy advocacy and advisory services, development cooperation and partnerships. The position will actively contribute to applied research, tool development, capacity building, development cooperation and partnerships for ILO field offices, the constituents as well as the cooperative movement with particular emphasis on the legal and policy dimension.

DUTIES AND RESPONSIBILITIES

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

- Contribute to the provision of legal and policy advice to ILO member States with regard to revision and development of policies and laws related to cooperatives and SSE.
- Contribute to the identification, design, implementation and monitoring of development cooperation projects, with specific focus on cooperative and SSE legislation and policy;
- Assist in liaising with ILO constituents and field structure in identifying opportunities for advancing cooperative and SSE legislation and policy;
- Contribute to the knowledge generation initiatives on cooperative and SSE legislation and policy through research and analysis in the form of articles, briefing notes and other;
- Assist in the organization of events initiated by COOP in coordination with other ILO programmes and departments, field offices and partners;
- Undertake joint field visits to actual and potential project sites as required and report and follow-up on priority areas of concern for cooperatives in order to draft technical assistance project documents;
- Assist in liaising and coordinating with ILO constituents, donors, UN agencies and the international cooperative movement;
- Support the communications of the Unit; and
- Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree ideally in law, development economics or other relevant area.

Work experience:

Minimum:

At least two years of experience related to labour law, international development or cooperative enterprises at the national or international level

Desirable:

Experience in working in a developing country; and experience in project development and implementation desirable

Skills required for the assignment:

Minimum:

Excellent analytical and research skills, including drafting; Good communication skills (oral and writing); Good computer skills; Knowledge in labour law and policy.

Languages:

Minimum:

Excellent command of English

Desirable:

Good knowledge of a second working language of the ILO (French, 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.
-

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

The incumbent will have an opportunity to participate in variety of training events and seminars on issues such as cooperatives, enterprise development and labour law and regulation, among others. The incumbent will be exposed to on-the-job learning through daily interaction with senior colleagues.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms
- Become familiar with ILO's mandate, particularly in relation to cooperatives, SSEs and international labour standards
- Enhance skills in planning, development, implementation and monitoring of development cooperation projects

- Interact with ILO colleagues in the Headquarters as well as country offices working on a range of technical topics; as well as with ILO constituents and the international cooperative movement.
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Familiarize with the functioning of the UN system, particularly through contributions to the Sustainable Development Goals; as well as with the structures and functions of the international cooperative movement
 - At the end of the assignment, the JPO will have gained in-depth technical knowledge and skills on a variety of technical issues related to cooperatives, decent work, and other areas of work at the ILO.
-

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Post number: 1768
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Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Financial Inclusion through Cooperatives and the Social and Solidarity Economy

Duty station: HQ, Geneva

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Enterprises Department

Organisational unit: Social Finance Programme and Cooperatives Unit

SUPERVISION

Joint Direct Supervision by:

Mr. Craig Churchill, Head Social Finance Programme, churchill@ilo.org

Ms. Simel Esim, Head Cooperatives Unit, esim@ilo.org

Content and methodology of supervision:

Supervision will cover the identification of tasks to be carried out, their links to the Programmes' overall work plans and deliverables as well as to the significance to the Office's Strategic Policy Framework. A time-bound work plan will be elaborated between the JPO and the supervisors in the first month of the assignment and regular meetings between the JPO and both supervisors will be scheduled as part thereof to monitor accomplishment of agreed milestones.

As necessary, both supervisors will provide detailed instructions, guidance and coaching for carrying out each assignment. The work is reviewed by or discussed with the supervisors at various stages before completion in order to verify general accuracy of facts, soundness of analysis and findings, conformity with instructions and policy, and accomplishment of assigned objectives and assignments. Besides bilateral dialogue, feedback to draft documents and regular programme/unit meetings, the JPO will accompany and assist the supervisors in joint missions, workshops and other relevant meetings.

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

INTRODUCTION

The position is anchored in the Social Finance Programme (SFP) and the Cooperatives Unit (COOP) of the ILO Enterprises Department. Both entities contribute to the overall ILO mission of creating decent work for all through the promotion of sustainable enterprises of all types and sizes.

Social Finance Programme is the ILO's focal point for financial inclusion and has two substantive priorities: creating jobs through enterprise development and reducing vulnerability by increasing access to risk management tools. To do so, the programme is looking at how to use financial instruments to promote Decent Work. This means sustainable finance with a social goal.

Social Finance is also about promoting and encouraging the institutions - including banks, financial cooperatives, microfinance institutions, insurance companies - that cater to the financial needs of micro, small and medium enterprises, cooperatives, social enterprises, women groups and individuals. Social Finance is about financial sector policies that set incentives to open up financial services to the working majority and create an enabling environment in which financial institutions can operate.

COOP Unit is the ILO's focal point for the development of cooperatives and other social and solidarity economy (SSE) enterprises. Cooperatives exist in all sectors of the economy, providing over 279 million jobs today. While cooperatives are businesses, they advance both economic and social benefits for their members, and are acknowledged in the 2030 Agenda for Sustainable Development as a means of implementation.

ILO's work on cooperative enterprises is guided by the ILO Promotion of Cooperatives Recommendation, 2002 (No.193). It provides guidance for the ILO constituents in supporting cooperative development, including through legal and policy advice, capacity building and knowledge generation initiatives.

Responding to the demand to improve management of financial cooperatives, the ILO, in collaboration with the Food and Agriculture Organization (FAO) and the International Training Centre of the ILO (ITC-ILO) have developed a programme for apex organizations of financial cooperatives. The **FinCoopApex** programme aims to empower financial cooperative apex organizations and other cooperative support institutions including policy makers, to advance the scale and effectiveness of financial cooperatives. The ILO, FAO and ITC-ILO are now exploring opportunities for further disseminating the training programme and enhancing capacities of financial cooperative movements around the world.

The Social Finance Programme and COOP Unit are also working together to generate knowledge on social finance and SSE including cooperatives. Given the growing interest in alternative financing mechanisms for SSE, the ILO is committed to conduct further research and generate knowledge on social finance and SSE and its contribution to decent work and 2030 Agenda for sustainable development.

DUTIES AND RESPONSIBILITIES

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

- Support the further development of **FinCoopApex** training programme trainers' guide and trainee's workbook, and related publications;
- Promote and coordinate dissemination and use of **FinCoopApex** within ILO structures;
- Participate in the development and implementation of a broader programme to enhance capacities of the financial cooperative movements using the **FinCoopApex** training and follow up technical assistance;

- Contribute to the formulation of project proposals with focus on financial inclusion through cooperatives and other SSE enterprises including the potential use of **FinCoopApex** training programme;
 - Assist in the organization of consultation events with ILO constituents, other ILO programmes and field offices, the international cooperatives movement, and development partners focussing on financial inclusion, cooperatives and SSE;
 - Contribute to generate and disseminate knowledge and evidence on innovative financing mechanisms to support cooperatives and other SSE enterprises;
 - Assist in liaising with ILO constituents, other ILO programmes and field offices, the international cooperatives movement, and development partners focussing on financial inclusion, cooperatives and SSE.
 - Perform other duties as may be assigned.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in development economics, finance, enterprise/cooperative development, agriculture and rural development, business management or development studies

Work experience:

Two years of working experience in a related field, preferably some experience related to developmental issues in low income countries. Prior experience in training would be a plus.

Skills required for the assignment:

Strong research and analytical skills.

Good drafting, editing and proofreading skills.

Good computer skills.

Excellent social and communication skills.

The incumbent will benefit from previous exposure to teamwork in a multicultural environment.

Languages:

Minimum – Excellent command of English.

Desirable – Good knowledge of Spanish or French would be an asset.

ILO competencies:

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

- Ability to communicate effectively, both in written and oral form.
 - Proven ability to take initiative and work independently as well as cooperate as an effective team member.
 - Ability to identify and meet internal and external client needs and build productive relationships.
 - Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
-

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The position requires a variety of technical and social skills which can be developed on the job. Through the hands-on work on the training programme the JPO will develop skills in conceptualising training and monitoring systems and implementing training sessions using a variety of modern channels. Through guidance of the supervisor and senior colleagues the JPO will be able to improve training skills. Topical seminars and workshops with specialists will increase the technical capacity.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the functioning of an office-wide network like the Social Finance Network.
 - Become familiar with ILO's mandate and the positioning of ILO's Technical Cooperation work.
 - Interact with a variety of stakeholders including ILO colleagues, constituents and private sector partners at national and international levels.
 - Get acquainted with the work of an interdisciplinary and intercultural team.
 - Acquire in-depth knowledge on social finance, financial cooperatives, and social and solidarity economy topics.
 - By the end of the first year, have accompanied colleagues on at least one joint mission to deliver the training programme, to provide follow up assistance to apex organizations, or to formulate project documents.
 - Every year, have participated in one international conference and/or one technical seminar or workshop on social finance, social and solidarity economy
-

BACKGROUND INFORMATION

More information about the Enterprises Department, SFP and COOP can be found at:

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

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

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

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Post number: 1769

Month of issue: September 2019

Year: 2019

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

GENERAL INFORMATION:

Title: Junior Professional Officer on digital labour and the gig economy

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK)

Organisational unit: Labour market institutions and performance group

SUPERVISION

Direct Supervision by:

Janine Berg, Senior Economist, Labour market specialist: berg@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the branch work plan on digital labour and the gig economy. This research will contribute to the Director-General's Initiative on the Future of Work.

Regular meetings between the JPO and the supervisor will be scheduled to discuss progress on the work and to provide opportunities for feedback. The JPO will accompany and assist the supervisor or another assigned staff member in selected missions, seminars, workshops and meetings.

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

INTRODUCTION

The Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) provides technical assistance to ILO constituents and expands the knowledge base on wages, working time, working conditions, collective bargaining and labour relations, non-standard forms of employment and transition to formality. The branch's work covers the interplay among these key labour market institutions and their combined effect on worker protection, labour market performance and equality. In addition, INWORK coordinates the ILO Strategy to make decent work a reality for domestic workers (<http://www.ilo.org/travail/lang--en/index.htm>).

