



International
Labour
Office

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

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Green Jobs, Employment*

Duty station: *Buenos Aires, Argentina*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Organization, Buenos Aires Office*

Organisational unit: *Employment and Productive Development*

SUPERVISION

Direct Supervision by:

Christoph Ernst, Employment and Productive Development Specialist, ernst@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on his assignments and tasks in the area of green jobs. Regular meetings between the JPO and the supervisor about technical questions related to green jobs, but also the political and institutional aspects of working in an international organization will be scheduled at least once a week. The supervisor, however, will be available for any questions and clarifications on a daily basis (if not on mission or leave).

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for green jobs projects the JPO is involved in.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the quality of his/her assignments and for the learning process of the JPO.

The JPO will accompany and assist the supervisor in technical meetings with the counterparts, seminars and conferences, as well as on technical missions, basically within Argentina.

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

INTRODUCTION

Green jobs are central to sustainable development and respond to the global challenges of environmental protection, economic development and social inclusion. By engaging governments, workers and employers as active agents of change, the ILO helps understand the employment dimension of a green economy and prepares for a just transition. It looks at the potential of it for the creation of green jobs and how to grasp the potential, but it also tries to prevent high social adjustment costs through mitigating social measures. It promotes the greening of enterprises, workplace practices and the labour market as a whole. These efforts create decent employment opportunities, enhance resource efficiency and build low-carbon sustainable societies'' (Extract ILO green jobs website).

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 perform the following duties and responsibilities:

- Participate in the back-stopping activities of green jobs projects
- Track the progress and prepare reports and proposals for monitoring and evaluation of green jobs projects
- Participate in fund-raising activities related to green jobs
- Assist in the design of new project proposals on green jobs, sustainable and productive development
- Write short notes and briefs on the issue of green jobs, technology change and productive development
- Participate in research on green jobs: technology change, public policies and sustainable, productive and inclusive development

- Assist in supervision of technical papers on the issue (“call for papers” with Academia on green jobs)
- Assist in the supervision of research work
- Participate in fact-finding missions
- Prepare material and even present on the issue of green jobs, sustainable and productive development in technical workshops, seminars and conferences, primarily in Argentina
- Participate in UN-wide activities (incl. SDGs, Agenda 2030 and Green Global Activities)
- Liaise with clients and cooperating partners to support ILO’s mandate of Decent Work in a green economy
- Organize technical WS on green jobs, prepare material for technical WS and assist the supervisor in the running of technical WS on green jobs, productive and sustainable development
- Perform others task that may be assigned by the supervisor.

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

- G 20 in Argentina, 2018: inputs on Green Jobs
- SDGs and green jobs
- Report on Just Transition towards a green economy in Argentina: Technical studies, social dialogue, training workshops
- Prognostic study on the future evolution of green jobs in Argentina
- Project related to bio-energy in selected provinces of Argentina, including technical workshops in each of the three provinces
- Capacity-building WS on green jobs
- Technical workshop with academia on green jobs

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in economics, social sciences or environmental sciences.

Desirable:

An advanced university degree / Master’s or Post Graduate Diploma in the same areas of expertise, desirable with sound knowledge in environmental and labour market issues.

Work experience:

Minimum:

At least two years of experience in labour market or environmental analysis at the national / international level

Desirable:

Work experience in empirical labour market analysis, with familiarity with environmental issues in a developing country /preferably in a Spanish-speaking Latin-American country.

Skills required for the assignment:

Minimum:

Competence in the use of MS Office.

Good drafting skills and good communication skills.

Ability to work quickly and accurately and to meet deadlines.

Ability to work as part of a team, within the unit as well as with other colleagues.

Desirable:

Very good command of at least one econometric software package

Research experience

Good editing and proofreading skills in Spanish and English.

Languages:

Minimum:

Excellent command of one working language of the ILO: Spanish.

Desirable:

Good knowledge of a second working language of the ILO would be an asset, preferably English

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 get a first orientation of the ILO within the UN system and within Argentina by his direct supervisor. The JPO will receive most learning “by doing” project and research work und the direct supervision of ILO’s specialist in this area. Moreover, an on-line course on Green Jobs with ITC Turin will be offered to the JPO. Other possibilities are the participation in relevant seminars within the country (including provinces) neighbouring countries or throughout the ILO (including ITC Turin) training system.

Training in green jobs, public policies analysis and design through guidance of the supervisor and senior colleagues. Learning on how to design, monitor and evaluate technical cooperation projects. On-the-job learning through exposure to economic and social development challenges and response strategies.

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.
- Become familiar with ILO’s mandate and with its Green Jobs Programme and related to it, the regional Programme on Productive Development.
- Interact with our constituents, various national and provincial Ministries (Salta, Misiones, Santa Fe), employers, workers, academia, NGOs, the UN Family and ILO HQ working on green jobs
- Get acquainted with the work of a multi-disciplinary and multi-cultural team, as the issue of green jobs is mainstream issue of the issue, touching issues such as informal employment, rural employment, enterprise development, skills, gender, etc.
- Familiarize yourself with the functioning of the UN system through the participation in UN wide activities (UN dialogue on Green Jobs, UNDAF, Agenda 2030)
- The JPO will gain in-depth knowledge of employment and labour market issues (analysis and policies) and will further develop skills in project management and research, policy advise, communication and media management.
- The JPO will learn how to improve writing and communication skills; to work in a cross-cultural and multi-disciplinary environment.
- Finally, it is a very good opportunity for the JPO to enhance professional capacities on different levels.

BACKGROUND INFORMATION

One of the priorities of the ILO Buenos Aires is on green jobs due to the strong demand on the issues by our constituents, the national Government (various Ministries, among them Ministry of Labour, of Environment, of Energy and of Agro-Industry), provincial governments, employers, workers, NGOs and academia. Recently, a comprehensive study with estimations of green jobs in Argentina has been finalized. An on-going project with FAO and the Ministries of Energy and Agro-Industry analyses the employment dimension (quantity and quality) of employment in the bio-energy sector. The increasing interest by academia to work with the ILO on this issue will result in a call for paper and national conference on this issue in 2018. There is an increasing demand on the issues by several of ILO's constituents and without additional staff, ILO Buenos Aires cannot correspond to all national requests on the issue.