For the 2020-2021 biennium, INWORK contributes mostly to Outcome 7: Adequate and effective protection at work for all. The work of the JPO will contribute directly to Output 7.4: Increased capacity of constituents to provide adequate labour protection to workers in diverse forms of work arrangements, including on digital labour platforms, and in informal employment.

Within the ILO, INWORK is part of the Conditions of Work and Equality Department (WORKQUALITY)(<http://www.ilo.org/global/about-the-ilo/how-the-ilo-works/departments-and-offices/lang--en/index.htm>).

DUTIES AND RESPONSIBILITIES

The JPO will perform the following duties and responsibilities:

- Provide research assistance, including data analysis, literature reviews, and written inputs on the emerging field of digital labour/gig work.
- Work with the supervisor in evaluating policy initiatives for improving working conditions in the gig economy, at both the national and international level
- Contribute to organizing meetings, knowledge-sharing events and webinars.
- Prepare presentations, briefs and other materials.
- Perform other tasks that may be assigned by the supervisor.

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

- Contribute to preparations for a possible general discussion or standard-setting item at the International Labour Conference on “Decent work in the platform economy”
 - Inter-disciplinary work within INWORK covering digital labour, diverse forms of employment, collective bargaining and labour relations, labour market institutions, wages, working time, and informal economy
 - Inputs to ILO documents prepared for G20 meetings
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree or equivalent in social sciences or economics or other relevant and related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in social sciences, economics or other relevant and related field.

Work experience:

Minimum:

Relevant work experience of 2 to a maximum of 4 years either at national or international level.

Desirable:

Work experience with governments, social partners, private policy think-tanks, or international organizations.

Skills required for the assignment:

Minimum:

Strong analytical and research skills in economics or other social science; knowledge of quantitative and qualitative research methods; ability to write clearly and effectively for a policy audience; good communication skills.

Desirable:

Knowledge of the digital labour/gig economy debates; understanding of computer science; data visualization skills.

Languages:

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second and third working language of the ILO 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; 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 get trained in preparing research and policy papers, concept notes and work plans.

Learning elements:

- Contribute to global debate on the future of work
- Learn about the opportunities and challenges of digital labour platforms
- Gain understanding of the challenges of labour regulation at the national and international level
- Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body)
- Gain experience on policy oriented research
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

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INTERNATIONAL LABOUR OFFICE

JPO

Technical Cooperation Programme

Post number: 1772

Vacancy Proposal for Junior Professional Officer (JPO)

Date of issue: Jan 2019

JOB DESCRIPTION

GENERAL INFORMATION:

Title of the post:	Junior Professional Officer in Employment and Labour Market Policies
Duty Station:	Beirut, Lebanon
Duration Appointment:	12 months, renewable
Grade:	P2
Department/Field Office:	DWT-Beirut
Organizational Unit:	Regional Office for Arab States

SUPERVISION

Direct supervision by: Tariq Haq, Senior Employment Policy Specialist, DWT-Beirut, haq@ilo.org

Overall supervision by: Frank Hagemann, Director, DWT-Beirut, hagemann@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Based on the agreed work plan, meetings between the JPO and the supervisor on its implementation will be held on a regular basis to allow for guidance and coaching by the supervisor and for upward feedback by the JPO. Joint missions, mentoring, job

shadowing, joint outputs including research, project management and training, will also be part of the process of supervision. Performance management will be reviewed in accordance with the ILO Performance Management Framework, as applicable to JPOs.

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.

In general, the ILO aims to promote 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 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.

Arab States have amongst the world's highest rates of unemployment, particularly for youth and women. These are combined with amongst the world's lowest rates of female and youth labour force participation. Despite recent improvements in labour market indicators for women, the positive change has not been sufficient to bring the countries of the region on par with those at similar levels of economic development. The region continues to show major deficits in decent work, particularly in the fields of gender equality, social protection, and social dialogue.

The ILO Regional Office for Arab States (RO-Beirut) covers 12 countries and territories, namely: Bahrain, Iraq, Jordan, Kuwait, Lebanon, the Occupied Palestinian Territory, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, and Yemen.

The Decent Work Technical Support Team for the Arab States (DWT-Beirut) has the primary function to inform and support the design and implementation of Decent Work Country Programmes throughout the region and to promote coordinated sub-regional and regional initiatives on decent work towards the promotion of social justice and a fair and

inclusive globalization. The team is involved in technical analysis and policy and programme advice on strategic labour and social issues at national and regional level.

DUTIES AND RESPONSIBILITIES

Under the direct supervision and guidance of the Senior Regional Employment Policy Specialist at the ILO Regional Office for Arab States (ROAS)/Decent Work Technical Support Team (DWT-Beirut), the incumbent will be actively involved in the dynamic development and implementation of the programme and activities of ROAS related to employment and labour market policies, with a particular emphasis on labour market nationalisation in the countries of the Gulf Cooperation Council.

In this regard, the incumbent would carry out the following duties and responsibilities:

- Analyse and assess economic and labour market trends and developments in the countries of the GCC sub-region, which have direct bearing on the formulation and promotion of strategies, policies or programmes in the field of employment and development.
- Organise a resource base on existing research, plans and policies and analyse past and on-going labour market nationalisation efforts of the GCC countries with a view to generating lessons learned and identifying good and bad practices for future interventions.
- Undertake research and contribute to technical papers, briefs, articles, analytical studies and workshop reports on economic diversification and labour market nationalisation in the countries of the GCC.
- Assist in the organization and delivery of seminars and training workshops by preparing documents and presentations, as well as providing administrative and logistical support.
- Assist in shaping regional contents in support to the ILO Centenary Initiative on the Future of Work (FoW), with a particular emphasis on the countries of the GCC, as well as in organising FoW related events in the region in connection with ILO's Centenary celebrations.
- Assist in resource mobilization for ILO programme delivery on employment (and other related areas as they pertain to the Decent Work agenda) through fostering networks within the GCC member states.
- Participate in missions to the countries of the sub region for the purpose of collecting information and sharing research findings with governments, employers' and workers' organizations and other relevant institutions for the development and formulation of

strategies, policies or programmes to enhance employment of young women and men.

- Assist the countries concerned in the development, design, implementation and evaluation of employment oriented action plans and projects, at national or sectoral levels, with special emphasis on sustainability, institution building, human resources development and national capacity creation. Best possible use should be made of national resources.
- Assist in identifying and proposing new activities in the fields specified above.
- Assist in liaising and coordinating with ILO constituents, UN agencies and local organizations in coordination with other technical specialists.
- Undertake other duties as may be required.

QUALIFICATIONS AND EXPERIENCE

Qualifications:	Advanced university degree in economics, development studies or other relevant discipline.
Experience:	Preferable prior experience related to research and/or practice in economic development and/or labour market policies. The incumbent will benefit from previous exposure to teamwork.
Skills:	Strong research and data analysis skills; excellent drafting, editing and proofreading skills; excellent computer skills; good communication skills.
Languages:	Excellent command of written and spoken English and Arabic is essential.
Other:	Ability and willingness to take initiative; to be creative and innovative; to communicate actively; and to be a positive and process-oriented team-member.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Through technical operations at the country level and policy and knowledge development experience at the sub-regional level, the JPO will be exposed to:

- The structures and functions of and interaction with the ILO and its constituents, as well as other partners, including UN agencies and international development actors.
- Planning, implementation and monitoring of national and regional technical cooperation programmes and projects.
- Participation in relevant internal learning events.
- Working in a cross-cultural and multi-disciplinary environment.
- Training in areas which will enhance performance of the JPO.

(S)he will also gain:

- Enhanced ability to develop evidence-based policies.
- Strengthened skills in management communication, coordination, advocacy and research.



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Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer, Women in business and management

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Bureau for Employers' Activities (ACT/EMP)

Organisational unit: ACT/EMP

SUPERVISION

Direct Supervision by:

Jae-Hee Chang, Senior Programme and Operations Officer

Email: changj@ilo.org

Content and methodology of supervision:

The JPO will work under the regular supervision and close guidance of the Senior Programme and Operations Officer of the Bureau for Employers' Activities (ACT/EMP) and collaborate with a global team of ACT/EMP senior advisors and field employers' specialists.

An individual work plan will be established at the beginning of the assignment and it will be reviewed together with the incumbent on a quarterly basis. Critically, the JPO will have the opportunity to work closely with the ILO's core constituency – the employers' group – and accompany and assist the supervisor in meetings, including the Governing Body and the International Labour Conference.

The supervisor will ensure a good balance of assignments and opportunities are provided to the JPO based on the individual's interest, career aspiration, and capacities and provide regular performance reviews in accordance with the ILO's Performance Management Framework, as applicable to JPOs.

In particular, the JPO will receive concrete opportunities and guidance on the following areas:

- The tripartite nature of the ILO and the role of employers' organizations
- The role of representative business in shaping national policy
- The role of the private sector in attaining the sustainable development goals
- Conceptualizing research and project proposals
- Developing relations with the ILO's constituents
- The ILO's internal programming and governance

INTRODUCTION

The International Labour Organization (ILO) **Bureau for Employers' Activities (ACT/EMP)** works closely with employer and business membership organizations (EBMOs) around the world to enable them to better respond to the needs of their members, strengthen their organizational structures and governance and enhance their capacity to provide leadership on key policy issues. Successful enterprises are at the centre of strong economies and sustainable societies. They create employment and raise living standards. As representatives of the collective view of enterprises, EBMOs are essential to promoting and creating an enabling environment in which businesses, economies and societies can thrive. Indeed, to achieve the Sustainable Development Goals by their 2030 target, enterprises and EBMOs must contribute to innovative solutions to complex challenges.

In partnership with EBMOs, ACT/EMP works with the private sector to achieve sustainable development by fostering business leadership in Goal 1 (no poverty), Goal 5 (gender equality), Goal 8 (decent work and economic growth), Goal 9 (industry, innovation and infrastructure), Goal 16 (peace, justice and strong institutions) and more.