Priority given to green jobs is reflected in ILO's Strategic Plan for 2018-2021 as well as in the P&B for 2018-2019 ("green streaming of the Decent Work Agenda"). Green Jobs is also one of the Centenary Initiatives of the ILO and is an integral part of the global 2030 Agenda and is reflected in the 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.



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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 Social Protection

Duty station: Dushanbe, Tajikistan

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Decent Work Technical Support Team and Country Office for Eastern Europe and Central Asia (DWT/CO-Moscow)

Organisational unit: Regional Office for Europe and Central Asia (RO-EUROPE)

SUPERVISION

Direct Supervision by:

Jasmina Papa, Social Protection Specialist, papa@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 will be scheduled.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the implementation of the tasks assigned.

Work will be discussed with, and reviewed by the supervisor at various stages before completion.

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

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 ILO Decent Work Technical Support Team and Country Office for Eastern Europe and Central Asia (DWT/CO-Moscow). DWT/CO-Moscow provides overall technical support for the preparation, implementation, monitoring and evaluation of Decent Work Country Programmes in Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Russian Federation, Tajikistan, Turkmenistan and Uzbekistan.

The Director of DWT/CO-Moscow is Responsible Chief of the position.

Under the supervision of the Social Protection Specialist, the incumbent is expected to be actively involved in the following ILO's activities:

- Conducting feasibility studies for the scaling up or creation of social protection schemes along the life cycle;
- Embedding social protection schemes in the policy and legal framework in coherence with the broader decent work agenda and ensure the necessary fiscal space is available for their implementation;
- Promoting participatory governance structures of social protection schemes so as to mainstream international best practices, give a voice to beneficiaries and contribute to inclusion of disadvantaged and hard to reach groups;
- Strengthening sector coordination to support interventions promoting transition from informal to formal employment focusing on extension of social security coverage and promotion of innovative models of social insurance for those with no or very limited contributory capacity;
- Support the transition from pilot based temporary social protection measures to a sustainable rights-based system and to ensure integrated delivery of social protection benefits, especially to the most hard-to-reach and vulnerable population.

DUTIES AND RESPONSABILITIES

The JPO will perform the following duties and responsibilities:

- Assist the Office in facilitating and partaking in multi-stakeholders consultations on social protection under the framework of UNDAF Social Protection Working Group and National Tripartite Commission;
- Support the Office in the assistance provided to relevant institutions in charge of social protection in Tajikistan, the Department of Social Protection

in the Ministry of Health and Social Protection of Population and the Ministry of Labour Migration and Employment Promotion;

- Assist in organizing, supervising and drafting technical studies such as feasibility studies of social protection schemes and delivery mechanisms, costing of Social Protection Floor (SPF) components, Social Protection Expenditure and Performance Review (SPER) and Social Budget, depending on local priorities;
- Participate in the development of the knowledge base and SPF good practices through: drafting components of global guides, collecting and analysing quantitative and qualitative data for the ILO Social Security Inquiry, drafting inputs to the global knowledge-sharing platform and assisting in providing presentations to capacity building workshops, conferences and seminars;
- Collaborate with other development cooperation projects in order to ensure synergies and integrated advisory services to the constituents, in particular with such areas of work as transition from informality to formality;
- Assist in the design of options for social insurance coverage extension to workers in informal economy;
- Assist in development of advocacy and information sharing about the role of social protection in the country through focused cooperation with media;
- Prepare missions, activities and events;
- Participate in drafting project proposals and prepare related budget breakdowns;
- Participate in research and fact finding missions;
- Organise and participate in national and sub-regional technical thematic seminars;
- Undertake such other tasks and responsibilities as may be assigned by the Social Protection Specialist or Responsible Chief.

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

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

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in economics, social sciences, law, business administration or other related field.

Desirable:

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

Work experience:

Minimum:

At least two years of professional experience with social protection / social security issues at the national / international level.

Desirable:

Work experience in social protection scheme design and financing in a developing country.

Skills required for the assignment:

Minimum:

- Capacity to use diplomacy and work in a multicultural environment;
- Technical knowledge in social protection (including quantitative skills);
- Experience in use of communication tools for development;
- Strong analytical and research skills.

Desirable:

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

Languages:

Minimum:

Excellent command of English.

Desirable:

Basic understanding of Russian.

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. Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
4. Capacity to adapt to a changing environment and approach change positively.
5. Be methodologically thorough and quality oriented.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

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

Learning elements:

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

BACKGROUND INFORMATION

The incumbent will contribute to Outcome 3 from the Programme and Budget for 2018-19: Creating and extending social protection floors.

In Tajikistan, the work of the ILO will be focused on achieving the Country Programme Outcome: Increased capacities of constituents in governing social security in line with International Labour Standards, with particular focus on C102 - Social Security (Minimum Standards) Convention, 1952 (No. 102) and R202 - Social Protection Floors Recommendation, 2012 (No. 202)

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.



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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 Just Transition to Inclusive Green Economies

Duty station: New Delhi, India

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Decent Work Team for South Asia and Country Office for India

Organisational unit: Green Jobs, Enterprises, Skills Department

SUPERVISION

Direct Supervision by:

Dagmar Walter, Director, DWT/CO-New Delhi

Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and the participation in regular meetings of the Decent Work Team – DWT (multidisciplinary team with 15 international staff plus local staff) New Delhi. 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. Technical supervision will be provided by Enterprise and Skills Specialist in New Delhi, Environment and Decent Work Specialist in Bangkok and the Green Jobs Programme in Geneva. Overall supervision will be provided by the Office Director in New Delhi.

For professional development purposes, the supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated.

The JPO will receive the standard ILO induction training as well as a specific induction to the Green Jobs Programme. He/She will also participate in missions and/or workshops organized by the DWT. The JPO will be guided by the supervisors to gain the skills and knowledge on applied research, project design and management, communication and fund raising.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers, including three formal and documented discussions per year.

INTRODUCTION

The ILO Country Office for India and Decent Work Technical Support Team (DWT/CO-New Delhi) for South Asia is a centre of technical excellence, which supports all countries in South Asia to realize decent work for inclusive growth and sustainable development.

The DWT/CO-New Delhi covers seven countries in South Asia namely, Afghanistan, Bangladesh, India, Maldives, Nepal, Pakistan, Sri Lanka. The primary function is to provide technical and advisory services on policies and technical issues related to labour and employment to the tripartite constituents of the ILO within the ILO's core mandate. The Decent Work Country Programme (DWCP) formulated and adopted by the constituents at the national level through a process of tripartite consultation is the framework for ILO's assistance to the constituents in these countries.

This professional position is meant to strengthen the analytical and capacity building role of the DWT/CO-New Delhi, particularly in areas such as the implementation of the integrated 2030 Sustainable Development Agenda and the Climate Agreement reached at COP21. The focus is on country level support, including through technical cooperation in areas such as waste management (including E-waste), and disaster and recovery. The office is involved in a UN disaster recovery programme in Kerala which was severely devastated by floods in 2018. The ILO is also part of a multi-disciplinary team which is providing support to the International Solar Alliance ISA.

India is also one of the newest countries under the Partnership for Action on the Green Economy (PAGE). PAGE seeks to put sustainability at the heart of economic policymaking. The Partnership supports nations and regions in reframing economic policies and practices around sustainability to foster economic growth, create income and jobs, reduce poverty and inequality, and strengthen the ecological foundations of their economies. PAGE is a direct response to the Rio+20 Declaration, The Future We Want, which called upon the United Nations System and the international community to provide assistance to interested countries in developing, adopting and implementing green economy policies and strategies. Bringing together the expertise of five UN agencies – UNEP, ILO, UNIDO, UNDP and UNITAR – and working closely with

national governments, PAGE offers a comprehensive and coordinated package of technical assistance and capacity building services.

PAGE represents a mechanism to coordinate UN action on green economy and to assist countries in achieving and monitoring the emerging Sustainable Development Goals, especially SDG 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.

The ILO has also 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 as it enters its second centenary of existence. The Green Initiative will enable the implementation of the *Guidelines for a just transition to environmentally sustainable economies and societies for all*, adopted by the Governing Body in November 2015 as the guiding policy framework for action by ILO constituents and the Office. A tripartite expert meeting developing the guidelines in 2015.

The work to be undertaken with the constituents in South Asia will contribute to improved evidence-based knowledge on Green Jobs strategies and tools and the implications of climate change for employment and equality, highlighting the quantitative and qualitative dimension of the impact on and role of enterprises, skills training and jobs in the transition to greener economies.

DUTIES AND RESPONSABILITIES

Working with the Supervisor and Decent Work Team, the JPO will have exposure to the operations of an international organization during a particularly dynamic period, both locally and globally, and the opportunity to perform or participate in a cross-section of related tasks.

Specifically, the JPO will:

- Contribute to build the South Asia programme on a just transition to environmentally sustainable economies and societies in a strategic, coherent and coordinated way.
- Contribute in the analysis of trends and developments in South Asia which have a direct bearing on the formulation of skills development policies, employment promotion, and poverty reduction strategies; identify possibilities for integrating social, economic, gender and other human resources development concerns in line with the just transition to green economy with special emphasis on the promotion of relevant international labour standards.
- Contribute to design and implementation of Green Jobs projects as components of Decent Work Country Programmes in the field of green economy promotion (e.g. the Partnership for Action on Green Economy) and green jobs in adaptation to climate and environmental change.
- Contribute in undertaking forward-looking assessments of skill needs that take account of emerging trends in the transition to green economy using ILO

skills and anticipation tools and methodologies to enhance program planning and resource allocation in skills systems

- Contribute to extending the ILO knowledge base on Green Jobs in South Asia through research carried out by the ILO directly and with external partners.
- Contribute to the publication of a series of policy briefs on green jobs, for training and capacity building of constituents in South Asia, as well as internally.
- Participate in the coordination of the Green Jobs programme with other ILO units at Headquarters and in the region as well as in building partnerships with UN and other agencies.
- Assist in organizing and participate in national and international seminars and conferences on green economy, climate change and work.
- Assist with the formulation of country specific and regional Green Jobs projects and the mobilization of resources.
- Contribute to communicating ILO positions and technical inputs through publications, via the internet and other media.

QUALIFICATIONS AND EXPERIENCE

Education:

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

Work experience:

Minimum:

At least two years of professional experience in the subject field at the national or international level.

Desirable:

Work experience in development cooperation.

Skills required for the assignment:

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 programmers. Familiarity with spreadsheets and statistical analysis tools such as STATA or SPSS would be welcome. Good research skills. Good capacity in policy analysis, project development. Competence in project design, fund mobilization and know-how in implementation, monitoring and evaluation of programmes and projects would be desirable.

Languages:

Minimum: Excellent command of English, both verbal and written.

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 in a regional and international team get trained to develop, build-up and manage new programmes.
- Through training seminars improve the knowledge on sustainable development issues including mitigation and adaptation with peculiar attention for its labour and social dimension.
- Through guidance of senior programming staff and colleagues get trained in the formulation, design, implementation, monitoring and evaluation of field projects.
- 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.