The **ILO Programme and Budget 2018-19** provides the focus of ACT/EMP's work in providing evidence-based and integrated capacity building, advisory services and training for EBMOs. To this extent, ACT/EMP ensures that the committed work to the ILO's constituency is delivered at the highest quality through consultation, coordination and regular monitoring. Means of action to support employers' constituents include:

- carrying out a comprehensive organizational scan and needs assessment of EBMOs in order to identify capacity gaps, agree on priorities, define expected results and monitor and evaluate impacts;
- developing easy-to-use global resources and tools on emerging economic, social and environmental issues,

- assessing the evolving nature of business representation and its impact on EBMOs; and
- expanding and efficiently managing ILO engagement with private enterprises and promoting enhanced ILO cooperation with enterprises.

A specific area of ACT/EMP's global work includes its initiative on **Women in Business and Management** (WIBM). ACT/EMP is contributing to the promotion of women in business and management through research grounded on authoritative data and providing an evidence base for businesses to realize the competitive edge gender diversity brings to their bottom line. Since embarking on WIBM in 2013, ACT/EMP has launched a series of data-driven reports at global, regional, and national levels; developed information guide and tools for EBMOs; and overall enhanced the recognition of the ILO in this space. Critically, EBMOs in a number of countries are more proactively engaged at the policy level in addressing the barriers to women's advancement and working with their member companies to dismantle the glass ceilings and glass walls.

DUTIES AND RESPONSABILITIES

Under the supervision of ACT/EMP's Senior Programme and Operations Officer, and the overall guidance of ACT/EMP management, the JPO will perform, or assist in the performance of various tasks and functions to contribute to achieving the commitments made to ILO employers' constituents as specified in the ILO Programme and Budget 2018-19. These principally include:

- Undertaking research, compiling and producing material, and contributing to the development and dissemination of technical briefs related to Women in Business and Management or ACT/EMP's work on gender and non-discrimination.
- Assisting with the overall analysis of ACT/EMP's global programmatic work as it relates to EBMOs on governance, services and policy.
- Assisting with the overall monitoring and evaluation of ACT/EMP's global technical programme.
- Contributing to the development of concept notes, project proposals, and minute sheets in relations to employers' activities.
- Contributing through research and analysis to other areas of relevant social and labour issues that are of priority to employers.
- Collaborating with relevant ILO units and constituents.
- Participating in employers' meetings, Governing Body, ILC, and sectoral meetings as appropriate.
- Assisting with the preparation of consultations and meetings.
- Performing others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Master's or Post Graduate Diploma in business administration, economics, social or political science

Work experience:

At least two years of experience in the area of business development or business consultancy on labour/social issues at the national or international level

Skills required for the assignment:

- Excellent analytical and research skills
- Excellent writing, communication and presentation skills
- Excellent computer skills
- Excellent interpersonal skills

Languages:

Excellent command in English and preferably good working knowledge of at least one of the ILO's other official languages (French, Spanish).

ILO competencies:

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

- Quality orientation
- Capacity to work on own initiative as well as cooperate as a team member.
- The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are required.

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

An individual training plan will be established for the JPO that will take into account the technical and personal skills needed to be developed to grow into the position. In particular, the JPO will be encouraged to participate in the ILO's learning activities, and to undertake individual learning activities according to her/his needs, in agreement with ACT/EMP's learning coordinator and the supervisor. The JPO will also have the opportunity to participate in ACT/EMP's global staff retreat (organized every biennium) and have the possibility of participating in ITC-ILO ACT/EMP's training programme on Effective Employers' Organization or related employers-oriented training.

Learning elements:

- Opportunity to build in-depth knowledge and technical capacity on a number of social and labour issues that are of priority for employers as well as contribute to developing reports and policy briefs.
 - Acquisition of wide range of professional skills, including research, drafting, analysis, monitoring and evaluation, and programming.
 - Opportunity to familiarize with the structure and governance of the ILO, in particular the functioning of tripartism and social dialogue, and contribute to the ILO's programmatic machinery.
 - Opportunity to build networks, work in a diverse environment, and collaborate with ILO colleagues, constituents and external partners.
 - Opportunity to gain insight on the role of private sector and its representative organizations in international policy setting.
-

BACKGROUND INFORMATION

- ACT/EMP's web page: <https://www.ilo.org/actemp/lang--en/index.htm>
- ACT/EMP's page on **Women in Business and Management**: https://www.ilo.org/actemp/areas-of-work/WCMS_578474/lang--en/index.htm
- An overview of ACT/EMP's global work: *Promoting strong employer and business membership organizations: A biennium in review (2016-17)*: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---act_emp/documents/publication/wcms_620802.pdf
- The ILO Programme and Budget 2018-19 https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---program/documents/genericdocument/wcms_582294.pdf provides an overview of ACT/EMP's work under the *Outcome 10 on Strong and representative employers [and workers] organizations*. The Outcome is measured by improved governance and management practices, improved services, and the capacity to influence policy by EBMOs. This also serves as the basis for EBMOs engagement in other ILO programmes.

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Post number: 1777
Month of issue: September
Year: 2018

Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer on SDGs and international labour standards policy

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Standards Department (NORMES)*

Organisational unit: *NORMES*

SUPERVISION

Direct Supervision by:

Katerina Tsotroudi, Global cooperation and support unit, NORMES, tsotroud@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month.

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

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

INTRODUCTION

The position is located within the International Labour standards Department (NORMES).

NORMES strives to enhance the relevance of International Labour Standards (ILS) to the world of work and to ensure their role as a useful means of achieving the constitutional objectives of the Organization, as well as the ILO strategic objectives, as called for by the 2008 Declaration on Social Justice for a Fair Globalization.

More specifically, NORMES is responsible: (i) for designing and implementing the ILO standards-related activities in accordance with the standards policy adopted by the Governing Body; (ii) for supporting and servicing all the supervisory bodies of the ILO and (iii) for the promotion of Office-wide coherence and cooperation on ILS. During this biennium (2018-2019), the focus of NORMES focuses on the implementation of Outcome 2 of the Programme and Budget on the ratification and implementation of international labour standards. Under this Outcome, NORMES will pursue three main priorities: increased reach of international labour standards through wider ratification; enhanced action by tripartite constituents and other actors at country level for the application of international labour standards, supported through national and multilateral planning frameworks such as DWCPs and United Nations Development Assistance Frameworks (UNDAFS) or equivalent planning frameworks; and effective engagement of and ownership by tripartite constituents in the preparation, adoption, reporting and review of international labour standards. These priorities are expected to enable member States to advance towards the attainment of SDG targets 8.5, 8.8 and 16.3, among others.

The JPO will be assigned to work in the Global Support and Collaboration Unit which provides support to the Director of the Standards Department in four main ways: strategic planning and monitoring, improving NORMES working methods, mainstreaming ILS in the activities of the Office and other UN agencies and finally, facilitating communication and collaboration between NORMES at HQ and the field-based international labour standards specialists in Decent Work Teams.

As part of her/his training, the JPO may also contribute to the work of other thematic units, notably the Standards Policy unit. This NORMES unit provides support to the Director of the Standards Department in four main aspects: developing, keeping up to date and promoting ILO standards; strengthening the supervisory system; improving the impact of the standards system through technical assistance and cooperation; and enhancing the visibility of the Organization's standards.

DUTIES AND RESPONSIBILITIES

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

1. Assist in devising and implementing strategies and preparing tools for effectively integrating international labour standards in the ILO and UN programming frameworks and results based management processes.
2. Undertake research and legal studies on thematic issues relating to international labour standards, the SDGs, UN reform and human rights instruments, as requested by the supervisor, for the preparation of official reports and publications.
3. Perform other tasks that may be assigned by the supervisor.

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

- Reports on the implementation of Outcome 2 of the 2018-19 Programme and Budget on the ratification and implementation of international labour standards.
- Proposals for the Outcome 2 strategy under the 2020-2021 P&B
- Materials to enhance understanding and action in relation to the role of the international labour standards system in implementing the 2030 Development Agenda.
- Strategy papers to promote international labour standards in the context of country-level development priorities.
- Reviews of DWCPs and UNDAFs in order to ensure that they have a normative foundation
- Handbooks, model presentations and information notes on integrating international labour standards in ILO and UN programming frameworks and development cooperation processes.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree in international law, human rights, international relations, development studies or a related field.

Work experience:

Minimum:

At least two years of experience in programming or development cooperation in a field related to international labour standards, human rights, public international law or labour law.

Skills required for the assignment:

Minimum:

Technical skills: ability to undertake legal research and draft clearly and concisely. Some knowledge of the UN programming and DC framework, the SDGs and UN reform context. Knowledge of results based management processes. IT skills, including ability to work with databases (excel) and software for the development of presentations.

Behavioural skills: commitment to the ILO's mandate and values; adaptability and resourcefulness, work within tight deadlines; and respect for confidentiality.

Languages:

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish) and good knowledge of another.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will be trained through the performance of her/his tasks and the guidance of his/her supervisor as well as senior colleagues in the Branch.

The Official will also be able to take part in activities organized at the Department level, including seminars and workshops, and to interact with ILS field specialists.

Learning elements:

- Become familiar with the ILO's standards system and how it interacts with results based management, the SDGs and UN reform.
- Interact with colleagues in other Departments and the field.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

See <http://www.ilo.org/global/standards/lang--en/index.htm> and in particular the webpage dedicated to the MLC,2006

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 2 on International Labour Standards

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Post number: 1778
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Year: 2019

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)
Better Work Bangladesh, Dhaka, Bangladesh

GENERAL INFORMATION

Title: [Junior Professional Officer, Gender Equality and Women Empowerment](#)

Duty station: [Dhaka, Bangladesh](#)

Duration of the assignment: [12 months, renewable](#)

Grade: [P2](#)

Department/ Field Office: [Better Work Bangladesh, ILO](#)

Organisational unit: [DDG/P Governance, Better Work Bangladesh](#)

SUPERVISION

Direct Supervision by: [Anne-Laure Henry Greard, Programme Manager](#)

Content and methodology of supervision

The JPO will have the opportunity to grow and learn in a supportive atmosphere where he/she has autonomy and feels motivated to excel. The supervisor and JPO will co-develop a time-bound work plan at the beginning of the placement, as necessary support and coaching will be provided on an ongoing basis by the supervisor with regards the progression of the work plan. Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify work progression. The JPO will accompany and assist the supervisor in relevant missions, seminars, workshops and meeting. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

About Better Work

We mobilize global brands, governments, factory owners and workers to improve working conditions, drive competitiveness and create a more equitable, more prosperous world.

The Power of Convening

As a partnership between the UN's International Labour Organization and the World Bank Group's International Finance Corporation, we know how to bring diverse groups together to create positive action that improves working conditions while stimulating productivity and competitiveness.

A Proven Approach

We create lasting, measurable change by empowering factories to improve the working conditions in their facilities. Our assessments are the global gold standard for rigour and integrity. Our training programs and advisory services change attitudes as well as behaviours.

National Action/ Global Influence

Through our comprehensive, university-led research, and by sharing best practices from our on-the-ground experience, we are able to shape the agenda well beyond the countries in which we work, influencing governments, brands and policy makers to make improving working conditions a top priority.

Purpose

The ready-made garment (RMG) sector in Bangladesh has experienced rapid growth over the past 20 years and has reached a point where it is now the country's largest export earner and employs over 4.2 million workers - of which 60% are women - in approximately 3,500 active factories. It is currently also the 2nd largest exporter of ready-made garments in the world.

However, there exist significant problems in many factories around occupational health and safety (OHS), working conditions, wage payments, freedom of association, and the lack of effective human resource management. In addition, weaknesses in national labour administration, industrial relations and social dialogue systems exacerbate and prolong non-compliance with national laws and regulations and although the garment sector has been a game changer for many women, giving them economic clout that they may not have had before, gender discrimination still exists in the sector. Women are not reaching their true potential in their jobs, their production capacity and their participation in the workforce is still very much constrained. This means that the opportunity for businesses and societies to meet their full capacity is also constrained. Empowering women and girls to promoting economic growth and development around the world is a top priority for BWB; not only because it is the right thing to do but because also because we understand that it is a key element for sustainable and inclusive growth.

For more information about the project see www.betterwork.org.

DUTIES AND RESPONSIBILITIES

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

- Liaise with internal and external partners, including Better Work Training Officers and external stakeholders working on similar topics at the workplace level, with particular focus on the scale up of the sexual harassment prevention and gender based violence training package, engaging and bringing on board industry partners where necessary.
- Provides support to and actively participate in developing a system to evaluate the impact of BWB core services in particular in relation to the gender responsiveness of BWB assessment, advisory and training.

- Assist in the development and implementation of the monitoring and evaluation strategy for BWB in particular in relation to factory level training impact.
- Help to ensure that learning services, including those related to gender equality, are linked more effectively into the factory service offerings.
- Contributes to BWB's quality assurance processes, including but not limited to editing training, BWB's assessment and progress reports.
- Provides needs based internal training and capacity building for BWB staff in relation to promoting gender equality.
- Assist in the drafting and coordinating of BWB's gender strategy ensuring coordination and consistency on activities related to gender equality with internal and external partners.
- Other duties that may be required by supervisor.

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

- Scaled up sexual harassment prevention and gender based violence training package.
- Toolkit to evaluate the impact of BWB core services in relation to its gender responsiveness.
- Updated gender inclusive training materials.
- BWB gender strategy outlining the short, medium and long term goals for the BWB program in relation to core services, partner and stakeholder engagement.

QUALIFICATIONS AND EXPERIENCE

Education: A first level degree in gender studies, social science, economics, international development, public policy, labour administration or relevant field is required. An advanced university degree in one of these areas is desirable.

Work experience:

Minimum of three years of relevant professional experience at the national including two years at the international level.

Skills required for the assignment:

Minimum:

1. Orientation to learning and knowledge sharing;
2. Orientation to gender-responsive practices in labour administration and labour inspection.
3. Ability to work in a multicultural environment and gender-sensitive behavior and attitudes.
4. 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;
5. Takes responsibility for performance;

6. Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance;
7. Collaboration: Establishes strong interpersonal relationships and builds internal and external networks; promotes cooperation, supporting others and sharing the credit for achievements; accepts consensus views;
8. Good computer skills in the use of MS Office applications;
9. Ability to work in a multicultural environment and gender-sensitive behavior and attitudes are also required

Languages:

Minimum:

Excellent command of English. A good working knowledge of one or more of the ILO official languages ILO (English, French, 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, gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the work with the BWB program, the JPO will develop an understanding of tripartite stakeholder as well as private sector engagement at a country level with a particular focus on understanding gender attitude and norms in Bangladesh. Through the guidance of the supervisor and senior colleagues, the JPO will receive regular guidance and feedback to ensure their continuous learning and understanding of the ILO, continuous improvement on their performance and an in depth knowledge of tripartism and social dialogue.

Learning elements:

- Become familiar with thematic issues relevant to gender equality, women's economic empowerment, global supply chains especially in the garment industry, ILO policies on gender and the future of work.
 - Become familiar with ILO's institutional and informal coordination mechanisms.
 - Become familiar with ILO's mandate.
 - Interact with stakeholders and ILO staff working on paid work and care, female voice and representation, female leadership and discrimination.
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Familiarize yourself with the functioning of the UN system.
-

BACKGROUND INFORMATION

BWB is a program of the ILO and is located in Dhaka, Bangladesh. As the most recent of Better Work programmes, Better Work Bangladesh has been collaborating with workers, employers, government and brands to improve working conditions and boost the competitiveness of the garment industry since late 2014. Detailed information can be found through this [link](#). Better Work's gender agenda focuses on advancing gender equality and women's empowerment and equality in the workplace. More details on Better Work's gender strategy can be found [here](#).

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Post number: 1782
Month of issue: April
Year: 2019

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Skills for Future of Work

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Employment Policy Department (EMPLOYMENT)

Organisational unit: Skills and Employability Branch (SKILLS)

SUPERVISION

Direct Supervision by:

Olga Strietska-Ilina, Work Area Leader “Skills Strategies for Future Labour Markets”,
Senior Skills and Employability Specialist, strietska-ilina@ilo.org

Overall Supervision by:

Mr. Srinivas Reddy, Chief, Skills and Employability Branch

Content and methodology of supervision:

The Junior Professional Officer (JPO) will work in the team which implements a number of projects and other activities in the field of anticipation of future skills required on the labour market, under the guidance. These activities will include policy advice, research, tools elaboration, case studies and technical cooperation. He/she will directly contribute to further developing ILO’s work related to methods, systems and best practices of identification of current and future skill demand and supply at macroeconomy or sectoral level, skills for trade and economic diversification, skills for technological change and innovation, integration of skills aspects into employment strategies.

The JPO will report to the Senior Skills and Employability Specialist who leads the Team of the Work Area. The incumbent will be expected to collaborate with other members of the Skills and Employability Branch, namely in the fields of

apprenticeship training and workplace learning, qualification systems, core / transversal employability skills, skills development for poverty eradication, including in the rural and/or informal economy, and skills development for vulnerable groups. Furthermore, he/she will be expected to collaborate more broadly throughout the ILO with e.g. other units of the Employment Policy Department, Sectoral Activities Department, Research and Statistics departments, bureaus of workers' and employers' activities as well as ILO field offices and other ILO HQ units.

The JPO will be expected to participate in missions, seminars, workshops and meetings on behalf of the supervisor or together with her.

Work outputs will be discussed and agreed with the supervisor, and regularly reviewed in order to ensure good quality outputs. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The **Employment Policy Department** develops integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, productive and sustainable. Apart from the Skills and Employability, the Department also deals with youth employment, national employment and labour market policies, employment intensive investments, sectoral approaches and pro-employment strategies for rural development and informal economy.

The **Skills and Employability Branch** of the Department assists ILO member States and the social partners in applying policy recommendations through tripartite consultations on skills development adapting them to their circumstances and priorities. Comparative research, policy guidelines and technical assistance aims to help constituents to integrate skills development into national and sector development policies and strategies. The branch works on the basis of key strategic policy documents agreed by the ILO tripartite constituents: G20 Training Strategy: A Skilled Workforce for Strong, Sustainable and Balanced Growth (ILO 2011), ILC Conclusions on skills for improved productivity, employment growth and development (2008), Recommendation 195 on Human Resources Development (ILO, 2004). The ILO approach to skills development is based on 3 pillars:

- matching supply and demand for skills,
- helping workers and enterprises to adjust to continuous change,
- anticipating and delivering new and different skills to sustain a dynamic development process and to meet broader strategic objectives of growth and development.

In line with **the ILO Centenary Initiative on Future of Work**, the Skills and Employability Branch undertakes research and policy formulation by identifying future skills demand in times of technological change and disruption. The branch

undertakes applied policy research to understand future demand for digital skills, soft and technical skills arising from robotisation and the use of Artificial Intelligence, climate change, changes in work organisation, demographic change and globalization. The findings are used in policy advice and formulation and in capacity building to support the ILO constituents.