- Interact with ILO constituents, other UN agencies, NGOs, research centres etc. working on the promotion of decent and productive work in general and on sustainability issues specifically.
 - Get acquainted to the work of a multi-disciplinary and multi-cultural team.
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BACKGROUND INFORMATION

Most of the countries in the South Asia subregion have a large portion of labour force in the informal economy with no coverage of labour laws or access to basic social protection. The Decent Work Country Programme (DWCP) for India, Pakistan and Sri Lanka have been adopted through a process of tripartite consultation as a mechanism to provide technical advisory services by the ILO to the constituents. They have identified employment, including skills development; social protection covering occupational safety and health, working conditions, gender equality and social security.

The Decent Work Technical Support Team in New Delhi with the team of Specialists is working very closely with the ILO Offices in the subregion on policy issues, action oriented research, demonstration of pilot initiatives through a process of tripartism.

Besides, a number of countries in the subregion are vulnerable to natural disasters like earthquakes (India, Pakistan, Nepal), tsunami (India and Sri Lanka), floods (India, and Bangladesh) and droughts. Further, some of the countries (Afghanistan, Nepal and Sri Lanka) are currently in post-conflict recovery and rehabilitation. The ILO has been actively involved with all stakeholders on recovery and livelihood issues.

The ILO work in the area of greening also takes place in the framework of the UN Multi-country Sustainable Development.

Internally the ILO strives to translate the spirit of the 2030 Sustainable Development Agenda and the Paris Climate Change Agreement into its programmes and operations throughout. As the ILO Director-General phrased it: “The future work of the ILO will be distinguished from its past work above all by the need to integrate environmental sustainability into it.” This goes with the insight that work cannot exist without the environment, ecosystem services and natural resources. In turn, the overall goal of the Organization of “Social Justice” cannot be achieved without decent work.

This work programme and JPO position is of highest relevance in South Asia.

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

GENERAL INFORMATION:

Title of the posting: Partnership Development Officer

Duty station: DWT/CO-New Delhi, India

Duration of the assignment: 12 months, renewable

Sector or Field Office: ILO-New Delhi Office

Organisational unit: New Delhi

PA/SR Initiator:

SUPERVISION

Direct and Overall Supervision by: Ms. Dagmar Walter, Director, DWT/CO New Delhi

Content and methodology of supervision:

The JPO will work under the supervision of the Director of the ILO DWT/CO Office in New Delhi in close collaboration with the Deputy Director, Programme Staff in New Delhi, Regional Office in Bangkok, PARDEV and other HQ departments. Through one-to-one and group-coaching s/he will become familiar with the ILO Development Cooperation (DC) portfolio in the region, India Decent Work Country Programme, ILO on UN Reform, and UNCT work.

INTRODUCTION

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

Within the UN system, the ILO has a unique tripartite structure with workers and employers participating as equal partners with governments in the work of its

governing organs. The ILO formulates international labour standards in the form of Conventions and Recommendations setting minimum standards of basic labour rights and it provides technical assistance to support their implementation.

The primary objective of the ILO Decent Work Team for South Asia is to provide technical assistance to Country Offices of the ILO in seven countries in the region, Afghanistan, Bangladesh, Maldives, Nepal, Pakistan, Sri Lanka including India, to support their efforts to promote decent work. This technical support covers a wide range of specific subjects within the four core areas of the ILO's mandate: rights at work, employment, social protection and social dialogue. The ILO collaborates, in addition to its tripartite constituencies (governments, employers' and workers' organizations), with different development partners, including various UN agencies, bilateral donors at central and local levels, multilateral organizations, private sector institutions and foundations, think-tanks, civil society organizations and others.

The ILO is engaging proactively at headquarters, regional and country level in UN reform to increase the effectiveness of the UN system and to mainstream the Decent Work approach across the UN programmatic portfolio. This engagement has been accorded high priority by the senior management of the organization and regional advisory services on UN reform have been established in the four regions. The Office plan to recruit a JPO on Partnership Development for the DWT/CO-New Delhi.

S/He will work with the Country Office Programme Unit and in collaboration with the other units and the DWT, the Partnership and Field Support Department (PARDEV) and other HQ departments that ensures the overall management of ILO's development cooperation programme, as well as contribute to the development of partnerships with a broad range of organizations and institutions.

DUTIES AND RESPONSIBILITIES

The JPO will carry out the following tasks:

Under the direct supervision of the Director of the ILO DWT/CO New Delhi Office, the Partnership Development Officer will assist in the development of a resources mobilisation strategy exploring opportunities for domestic public funds, private sector and CSR funds, UN joint fund and other SDG fund opportunities in addition to bilateral/multilateral donors, implementation of the strategy including proposal/concept note development and follow-up for successful outcome for India.

More specifically, the assignment will revolve around the following tasks:

1. Contribute to the development of a detailed Partnership and Resource Mobilization (PRM) Strategy for India.
2. Review and analyze 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.
3. 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.

4. Nurture relations with donors. 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. Negotiate national partnership frameworks including domestic funding modalities
5. Carry out analysis of various “development financing and partnership models” aligned to Decent Work Country Programme and in consultation with Programme unit and DWT to identify project development concepts for engagement with potential partners in fund raising priority areas.
6. Research and analyse donor call for funding applications including expressions of interest and requests for proposals.
7. Assist in mobilising funding opportunities for joint programmes developed in partnership with other UN agencies and support in development of joint proposals.
8. Support the development and appraisal of project proposals, including the risk analysis and monitoring framework, in collaboration with other units in the Regional Office in Bangkok and HQ in Geneva.
9. Prepare briefings and information notes for management on issues that are considered important for programming and resource mobilization linked to DC activities.
10. Carry out any other job-related duties as may be required by the Director of the Office.

QUALIFICATIONS AND EXPERIENCE

Education: Masters degree in one of the following areas: economics, international relations, business management, political sciences, sociology, or development studies.

Experience: Experience of development work in the United Nations; Ministries of development, international development institutions. Experience in donor relations and network and familiarity with Indian economy is an advantage.

Skills: Good communication and networking skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues. Demonstrated skills and ability to perform complex analyses on a wide range of factors, requirements, policies and priorities for the assessment of programmes and activities. Ability to draft and revise project documents in results based management (RBM) language. Excellent knowledge of the theories, principles, methods, practices and

techniques of programme formulation. Ability to analyse, justify selection and appraisal of technical cooperation proposals. Ability to summarize complex issues into user-friendly guidance notes and concept papers. Ability to solve complex problems and to build sound relationships with counterparts in donor countries.

Languages: Proficiency and ability to communicate and draft concisely in English.

Competencies:

Integrity and transparency:

Upholds social, ethical and ILO norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest and trustworthy; acts without consideration of personal gain.

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.

Takes responsibility for performance:

Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance.



International
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Office

Post number: 1834
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 in *Labour Migration*

Duty station: *Pretoria, South Africa*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *DWT/CO–Pretoria: ILO Decent Work Team for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho and Eswatini*

Organisational unit: *Decent Work Team for Eastern and Southern Africa*

SUPERVISION

Direct Supervision by:

Theo Sparreboom, Labour Migration Specialist, sparreboom@ilo.org

Content and methodology of supervision:

Following a period of familiarization, a time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO and the supervisor will be scheduled to discuss progress with the work plan.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to support the learning process of the JPO as well as assure the quality of the work. Performance will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The ILO Decent Work Team for Eastern and Southern Africa consists of a number of technical specialists which cover the countries of the Southern African Development Community as well as Burundi and Kenya.

In the area of labour migration, the Team supports the achievement of Outcome 9 in the ILO Programme and Budget for the Biennium 2018-2019, which is Fair and effective international migration and mobility. The Team focuses on country-specific integrated policy advice and technical assistance on matters relating to international labour standards; labour market functioning; integration of migrants and new arrivals; and fair recruitment and protection of working conditions in migrant-intensive sectors. Related work includes capacity building and support for labour migration policy reforms.

DUTIES AND RESPONSABILITIES

Under the supervision and guidance of the Labour Migration Specialist, the JPO will be engaged in the work on labour migration in the DWT/CO Pretoria. Specifically, the JPO will perform the following duties and responsibilities:

- Assist in the development of national labour migration policies for selected countries*
 - Assist and participate in the organization of training activities on labour migration*
 - Assist in developing training materials and tools*
 - Prepare short reports and briefs on labour migration in the countries covered by the DWT/CO Pretoria based on existing national and international sources*
 - Provide technical inputs in the development of studies and reports in the area of labour migration*
 - Perform other tasks that may be assigned in the context of the work programme of DWT/CO Pretoria*
-

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in relevant field of social science (e.g. economics).

Work experience:

At least one year of professional experience at the national or international level.

Skills required for the assignment:

*Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, and WP).
Strong skills in statistical software, in particular Stata
Strong analytical skills*

Languages:

Excellent command of English. Good working knowledge of French or 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 to cooperate as a team member.*
- 3. Flexibility and openness to learn and develop personally as well as professionally.*

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will benefit from the interaction with specialists in the DWT Pretoria, and through the guidance of the supervisor will be trained in labour migration issues and policies.

Learning elements:

- The JPO will become familiar with the ILO's mandate regarding labour migration*
- The JPO will become familiar with ILO's institutional and informal coordination mechanisms, in particular with regard to labour migration issues*
- The JPO will get acquainted with the work of a multi-disciplinary and multi-cultural team.*
- The JPO will gain in-depth knowledge of labour migration issues in southern Africa and will further develop his/her analytical skills with regard to migration*

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.*

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
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Office

Post number:1840
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 Decent Work and Gender Equality

Duty station: Port of Spain, Trinidad and Tobago

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Decent Work Team and Office for the Caribbean, ILO DWT/O-POS

Organisational unit: Gender, Equality and Diversity Branch (GED), Conditions of Work and Equality Department

SUPERVISION

Direct Supervision by:

Claudia Coenjaerts, Director, coenjaerts@ilo.org

Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and the participation in regular meetings of the Decent Work Team – DWT (multidisciplinary team with 10 international staff plus local staff) in Port of Spain. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated.

The JPO will receive the standard ILO induction training as well as a specific induction to the work of GED. S/he will also participate in missions and/or workshops organized by the DWT. The JPO will be guided by the supervisors to gain the skills and knowledge on applied research, project design and management, communication and fund raising.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers, including three formal and documented discussions per year.

INTRODUCTION

The ILO Decent Work Team and Office for the Caribbean services constituents (Government, Employers' and Workers' Organizations) in 13 member States and 9 non-metropolitan territories. This represents the English and Dutch speaking Caribbean. All countries fall under the status of "Small Island Development States - SIDS", which are recognised to receive dedicated international support to mitigate effects of climate change and the building of resilient societies. Although many are middle-income countries, their specific vulnerabilities and inequalities call for sustained technical assistance and support.

Although women's participation in the labour market in the Caribbean is comparatively high, there are still important deficiencies needing attention, among them pay inequities, and high levels of sexual harassment and violence. In addition to the work items outlined below, the promotion of the new C190 concerning the elimination of violence and harassment in the world of work and its corresponding Recommendation (R206), will play an important role in the ILO's work with its constituents in this area in the months and years ahead.

DUTIES AND RESPONSABILITIES

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

The incumbent will work to ensure that the work undertaken by the Office in support of the ILO's constituents is gender sensitive and that this is mainstreamed throughout in planning, monitoring and reporting on activities and results.

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

- Assist in the organization of national and regional meetings/workshops/seminars in relation with the fields mentioned above;
- Assist in the identification, formulation, development, implementation, monitoring and evaluation of development cooperation programmes/projects to ensure efficient and effective implementation in the Caribbean;
- Gather and analyze information for advocacy-related activities of the thematic areas;
- Assist in identifying and proposing new activities in the fields specified above;
- Undertake research, analysis and report writing in the indicated fields;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.
- Make assessments by using a rights-based and a gender responsive approach;
- Participate in field visits to actual and potential DC project sites as required and report and follow-up on the target group's priority areas of concern;
- Assist in liaising and coordinating with ILO constituents, donors, UN agencies and local organizations in coordination with other technical specialists.
- Contribute to communicating ILO positions and technical inputs through publications, via the internet and other media.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree political science, economics, sociology, anthropology, international development, women's studies or other relevant social science discipline.