DUTIES AND RESPONSABILITIES

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

- undertake country-level as well as cross-country comparative policy-applied research and case studies on technological change and other drivers of change (climate change, changes in work organisation, demographic change and globalisation) and their impact on skills demand;
- apply, adapt and maintain tools in anticipation and forecasting of skill needs, such as sectoral skills needs analysis, technology foresights, forecasts and scenarios of future skill needs. The work item includes country-level assistance in surveys and analyses implementation;
- develop and analyse data and indicators on changing technical and soft skill needs, digital skills; apply innovative skills measurement data such as big real time data;
- provide technical advice at national and sectoral level in building efficient systems of skill needs anticipation, sectoral approaches, surveys on technological change and changing skills demand;
- contribute to collaborative interagency work (UN, OECD and EU agencies) on anticipation of skill needs, including inter-agency meetings, joint research projects, cases studies, joint events and training delivery;
- develop training courses and capacity building events in ITC-ILO in Turin and, on request, in ILO member States and regions on the development of good-quality systems of skill needs anticipation,
- organize national and international workshops and other ILO events, including tripartite discussions and validations;
- participate in applied research projects and in the drafting of research documents, reports and policy briefs;
- take part in the planning and implementing technical cooperation activities;
- liaise with ILO field offices, project partners and tripartite constituents;
- perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education

Master degree in labour economics, or other social sciences, technical and vocational education and training, or human resources development

Work experience:

One- two years of experience in conducting applied research in the field of skills assessment and development, or employment projections and skill needs forecasting, or technical and vocational education and training, or human resource development. Work experience in developing countries and/or international organisation would be an asset.

Skills required for the assignment:**Minimum:**

Ability to communicate effectively in both, written and verbal forms, ability to initiate activities and to work effectively in a team, ability to prepare high quality and technically sound reports and publications, ability to use standard IT technology, such as word processing, spread sheets and presentation techniques

Desirable:

Ability to communicate effectively at a high policy level, ability to draft concise policy documents, ability to produce high-quality analytical outputs with the use of complex methods, data sets and variables, ability to use statistical data processing tools, ability to work in inter-disciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation tools (such as PowerPoint, Prezi, PowToon and others), creativity in developing ideas for the preparation of publications and for upgrading webpages which would be clear and appealing for the audience.

Languages:**Minimum:**

Excellent command of the English language with a good ability of drafting skills.

Desirable:

Good knowledge of a second working language of the ILO 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. Sensitivity to diversity and the ability to work in a multicultural environment.

TRAINING COMPONENTS AND LEARNING ELEMENTS

- Broaden his/her knowledge about learning in an international organization, dealing with skills and employment issues, understanding the ILO's work in this field and the ILO's activities and goals in general;
- Become familiar with technical cooperation, also through specific ILO training courses in working in ILO technical cooperation projects;
- Interact with ILO constituents (ministries of labour, employers' and workers' organizations), UN agencies, international organizations (such as UNESCO, the OECD and other development partners) engaged in skills development, training systems and employment issues;
- Improve his/her abilities to conduct applied research, draft reports and professional communication;
- Work as a member of an international team.

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Post number: 1783
Month of issue: April
Year: 2019

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Skills for Migration and Social Inclusion

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Employment Policy Department (EMPLOYMENT)

Organisational unit: Skills and Employability Branch (SKILLS)

SUPERVISION

Direct Supervision by:

Christine Hofmann, Skills and Employability Specialist, Skills for Social Inclusion,
hofmann@ilo.org

Overall Supervision by:

Mr. Srinivas Reddy, Chief, Skills and Employability Branch

Content and methodology of supervision:

The Junior Professional Officer (JPO) will work in the Skills for Social Inclusion team. This team in the Skills and Employability Branch works towards improving the labour market prospects and quality of work for those disadvantaged in the labour market such as migrant workers, women and men in rural areas, youth, persons with disabilities, or indigenous people among others. Besides contributing to the Global Skills Partnership on Migration, the JPO will contribute to comparative policy research, monitoring of emerging trends, policy guidelines, and technical assistance to countries and capacity building of ILO constituents (Governments, employers and workers organisation) in developing and implementing policies and programmes related to skills for social inclusion. He/she will directly contribute to developing innovative approaches for skills partnerships and to designing and implementing projects, managing knowledge and applying new technologies to the above-mentioned work areas.

The JPO will report to the Skills and Employability Specialist in the Work Area. The incumbent will be expected to collaborate with other members of the Skills and Employability Branch and Field Specialists as well as more broadly throughout the ILO with other units of the Employment Policy Department, Sectoral Activities Department, Labour Migration Branch, Gender, Equality and Diversity Branch, Research and Statistics departments, Bureaus of workers' and employers' activities as well as ILO field offices and other development agencies, such as UNESCO, IOM and OECD.

The JPO will be expected to participate in missions, seminars, workshops and meetings on behalf of the supervisor or together with him/her.

The work plan will be discussed and agreed with the supervisor, and regularly reviewed in order to ensure good quality outputs. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The **Employment Policy Department** develops integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, productive and sustainable. Apart from the Skills and Employability, the Department also deals with youth employment, national employment and labour market policies, employment intensive investments, sectoral approaches and pro-employment strategies for rural development and informal economy.

The **Skills and Employability Branch** of the Department assists ILO member States and the social partners in applying policy recommendations through tripartite consultations on skills development adapting them to their circumstances and priorities. Comparative research, policy guidelines and technical assistance aims to help constituents to integrate skills development into national and sector development policies and strategies. The branch works on the basis of key strategic policy documents agreed by the ILO tripartite constituents: G20 Training Strategy: A Skilled Workforce for Strong, Sustainable and Balanced Growth (ILO 2011), ILC Conclusions on skills for improved productivity, employment growth and development (2008), Recommendation 195 on Human Resources Development (ILO, 2004). The ILO approach to skills development is based on 3 pillars:

- matching supply and demand for skills,
- helping workers and enterprises to adjust to continuous change,
- anticipating and delivering new and different skills to sustain a dynamic development process and to meet broader strategic objectives of growth and development.

In line with **the ILO Centenary Initiative on Future of Work**, the Skills and Employability Branch undertakes research and policy formulation by identifying

future skills demand in times of technological change, climate change, artificial intelligence and globalization. The findings are used in policy advice and formulation and in capacity building to support the ILO constituents.

DUTIES AND RESPONSABILITIES

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

- undertake country-level as well as cross-country comparative policy-applied research and case studies on skills and migration and skills for social inclusion;
- apply, adapt and support the development of new tools on skills development and recognition for migrant workers, inclusive skills development systems, rural skills training, upgrading informal apprenticeship, and gender and diversity in skills policies and strategies;
- provide support to the Global Skills Partnership on Migration in partnership with the ILO's Labour Migration Branch;
- develop and analyse data and indicators on skills of migrants and refugees and other disadvantaged groups;
- provide technical advice at national and sectoral level in building inclusive skills development systems, improving skills and labour market insertion of migrants and refugees, sectoral approaches, applying innovative skills programmes and approaches, and monitoring and evaluating programmes and approaches;
- contribute to collaborative interagency work (IOM, UNESCO, UNICEF, OECD and EU agencies) on skills for social inclusion, including inter-agency meetings, joint research projects, cases studies, joint events and training delivery;
- develop training courses and capacity building events in ITC-ILO in Turin and, on request, in ILO member States and regions on the development of inclusive skills development systems,
- organize national and international workshops and other ILO events, including tripartite discussions and validations;
- participate in applied research projects and in the drafting of research documents, reports and policy briefs;
- take part in the planning and implementing technical cooperation activities;
- liaise with ILO field offices, project partners and tripartite constituents;
- perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education

Master degree in labour economics, or other social sciences, technical and vocational education and training, or human resources development

Work experience:

One- two years of experience in conducting applied research in the field of skills assessment and development, or employment projections and skill needs forecasting, or technical and vocational education and training, or human resource development. Work experience in developing countries and/or international organisation would be an asset.

Skills required for the assignment:

Minimum:

Ability to communicate effectively in both, written and verbal forms, ability to initiate activities and to work effectively in a team, ability to prepare high quality and technically sound reports and publications, ability to use standard IT technology, such as word processing, spread sheets and presentation techniques

Desirable:

Ability to communicate effectively at a high policy level, ability to draft concise policy documents, ability to produce high-quality analytical outputs with the use of complex methods, data sets and variables, ability to use statistical data processing tools, ability to work in inter-disciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation tools (such as PowerPoint, Prezi, PowToon and others), creativity in developing ideas for the preparation of publications and for upgrading webpages which would be clear and appealing for the audience.

Languages:

Minimum:

Excellent command of the English language with a good ability of drafting skills.

Desirable:

Good knowledge of a second working language of the ILO 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. Sensitivity to diversity and the ability to work in a multicultural environment.

TRAINING COMPONENTS AND LEARNING ELEMENTS

- Broaden his/her knowledge about learning in an international organization, dealing with skills and employment issues, understanding the ILO's work in this field and the ILO's activities and goals in general;
- Become familiar with technical cooperation, also through specific ILO training courses in working in ILO technical cooperation projects;
- Interact with ILO constituents (ministries of labour, employers' and workers' organizations), UN agencies, international organizations (such as UNESCO, the OECD and other development partners) engaged in skills development, training systems and employment issues;
- Improve his/her abilities to conduct applied research, draft reports and professional communication;
- Work as a member of an international team.

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: 1784
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer, Programme and Research (Better Work Jordan)

Duty station: Amman, Jordan

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Better Work/ Jordan Better Work/ Jordan Better Work/
Jordan Better Work/ Jordan

Organisational unit: BETTER WORK

SUPERVISION

Direct Supervision by:

Mr. Tareq AbuQaoud, Better Work Jordan Programme Manager, abuqaoud@ilo.org

Content and methodology of supervision:

The JPO will have a workplan with identified outputs to deliver, which will be reviewed on a quarterly basis. In addition, the JPO will have regular meetings with the Direct Supervisor, who will provide guidance as required.

INTRODUCTION

Better Work is a partnership programme of the International Labour Organization (ILO) and the International Finance Corporation (IFC) established in 2007. Its objective is to improve labour standards and promote competitiveness in global supply chains in developing countries. The focus is on long-term sustainable solutions which build

cooperation between government, employers' and workers' organizations, and international buyers. Better Work Jordan has operated since 2008.

Better Work Jordan operates on two main levels. At the factory level, it delivers an integrated service model to improve working conditions and business competitiveness, and at the institutional and policy level, Better Work Jordan works with national tripartite partners – i.e. the government, trade union, and employer organizations – to inform and strengthen domestic laws and institutions. Better Work Jordan also works with international clothing brands to improve supply chain practices so they too support the goals of decent work and responsible business in the global garment industry.