Work experience:

Minimum:

At least two years of professional experience in a relevant field at the national or international level.

Desirable:

Work experience in development cooperation, particularly related to gender equality, women's economic empowerment and workers' rights, experience in project-formulation and implementation, research and training.

Skills required for the assignment:

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. Good research skills. Good capacity in policy analysis, project development. Competence in project design, fund mobilization and know-how in implementation, monitoring and evaluation of programmes and projects would be desirable.

Languages:

Minimum: Excellent command of English, both verbal and written.

Desirable:

Good knowledge of a second working language of the ILO would be an asset. Preferably Spanish as there is substantial exchange with the Regional Office for Latin America and the Caribbean, Lima, Peru.

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 a regional and international team get trained to develop, build-up and manage new programmes.
- Through training seminars improve the knowledge on sustainable development issues including mitigation and adaptation with peculiar attention for its labour and social dimension.
- Through guidance of senior programming staff and colleagues get trained in the formulation, design, implementation, monitoring and evaluation of field projects.
- 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 issues related to gender, equality and discrimination.
- 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.
- Interact with ILO constituents, other UN agencies, NGOs, research centres etc. working on the promotion of decent and productive work in general and on gender, equality and discrimination specifically.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

The ILO Decent Work team and Office for the Caribbean provides advocacy, technical guidance, training and technical cooperation on policy and technical issues related to labour and employment, to the tripartite constituents. Technical support for the programmes and activities of the ILO DWT/O-POS is provided by its own team of specialists in the fields of:

- International Labour Standards and Labour Law
- Employment and Labour Market Information and Policy
- Sustainable Enterprise Development and Job Creation
- Skills and Employability
- Social Protection, Occupational Safety and Health, including HIV/AIDS
- Labour Administration and Social Dialogue
- Employers' Activities

- Workers' Activities

Website: <http://www.ilo.org/caribbean>

Also active on Facebook and social media.

The work programme of the ILO in the Caribbean is driven by Decent Work Country Programmes that are developed with constituents to reflect their commitments and results they want to see in a medium future. DWCP are linked to the countries' national development plans, which in turn link with international commitments.

Related to the field to be covered by this JPO position it can be mentioned that the EU funded Spotlight initiative is currently awarding the UN country programmes for Belize, Grenada, Guyana, Jamaica and Trinidad & Tobago, as well as a regional programme with the aim to combat violence against women and girls (VAWG) with a particular focus on family violence. The ILO is involved at various levels in all of them, in some as associate agency and in others in a supporting function to the core recipient agencies. It is expected that the programmes will provide an opportunity to underline the linkage between family violence and the workplace, and in this context serve as a vehicle to promote ratification and implementation of the new C190. The JPO would play an important role in maintaining the relationship with the Spotlight RUNOs and ensure the ILOs ability to contribute to and support the programme.

In this context, the JPO position is of highest relevance in the Caribbean.

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: 1850
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 in Economic, Social and Employment Policies

Duty station: Geneva, Switzerland

Duration of the assignment: 24 months, renewable

Grade: P2

Department/ Field Office: *The Office of the Deputy Director General (Policy Portfolio), DDG/P*

Organisational unit: *Indicate full name, please do not use abbreviations*

SUPERVISION

Direct Supervision by:

Ms. Claire Harasty, Special Advisor to the Deputy-Director General, harasty@ilo.org

Content and methodology of supervision:

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

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

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

INTRODUCTION

The position is located within the Office of the Deputy Director-General for Policy (DDG/P). The Deputy Director General has full responsibility for the Organization's Policy Portfolio, which covers all policy related aspects of the Organization's global programme of work, including: knowledge, research and analytical capacities; development of appropriate and effective policy advice across the range of ILO's mandate; engagement in global policy debates; and policy aspects of technical cooperation.

DUTIES AND RESPONSABILITIES

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

- Monitor global policy developments and debates in the area of social, economic and employment policies
- Prepare review or analytical notes on major trends
- Collaborate with other departments in coordinating inputs for major papers and reports
- Participate in the development of promotional and advocacy materials for the Policy Portfolio
- Assist with organizational and coordination issues related to servicing ILO's Governing Organs (Governing Body and International Labour Conference)
- Other tasks that may be assigned by the supervisor.

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

- Data collection and analytical notes
- Regular review notes on recent major trends
- Servicing of ILO Governing Organs including inputs to the official documents
- Promotional materials

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree in economics and other social sciences or equivalent in the relevant field.

Work experience:

Minimum:

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

Skills required for the assignment:

Minimum:

Good knowledge of economic and social issues relating to employment and labour; Strong analytical and research skills; Excellent drafting and computer skills; Good skills in the use of statistical packages.

Languages:

Minimum:

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

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through undertaking the assignments, the incumbent will get trained to develop analytical and research skills in the area of economic, social, and employment policies. He or she will be closely involved in internal debates and also in seminars, workshops.

The candidate will also learn about the functioning of ILO Governing Organs and the related policy discussions. Formal training opportunities will be provided on a regular basis, in consultation with the incumbent.

Learning elements:

Throughout the period, the incumbent will:

- Become familiar with ILO's institutional and informal coordination mechanisms
- Become familiar with ILO's mandate
- Interact with the professionals in the departments within the Policy Portfolio
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- The JPO will gain in-depth knowledge of labour and employment issues and will further develop analytical skills

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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Post number: 1851
Month of issue: September
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: Colombo, Sri Lanka

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:

Simrin Singh, Country Director of ILO Country Office for Sri Lanka and the Maldives

Overall Supervision by:

Ms Simrin Singh, Country Director

Content and methodology of supervision:

The JPO shall work closely with the Labour Migration (LM) Unit, which currently comprises 3 parallel projects from different donors, and simultaneously works towards a larger LM unit strategy.