The JPO will be involved in ongoing and new projects and research initiatives. The JPO will be exposed to various areas of project design and management as well as initiating and coordinating research activities.

The JPO will also closely work with the Programme Manager on Better Work Jordan's engagement with various stakeholders in the country, including the relevant ministries. The JPO will work closely on the expansion of Better Work Jordan to the non-garment sectors under the EU's simplified rules of origin (RoO) initiative for Jordan as well as the programmes involvement in the Syria response.

Working with Better Work Jordan will offer the JPO the opportunity to actively work in an ILO field office and engage in a wide range of activities related to programme and research. Close cooperation with constituents and multifaceted insights in the daily as well as strategic work will enable the JPO to get a comprehensive understanding of working with UN organisations and agencies.

DUTIES AND RESPONSABILITIES

The JPO will work closely with the Better Work Jordan Programme Manager as well as all members of the Better Work Jordan team and specific units of Better Work Global (mainly programme and research). The JPO will also coordinate with the ILO Jordan office as well as the ILO Regional Office for Arab States (ROAS) when needed.

The JPO will perform the following duties and responsibilities:

- Contribute to the preparation of programme implementation and activities reports and work-plans;
- Help plan and coordinate project proposals and activities; help the programme manager identify priority areas;
- Support the programme in applying results based programming and management tools, including contribution to improving and updating performance indicators, targets and measurements;
- Coordinate programme and thematic evaluations;
- Maintain the necessary discussion and coordination with the ILO Jordan projects and relevant ILO departments in HQ and ROAS (e.g. LABADMIN and ACTRAV);

- Liaise with national and international partners and stakeholders;
 - Support ongoing efforts to identify partners for new initiatives, including outreach to European brands and trade organisations;
 - Coordinate research projects and initiatives with Better Work Global and external research partners;
 - Perform others task that may be assigned by the supervisor.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in economics, development economics, international relations, public policy or a related field.

Work experience:

At least two years of experience working in international development and/or international cooperation relevant area, at the national/international level. Prior experience working in the Middle East region and/or in an international organisation is desirable, but not required.

Skills required for the assignment:

Required:

- Excellent computer skills, including proficiency in MS Office, PowerPoint and Excel;
- Excellent drafting skills and the ability to write technical reports, information notes and summaries;
- Ability to write concisely and clearly for wide audiences while retaining technical soundness;
- Strong analytical and research skills in qualitative and quantitative research;
- Ability to work in a team as well the ability to work independently.

Desirable:

- Familiarity with statistical software (e.g. Stata, R);
- Prior experience working in international trade and cooperation, especially in Europe;
- Prior experience working abroad.

Languages:

Excellent command of English is required for this position. Knowledge of Arabic is 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. 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. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
-

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will receive coaching and on-the-job training by the supervisor and designated officials within Better Work and PARDEV on technical procedures. The JPO will further receive technical backstopping support from the Better Work Global, as well as from ILO ROAS. As applicable, the JPO will participate in staff training events organised in the ILO HQ, ILO ROAS and at the ILO's International Training Centre in Turin.

Learning elements:

At Better Work Jordan, the JPO will:

- Have the opportunity to enhance her/his technical knowledge in the field of decent work in the garment and other relevant manufacturing industries;
 - Have the opportunity to enhance her/his knowledge on information management techniques and methods, disseminating information and communicating with partners and relevant actors;
 - Have the opportunity to improve her/his professional skills, especially on how to coordinate and collaborate with national and international actors;
 - Have the opportunity to learn first-hand about the ILO's response to the Syrian refugee crisis;
 - Get to know the functioning of the ILO and its field office in Jordan as well as the broader UN system.
-

BACKGROUND INFORMATION

Better Work Jordan is currently in its third phase (2017-2022), which is built in such a way as to consolidate the results achieved and strengthen national stakeholders' capacity. Better Work Jordan phase III has three main goals. First, to accelerate and deepen improvements in factories in and outside the garment industry. Second, to build the capacity of the national stakeholders. And third, to create sustainable mechanisms for policy reforms in the garment industry and beyond.

In collaboration with the European Union, Better Work Jordan is expanding its mandate to selected non-garment sectors in Jordan. At the core of this effort, Better Work Jordan wants to ensure that all jobs under this agreement respect the principles of decent work and respects the rights of those employed in the authorised factories,

especially the more vulnerable groups (refugees and migrants). In addition to monitoring decent work in enterprises, Better Work Jordan is also working closely with national and international stakeholders to facilitate Jordan's access to the European market.

For more information on Better Work and Better Work Jordan, please see: <https://betterwork.org/>.

Better Work operates as a flagship programme of the ILO, and therefore seeks to actively align with and give practical support to the priorities and objectives of the ILO Programme and Budget and its country strategy in Jordan. The programme fully supports the realization of Outcome 7 on workplace compliance through labour inspection of the ILO Programme and Budget 2016-17 and 2018-2019. It contributes to the country objective JOR127 on the modernization and strengthening of the Jordanian labour inspection systems.

The overall mission of the ILO in Jordan in the coming years focuses on improving social protection nationally, improving employment opportunities, including building on the Jordan Compact, and providing decent work opportunities through promotion of decent work conditions. In both principle and practice, Better Work supports this mission by advancing the decent work agenda through direct improvement activities in factories (through its core services), by working to cut off business strategies and incentives for non-compliance with national and core international labour standards (including unacceptable forms of work), and by using its unique evidence base from factories to inform policymaking for more responsive and effective labour market governance in Jordan. Better Work Jordan is directly responsible for Output 14.3 on decent work conditions in Specialized Economic Zones (SEZ) through up-scaling the programme. The collaboration with ILO programmes in the area of migration and unemployment will be further strengthened.

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.

VACANCY PROPOSAL FOR A JUNIOR PROFESSIONAL OFFICER (JPO)

Job Description

Title: JPO – Advocacy and Partnerships – Fundamental Principles and Rights at Work –

Grade: P.2

Contract type: Fixed-term Appointment

Duration of contract: One year renewable

Department: Governance and Tripartism Department (GOVERNANCE)

Organization Unit: Fundamental Principles and Rights at Work Branch (FUNDAMENTALS)

Duty Station: ILO Headquarters, Geneva

Description of Duties

Fundamental Principles and Rights at Work (FPRW) cover four thematic areas: freedom of association and the effective recognition of the right to collective bargaining (FACB); the effective abolition of all forms of forced or compulsory labour; the elimination of child labour; and the elimination of discrimination in respect of employment and occupation. These principles are embodied in the 1998 Declaration on Fundamental Principles and Rights at Work (the 1998 Declaration), which has become one of the most widely referenced ILO instruments and provides a foundation for the ILO's vision of decent work for all.

In June 2017, the International Labour Conference adopted a resolution¹ and framework for action for the effective and universal respect, promotion and realization of fundamental principles and rights at work for the period 2017–23. To implement this resolution, a plan of action was adopted by the ILO's Governing Body in October 2017².

The ILO/FUNDAMENTALS branch has the overall responsibility for implementing this plan of action, as well as for integrating the office's activities on FPRW and for ensuring that FPRW are mainstreamed in ILO programmes and activities at headquarters and in the field. Advocacy and outreach play a key role in supporting these efforts, in raising awareness, and

¹ ILO: [Resolution concerning the second recurrent discussion on fundamental principles and rights at work](#), International Labour Conference, 106th Session, Geneva, 2017.

² https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_579684.pdf

in galvanizing political will to prevent violations of, and promote the full realization of fundamental principles and rights at work.

Direct supervisor: Mr Thomas Wissing: Head of Advocacy and Partnerships Unit

The JPO will support the Advocacy and Partnerships team within ILO/FUNDAMENTALS in developing initiatives, generating knowledge, and communicating through targeted and tailored communications both within and outside the Office, with a focus on the principles on the right to freedom of association, the effective recognition of the right to collective bargaining and the elimination of discrimination in respect of employment and occupation, by:

1. Support the development of key initiatives under the framework for action, and the plan of action, linked to FACB and non-discrimination;
2. Undertake research and contribute to the development of fact sheets, policy briefs, measurement and indicator frameworks and other knowledge products in the areas of FACB and non-discrimination;
3. Support the development of project and programme proposals, to include research, drafting and resource mobilization;
4. Provide inputs into, and support the provision of technical advice to existing projects in the relevant areas;
5. Assist with inputs into institutional reports and other studies and papers, including with external partners such as the UN Special Rapporteur on the rights to freedom of peaceful assembly and of association;
6. Assist with planning and organizing events at the national, regional and global levels to include conferences, seminars, high-level forums and other meetings aimed at the achievement of SDG targets 8.5 and 8.8.³
7. Develop and support the publication of content for various media channels, including (where applicable) Websites, Facebook, Twitter and Blogs, in particular as regards FACB and non-discrimination;
8. Assist in the design, development and implementation of promotional campaigns;
9. Any other subject related ad-hoc tasks requested by the supervisor and in line with the job description.

Required Qualifications

Education

³ <https://sustainabledevelopment.un.org/sdg8>

Advanced degree in Political Sciences, Social Sciences, International Law, Labour Law, Human Rights Studies, Labour Economics, or related field.

Experience

Relevant work experience up to two years either at the national or international level, preferably in the field of industrial relations or non-discrimination.

Languages

Fluent in English. A good working knowledge of at least one of the ILO's other official languages (French, Spanish) would be an advantage.

Competencies

- Good communication (written and oral) skills;
- Good research skills;
- Able to work in a team;
- Able to multi-task.

Additional information

Upon completion of the assignment the JPO will have:

- Developed in-depth knowledge of the principles enshrined in the fundamental FACB and non-discrimination Conventions (No.87, No.98, No.100, No.111) other relevant International Labour Standards, and the work of the ILO supervisory machinery.
- Have gained experience in challenging some of the main assumptions reinforcing gender pay gaps, identifying, understanding and supporting efforts to solve key challenges to the full realization of freedom of association and the effective recognition of the right to collective bargaining;
- Have worked on strengthening the evidence base for policy action on freedom of association and the effective recognition of the right to collective bargaining and equality at work ;
- Have gained insight into working across a variety of different organizations, particularly OHCHR, the UN Special Rapporteur on the rights to freedom of peaceful assembly and of association, UN Women and the OECD;
- Have gained knowledge of the ILO tripartite system and international labour standards.