The JPO shall work on a variety of facets relating to Sri Lanka's Labour Migration agenda, which informs the island's National Labour Migration Policy. While the work shall possess an overarching emphasis on Skills, other aspects shall be dealt with including but not limited to recruitment, remittances, trafficking, forced and bonded labour, child labour, domestic work, and the future of work, especially in a migration context.

The JPO will report to the ILO Country Director. The incumbent will be expected to collaborate with other members of the labour migration unit and regional specialists as well as more broadly throughout the ILO with the Labour Migration Branch, Gender, Equality and Diversity Branch, the Skills and Employability Branch of the

Employment Policy Department, Research and Statistics departments, Bureaus of workers' and employers' activities as well as other development agencies, such as IOM, UNICEF and UNDP, UNWomen.

The JPO will be expected to participate in missions, seminars, workshops and meetings on behalf of the supervisor or together with him/her. The JPO shall also conduct analytical and research work at the behest of the LM unit.

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 ILO set up its office in Sri Lanka in 1984. Its mandate is to promote social justice by ensuring respect for human and labour rights through the Decent Work Country Programme (DWCP). The ILO promotes the development of independent employers' and workers' organizations and provides training and advisory services to them. Its main aim is to promote rights at work, encourage decent employment and livelihood opportunities, enhance social protection and strengthen dialogue in handling work related issues. The ILO Colombo's technical cooperation portfolio includes projects on local economic development, skills training, labour migration, fundamental principles and rights at work, prevention of and action against gender-based violence and HIV AIDS.

DUTIES AND RESPONSABILITIES

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

- *Key aspects under the thematic area of Skills:*
 - Work on the areas of youth skills, current skills and existing education programmes on school to work transition
 - Work on career guidance for youth, returnee migrant workers, departing migrant workers (general migrant groups), and establishing linkages between career guidance and employment opportunities
 - Skills-related data on occupational classifications for migrant workers
 - Exploring the issue of how skills can be better linked with wages
 - Working towards universal certification, first at the national and ultimately at the regional level
 - RPL and Life-long learning; Life-long learning in the context of the future of work
- *Key responsibilities*
 - Undertake country-level/province-level/grassroots-level comparative policy-applied research and case studies on skills and migration (Note: Research

requirements could include both primary and/or secondary data collection and analysis).

Example of provincial-level analysis: Comparisons of Colombo and Gampaha versus Jaffna and Mullaitivu in terms of migrant type; job profiles; remittances; linkages between remittances and development.

- Undertake cross-country comparative policy-applied research and case studies on skills and migration, with particular emphasis on the South Asia context (Examples include: Research relating to uniform RPL practices across South Asia; Research on regulation practices of Colombo process member states; research on inbound migration to feed into National-level policy)
- Conducting sector-specific work on skills and migration, example: Exploratory studies on skills needs in the estates sector (and linking these needs with Sri Lanka's estate development plans, and national plans on tea production)
- 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; Research on skills in the context of Sri Lanka's future of work- and the subsequent development of relevant tools to suit shifting market requirements
- 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.
- Experience working with employment-driven skills development and/or career guidance is beneficial
- Multi-sectoral experience is beneficial
- Basic research skills required (an amalgam of qualitative and quantitative skills is beneficial)

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
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Post number: 1852
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 Financial Inclusion through Cooperatives and the Social and Solidarity Economy

Duty station: Colombo, SL

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Enterprises Department/COOP unit

Organisational unit: Social Finance Programme and Cooperatives Unit

SUPERVISION

Direct supervision by:

Mr. Thomas Kring, CTA, Country Office, Sri Lanka, kring@ilo.org

Content and methodology of supervision:

The JPO will be in close daily contact with supervisor on issues relating to project implementation and the ILO Decent work Country programmes' overall work plans and deliverables as well as to the significance to the Office's Strategic Policy Framework. Work will be conducted independently but with guidance and support on an as needed basis from supervisor. A 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 both supervisors 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. 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.

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 Pillar I of the Decent Work Country Programme (DWCP) aimed at promoting sustainable, inclusive and decent employment for people in and beyond conflict affected areas in the country. Development and enhancement of performance of cooperatives forms a central part of the ILO SL programme as the role the sector plays in terms of creating decent work is significant and well recognised by the ILO constituents and its key partners.

The Jobs for Peace and Reconciliation programme within the decent work country programme Pillar I has three priorities: creating sustainable, inclusive and decent employment for communities in vulnerable situations while facilitating establishment of business partnerships, promotion and enhancement of inclusivity including gender and disability, and finally, integrating ILO livelihood development activities into the cooperative development programmes and plans. ILO SL considers cooperatives for playing a bigger role in terms of provision of more accessible, effective, efficient and affordable financial services, which are responsive to the needs of the population as they are close to people in vulnerable situations and having the institutional network to do so. ILO further thinks that financial inclusion is a prerequisite for broad based and inclusive growth, which benefits every citizen of the country. To do so, ILO country office is looking to use inclusive financial instruments together with the cooperatives and private sector financial organisations which will ultimately contribute in creating inclusive, sustainable employment for all in the country.

Often high rates of interest of micro credits, and other harmful clauses related to such financial products and absence of pairing credit with appropriate financial literacy awareness and training programme, and with livelihoods have impacted negatively specially among women as they are the prime targets of such schemes. According to the studies conducted by Centre for Poverty Analysis (CEPA) 2018, finances related suicides and sexual harassment has been reported to be on the increasing trend. According to the central bank of Sri Lanka, lack of affordable, appropriate and tailor-made financial products, poor financial literacy, high rates of interests of such products have on one hand reduced the repayment capacities of the people. They

further note that on the other hand it has resulted in affecting the financial services institutions as the low recovery has forced most of them to leave from the financial market. Often lack of such credit programmes paired with livelihood programme found to be ineffective or abandoned half way as most of the cases, the fund has been used for consumptions related expenses. Rate of failures of MSMEs also reported to be high due to absence of pairing such credit programme with entrepreneurship training etc.