The ILO is the authoritative international organization concerning labour rights, sustainable enterprises and social dialogue, globally advocating for decent work. Working with the ILO's FUNDAMENTALS branch will be a strong comparative advantage for anyone interested in focussing on fundamental principles and rights at work, in particular labour rights, FACB and non-discrimination , and whether in government, academia, inter-governmental organizations, businesses, unions or policy research centres.

Supervision

The JPO will be based at the ILO's Headquarters in Geneva, and will work with the Senior Technical Officers on Freedom of Association and Collective Bargaining and on Non-

Discrimination, under the overall supervision of Head of the Advocacy and Partnerships Unit in the Fundamental Principles and Rights at Work branch (FUNDAMENTALS). The JPO will have to collaborate closely with the Gender, Equality and Diversity Branch (GED), and the Freedom of Association Branch, and the Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK).

Content and methodology of supervision

The supervisor will ensure a good balance of assignments and opportunities of the JPO based on his or her background, capacities and interests, and ensure that the workload is manageable. The supervisor will also ensure that regular feedback meetings are held, and that regular performance reviews are conducted based on established ILO procedures, as applicable to Junior Professional Officers, i.e. an annual review and a mid-term review every six months, to be reviewed by the supervisor and ultimately agreed by the Branch Chief.

Training Components and Learning Elements

Training components:

The JPO will have a training budget to be used on training activities relevant to the work being undertaken, and in consultation with the supervisor, will undertake training based on the professional development of the JPO and on the needs of the work being carried out in the FUNDAMENTALS Branch, i.e. project management, developing project proposals, research skills, issues related to FACB and/or non-discrimination.

Learning elements:

During the designated period, the JPO will gain experience and develop knowledge and competencies related to the following:

- The UN system as a whole and how the ILO works and collaborates within the UN system;
- The tripartite structure and functioning of the ILO;
- The standard-setting, and supervisory process of the ILO;
- The design and implementation of development cooperation projects and programmes
- Promoting equality and non-discrimination;
- Promoting freedom of association and the effective right to collective bargaining;
- The promotion and implementation of International labour standards on fundamental principles and rights at work
- Networking and communicating in a multicultural setting and in an international organization.



International
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Post number: 1787
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.

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

GENERAL INFORMATION:

Title: Protecting jobs, enterprises and livelihoods from the threat of conflict and disasters

Duty station: Pretoria, RSA

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: DWT Pretoria

Organisational unit: ACTEMP

SUPERVISION

Direct Supervision by:

Mr. Gary Rynhart rynhart@ilo.org

Content and methodology of supervision:

Supervision will cover the identification of tasks to be carried out, their links to the Programmes' overall work plans and deliverables as well as to the significance to the Office's Strategic Policy Framework. A time-bound work plan will be elaborated between the JPO and the supervisor in the first month of the assignment and regular meetings between the JPO and the supervisor will be scheduled as part thereof to monitor accomplishment of agreed milestones.

As necessary, the supervisor will provide detailed instructions, guidance and coaching for carrying out each assignment. The work is reviewed by or discussed with the supervisor at various stages before completion in order to verify general accuracy of facts, soundness of analysis and findings, conformity with instructions and policy, and accomplishment of assigned objectives and assignments. Besides bilateral dialogue, feedback to draft documents and regular programme/unit meetings, the JPO will accompany and assist the supervisor in joint missions, workshops and other relevant meetings where necessary/appropriate.

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

INTRODUCTION

The development challenges faced today are unprecedented in nature. Despite large strides in poverty reduction roughly half the world's population still lives on the equivalent of about US\$2 a day. Climate change is producing more natural disasters, with crippling effects for both people and the societies within which they live. While conflict between nations are less frequent than they were in the past decades, conflict within states is increasing. The world is a more violent place than ever before.

The resulting deterioration in social conditions in these States can also destabilize neighbouring States into which problems overflow, in the form of refugees, trafficking, criminality and related manifestations.

The new global framework for development, the "Sustainable Development Goals (SDGs)" has responded to these challenges in four critically new ways. First, the importance of decent work as a means of supporting families and communities is explicitly highlighted (SDG 8). Second, building and promoting positive peace is a central objective, rather than just containing conflict and its consequences (SDG 16). Third, preventing crisis along with building resilience to face them, are guiding implementation principles. Finally, the role of the private sector in making these objectives a reality is newly accentuated.

These four issues are connected in intricate ways. Conflict, disasters and other crises aggravate poverty, unemployment and informality, creating a vicious cycle leading to even greater fragility.

In response to these developments and in line with the SDG framework, the ILO has developed a Sustainable and Resilient Enterprises (SRE) Platform. The SRE Platform has been designed as a space to bring together multiple partners to promote decent work and sustainable & resilient enterprises. It is a new and innovative approach to support enterprises and their workers in fragile settings. The material (tools, guides, training aides, etc.) have been developed in a highly adaptable way. They enable and encourage adaption, customization and flexible implementation.

The Sustainable and resilient platform (SRE) is built around the twin concepts of 'resilience' and 'sustainability'. Putting in place resilience measures to provide physical protections are critically important, but equally important are measures to make the workplace resilient to internal threats. That means creating an environment that is resilient to outside forces that can impact on the business environment, be they political; ethnic; tribal; or religious. It entails creating a safe and inclusive environment that is accepting of all and free of discrimination. These are also critical components of a "resilient enterprise."

There are two toolkits in the platform consisting of a range of products for enterprises to enable them to:

- *prepare for natural hazards and disasters, ensure their commercial viability if a hazard strikes and have in place the necessary protections for workers;*
- *maintain and manage their businesses in conflict-afflicted zones and to create a safe and inclusive working environment for workers;*

The incumbents work would help advance the application of the ILO's programmatic work (referenced above) with private sector organizations and social partners in fragile zones along with supporting the research programme. The JPO will also support ILO colleagues across the region on developing and following up on developed concept notes as well as the development of further concept notes for potential Technical Cooperation.

DUTIES AND RESPONSIBILITIES

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

- Support the further development of [the SRE platform](#) tools, products and training materials for the African region and
- Promote and coordinate dissemination and use of [the SRE platform](#) tools, products and training materials within ILO structures across the region;
- Undertake related research on the role of the private sector and social partners in fragile settings in Africa and its connection to spill over issues of migration and refugee flows;
- Participate in the development and implementation of a broader programme to enhance capacities of ILO constituents in fragile settings;
- Contribute to the formulation of project proposals with focus on resilience and sustainability;
- Assist in the organization of consultation events with ILO constituents, other ILO programmes and field offices, and development partners focussing on the role of the private sector in fragile situations (conflict and disasters) and related issues of migration and refugees flows;

- Contribute to generate and disseminate knowledge and evidence on innovative practices of supporting enterprises and workers in fragile settings;
 - Assist in liaising with ILO constituents, other ILO programmes and field offices, and development partners focussing on resilience and sustainability strategies in fragile settings.
 - Perform other duties as may be assigned.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in Development Economics, Politics, Enterprise development, Business Management or development studies

Work experience:

Two years of working experience in a related field, preferably some experience related to developmental/fragility issues in low income countries. Prior experience in training would be a plus.

Skills required for the assignment:

Strong research and analytical skills.

Good drafting, editing and proofreading skills.

Good computer skills.

Excellent communication skills.

The incumbent will benefit from previous exposure to teamwork in a multicultural environment.

Languages:

Minimum – Excellent command of English.

Desirable – Good knowledge of French would be an asset.

ILO competencies:

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

- Ability to communicate effectively, both in written and oral form.
- Proven ability to take initiative and work independently as well as cooperate as an effective team member.
- Ability to identify and meet internal and external client needs and build productive relationships.

- Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
-

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The position requires a variety of technical skills which can be developed on the job. Through the hands-on work on the training programme the JPO will develop skills in conceptualising training and monitoring systems and implementing training sessions using a variety of modern channels. Through guidance of the supervisor and senior colleagues the JPO will be able to improve training skills. The JPO will be extensively trained on the job and be able to attend a wide range of training courses inter alia in collaboration with the International Training Centre of the ILO in Turin.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms.
 - Become familiar with ILO's mandate and the positioning of ILO's Technical Cooperation work.
 - Interact with a variety of stakeholders including ILO colleagues, constituents and private sector partners at national and international levels.
 - Get acquainted with the work of an interdisciplinary and intercultural team.
 - Acquire in-depth knowledge on resilience and sustainability strategies in fragile settings.
 - Participate regularly in ILO technical missions
-

BACKGROUND INFORMATION

1. Introductory video explaining the SRE platform here: <https://conflictdisaster.org/news/videos/>
2. The SRE tools can be accessed at this location along with further information: www.conflictdisaster.org
3. Link to ACTEMP website: <https://www.ilo.org/actemp/lang--en/index.htm>
4. link to DWT Pretoria website: <https://www.ilo.org/addisababa/about-us/offices/pretoria/lang--en/index.htm>

INTERNATIONAL LABOUR OFFICE
Junior Professional Officer (JPO)

Post number: 17/88

Date of issue: January 2019

JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

GENERAL INFORMATION:

Title of the posting: Junior Professional Officer in Corporate Social Responsibility (CSR), Business and Decent Work

Duty station: Bangkok (Thailand)

Duration of the assignment: Two years

Sector or Field Office: Regional Office for Asia and the Pacific (ROAP)

Organisational unit: Regional Office for Asia and the Pacific (ROAP)

SUPERVISION

Direct Supervision by: *Programme Manager, Responsible Supply Chains in Asia Project*

Overall Supervision by: *Deputy Regional Director of the ILO Regional Office for Asia and the Pacific (ROAP)*

Content and methodology of supervision:

The JPO will work under the overall guidance of the Programme Manager of the RSCA project. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The agreed workplan will detail expected outputs, results and success indicators over the reporting period. Informal feedback will be provided regularly, formal written feedback after three months and then twice yearly.

The JPO will meet regularly with other members of the ILO Regional Office for Asia and the Pacific (ROAP) as well as with members of the ILO DWT-Bangkok and ILO Country Offices in the countries covered by the project Responsible Supply Chains in Asia (RSCA).

The JPO will provide technical support and inputs to the planning and conducting of missions, seminars, workshops, meetings and related research in the context of the RSCA project.

A good balance of assignments and opportunities for the associate expert based on his/her background, capacities and interests will be ensured; as well as a manageable workload.

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

BACKGROUND INFORMATION

The "Responsible Supply Chains in Asia" project conducted by the ILO and the OECD and financed by the EU aims to contribute to an enhanced respect for human rights, labour and environmental standards by businesses engaged in supply chains in Asia, in line with international instruments such as the ILO's MNE Declaration. This initiative is one of the expressions of the EU's longstanding commitment to promote human rights, decent work and sustainable development, a pledge underpinned by the EU Treaties and reinforced in the European Commission's trade policy strategy of 2015 "Trade for All". It falls in particular under the Commission's commitment to identify opportunities for responsible supply chain partnerships and the EU's strategic approach to responsible business conduct, which is based on internationally agreed principles and guidelines. The project contributes to the EU strategic approach to CSR/RBC as put forward in the Commission 2011 Communication "A renewed EU strategy 2011-14 for Corporate Social Responsibility.

The main objective of the project is to promote smart, sustainable and inclusive growth by ensuring that investors and businesses have a better understanding and practical examples of responsible behaviour. It is also to create policy environments conducive to promoting responsible conduct and increased opportunities for dialogue. To achieve these objectives, the proposed activities raise awareness and build capacity on international standards and approaches in relation to CSR/RBC. The project conducts research and disseminates best practices among public authorities, European and Asian business, trade unions and other relevant stakeholders, including NGOs. Additionally, the project fosters multi-stakeholder partnerships and ensure coordination with existing policy initiatives and activities in the countries and the region for maximum effectiveness.

The International Labour Organization (ILO) is the specialised agency of the United Nations whose work involves adopting international labour standards and providing policy guidance, capacity building and technical assistance to governments, employers and workers in its 187 member States on employment and labour issues, as such the ILO engages in the implementation of actions of the project linked to the DW, ILS and working conditions. For this purpose the ILO works in the framework of the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration), which is the only ILO instrument that directly addresses enterprises as well as governments and social partners, and forms the basis for ILO's work on CSR.

Drawing on the ILO's extensive portfolio of technical cooperation on decent work in global supply chains, especially in the Asia region, bringing together enterprises, government and social partners for implementing sustained

change, along with enhanced social dialogue and industrial relations at the enterprise, sectorial, and country levels, this project draws on this extensive experience and also contribute to the ILO's programme on decent work and global supply chains. Furthermore, the project fosters synergies with ongoing ILO-supported assistance in the countries as part of the Decent Work Country Programmes in areas such as labour administration/labour inspection, occupational safety and health, labour law, fundamental principles and rights at work, working conditions and industrial relations.

The project covers six Asian countries: China, Japan, Myanmar, the Philippines, Thailand and Vietnam. These countries are key trading partners of the EU. Many imported goods and services in the EU originate from these countries and businesses in the EU and Asia have increasing strong linkages. For the purpose of focus and to maximise impact the project focuses in 2 key target sectors in each of the six Asian countries.

DUTIES AND RESPONSABILITIES

Purpose:

This JPO position would be to provide technical support and expertise to the implementation of actions in the framework of the project Responsible Supply Chains in Asia (RSCA). The actions will relate to research, M&E, communication and advocacy, and will be carried out in close collaboration with the programme manager of the project and in coordination with the Multi Unit (HQ) and the National Project Coordinators (NPCs).

The JPO will carry out the following tasks:

- Undertake research and analysis on responsible business conduct and CSR issues to support the RSCA project;
- Provide technical advice and support to National Project Coordinators (NPCs) on responsible business conduct, M&E and advocacy;
- Assist in preparation of policy briefs, fact sheets and programme documents in the responsible business/CSR field;
- Keep a permanent dialogue with relevant stakeholders of the RSCA project in the 6 countries where the project is implementing, as well as with key partners such as EU and the OECD.
- Provide technical inputs to the trainings for ILO social partners and others key partners on CSR and RBC;
- Assist the preparation of high-level meetings with stakeholders, seminars, round tables and webinars at the sub-regional level.

- Provide support in the management of information and knowledge generated within and outside the project, coordinate information sharing platforms and information management systems
- Coordinate with other UN agencies and partners joint work in the responsible business/CSR field;
- Provide technical inputs in the establishment of linkages between the RSCA project and the Agenda 2030 (SDGs) at the target level.
- Perform others tasks that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education: A relevant university postgraduate degree, preferably in the area of economics, business management, social sciences, political science, international relations or Sociology.

Experience: Preferably experience in Corporate Social Responsibility, Responsible Business Conduct and/or Business and Human Rights, and more generally in global supply chains. Additional experience in project management, labour issues, working conditions and human rights would be a considerable asset.

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

Languages: Fluency in English, working knowledge of Chinese, Japanese or Thai would be beneficial.

Competencies:

The JPO will be expected to be self-motivated, proactive and be comfortable dealing with a variety of parties and actors both inside and outside the ILO; as well as to have leadership skills, ability to work effectively in a multicultural environments and excellent interpersonal relations.

The JPO should be able to comfortably presenting to groups and working at high levels with employers' organisations, workers' organisations, government institutions, NGOs and private companies.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will be trained on different aspects of responsible business conduct, corporate social responsibility, looking at how companies integrate principles of international labour standards in their own operations and in relation with business partners. He/she will also be trained on global 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 organization, global business, trade union,

academia or a policy research centre. More formal training will depend on the particular interests of the JPO and needs of the project

Learning elements:

The JPO will be exposed to a whole range of areas on the role of the ILO in Responsible Business Conduct and Corporate social responsibility from the perspective Decent Work and International Labour Standards. This includes, but is not limited to, global supply chains and compliance issues, local economic development through MNE-SME business linkages, public and private CSR policies, capacity building on the labour/employment dimension of CSR, international developments on corporate responsibility and sustainability. 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 principles of the MNE Declaration; and how ILO interacts with other international organizations. The JPO will also acquire first-hand experience in consensus building through facilitation of social dialogues, round tables with a wide range of actors and negotiations.

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: 1790
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

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Policy, Research and Knowledge Sharing

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Regional Office for Europe and Central Asia

Organisational unit: Regional Office for Europe and Central Asia

SUPERVISION

Direct Supervision by:

Maurizio Bussi, Deputy Regional Director, bussi@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 assist and accompany (when needed) the supervisor in the preparation of missions, seminars, workshops and meetings.

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

INTRODUCTION

The Regional Office for Europe and Central Asia (RO) based as the only ILO Regional Office at ILO Headquarters in Geneva has overall responsibility for the ILO's presence and activities in the region. It covers 51 countries in line with the ILO outcome-based strategic planning. It takes the lead in defining regional priorities and activities, monitoring programme delivery, providing support and coordination to its network of Decent Work Technical Support Teams/Country Offices in Budapest and Moscow - covering respectively 18 and 10 countries in their sub-regions - and Country Offices in Berlin, Brussels, Paris, Madrid, Lisbon, Rome and Ankara. The RO also closely cooperates with all relevant departments at ILO Headquarters, is an active partner to the regular UN Regional Directors Meetings as well as other UN meetings and has overall responsibility for the smooth organization and content of the ILO European Regional Meetings, the next one being scheduled in 2021.

DUTIES AND RESPONSABILITIES

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

- Contribute to research as well as drafting reports and studies prepared by the Regional Office;
- Feed regional perspectives into reports and studies produced by other ILO departments and being related to the implementation of the ILO Decent Work Agenda in Europe and Central Asia;
- Take part in the review, analysis and interpretation of economic and social trends at regional level;
- Participate in the development and dissemination of knowledge on policies and programmes related to the region, hereby liaising with both all the offices in the region as well as with relevant units at HQ;
- Participate in knowledge-sharing events organized by the ILO;
- Participate actively in the drafting process of the two reports to be prepared for the 11th European Regional Meeting scheduled in 2021;
- Serve as a resource person to the RO (prepare speeches and presentations);
- Assist the Office in preparatory work related to the UN Regional Coordination Mechanisms (RCM) and Meetings of the UN Regional Directors Team (RDT) including field related activities of One UN.
- Contribute to the review of ILO's development cooperation projects to be developed for implementation at national or sub-regional level.
- Provide inputs to various follow-up work resulting from decisions taken by the ILO Centenary International Labour Conference.

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

- 11th European Regional Meeting scheduled in 2021.
 - Two Report to be prepared for the 11th European Regional Meeting.
 - One research item in keeping with the regional research workplan
-

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in one of the following areas: economics, political sciences, international 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, European Union and/or countries of the Europe and Central Asian Region 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 constituents, other UN agencies, International Organizations and other partners on approaches to promote Decent Work for all and a fair Globalization in the Region;
- 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.

The Europe and Central Asian region is unique as it embraces on the one hand high-income countries often acting as donors for ILO assistance as well as drivers of EU and G20 policies also with regard to ILO policies and on the other hand middle and low-income countries with substantive needs in terms of ILO policy advice and technical assistance in social and employment development. The region is further characterized by a multiplicity of languages, religions and populations of different ethnic origins leading to different and highly diversified social and employment as well as economic challenges.

The position is strategically relevant as the RO serves as the entry point at ILO HQ for European constituents to work with the ILO and its integrated regional and thematic policy approach.

More information on the ILO Regional Office for Europe and Central Asia can be found at following address:

<http://www.ilo.org/public/english/region/eurpro/geneva/>

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.