In this backdrop developing an integrated, inclusive approach while working together with the key partners in the finances as well as the coop sector, to enhance the provision of social finance together with key partners in the financial markets which cater to the lower segments of the society has become important, in order to address the issues related to financial inclusivity as highlighted above.

ILO SL has been implementing various programmes together with the cooperative sector organisations and departments at grass root, provincial and national levels. It also works very closely with provincial levels ministries and the national ministry of cooperative development. This partnership together with the cooperatives and the ILO, has already created more than 20,000 employment for communities in vulnerable situations in various parts of the country including the Northern region, in consultation with and through technical inputs from the COOP unit of Geneva.

Following such impacts, the ILO in its current programme has been promoting inclusive and sustainable employment since its inception – through partnership with various players in the cooperative sector as well as private sector financial service providers. The programme aims at addressing the issues related to inclusivity and enhancing the capacities for primary and secondary cooperatives including the SMEs in terms of provision of inclusive and sustainable employment for those in vulnerable situations.

This has become imperative due to the growing demand for affordable, appropriate and alternative financing mechanisms for cooperatives as well as MSMEs. ILO SL will also will further explore the possibilities of Central Bank of SL and other private financial organisations developing such schemes, will conduct necessary studies and contribute to policies and statutes. This will ultimately contribute to the decent work and 2030 agenda for sustainable development.

DUTIES AND RESPONSIBILITIES

The JPO will perform the following duties and responsibilities:

- Assist ILO SL together with its key partners to identify issues/challenges in the supply side as well as demand side of the social finance schemes while giving priority for MF schemes
- Based on the findings, support relevant financial services organisations to develop appropriate, targeted services products in consultation with country`s chief financial organisations as well as key players in the cooperative as well as SME sector
- Develop guidelines, trainer guide etc and support country office to disseminate the same among related key players
- Participate in the development and implementation of a broader programme to enhance capacities of the financial cooperative movements as well as SMEs using the materials developed in consultation with the COOP unit Geneva
- Contribute to the formulation of project proposals with focus on financial inclusion through cooperatives and SMEs
- 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 SME;
- Contribute to generate and disseminate knowledge and evidence on innovative financing mechanisms to support cooperatives and SMEs;

- 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, 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:

Excellent command of English.

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:

Upon completion of assignment, the JPO will have:

- An in-depth understanding of the role of the ILO, and the UN, in supporting the economic development in a post conflict environment;
- A solid knowledge of livelihood and peacebuilding issues in a developing country context, including the role of the private sector in promoting development;
- Experience in project implementation, including administrative procedures and budget development;
- Insight into UN coordination mechanisms and the organisations contribution towards the achievement of the SDGs in Sri Lanka.
- Acquired experience from working in developing country;

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>

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.



Post number: 1853
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 Labour Market Research

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: *(n.a.)*

SUPERVISION

Direct Supervision by: Ms Valentina Barcucci, Labour Economist, barcucci@ilo.org

Content and methodology of supervision:

The JPO will work in close collaboration with the Labour Economist of the ILO Office for Viet Nam, and will contribute to the work of the ILO Office on labour market research.

S/he will receive induction training and individualized coaching on the technical areas covered by the ILO. S/he will also participate in workshops and/or missions organized by the Office. Thanks to the cross-cutting nature of the position described in this proposal, the JPO will have the opportunity to collaborate with all technical teams in ILO Viet Nam, as well as with ILO specialists in the decent Work Team in Bangkok, and in the technical departments in ILO Headquarters.

S/he will participate in the ILO's technical assistance to government, employers' and workers' organizations and become acquainted with the work of the UN System and other international organizations.

INTRODUCTION

The position is located in the ILO Country Office for Viet Nam, Hanoi. The Country Office provides high-quality, timely and integrated technical support to National partners in several areas that are core to the Viet Nam's rapid socioeconomic development. Within one generation, the country has transformed itself from an economically isolated agricultural society to one of the world's most dynamic economies, lifting millions out of poverty in the process. This transformation has its roots in the *Doi Moi* policy of the 1980s, which kick-started a dynamic socialist-oriented market economy.

Thirty years on, the *Doi Moi* has led to diversification of industrial sectors, exponential expansion of FDI, and job creation. While structural transformation is still unfolding, remarkable strides are being made in openness to international markets through various Free Trade Agreements and global supply chains. Now Viet Nam is embarking on reform of its labour market institutions based on recognition of freedom of association and collective bargaining. Viet Nam is also one of the first countries in the world to have a nationally-owned set of SDG indicators to monitor progress in sustainable development. In this context, availability of data to monitor change and analytical capacity to support policy-making have become critical needs.

The ILO provides assistance to constituents and other stakeholders in Viet Nam towards their objectives of socioeconomic development and decent work for all. Through the three priority areas of the ILO's Decent Work Country Programme in Viet Nam (promotion of decent employment, social protection, and modernized industrial relations), the Country Office works at the core of the transformational change that Viet Nam has been undergoing.

In all these areas, the Office provides support on the collection and analyses of statistical and administrative data, produces analytical publications and inputs to national and international events discussing labour market issues in Viet Nam. The data and analyses produced represent the primary evidence of the impact that newly-introduced policy and legislation have on the world of work, and the vehicle through which the need for further change is brought to the attention of policy-makers. The Office also offers on-going capacity building to strengthen partners' data collection and analytical capacity.

The position described in this proposal will contribute to the work of ILO Hanoi on data compilation and analyses supporting socioeconomic transformation in Viet Nam.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Labour Economist in the Hanoi Office, the JPO will perform the following duties and responsibilities:

- Compile labour statistics and labour market information based on data from national surveys;
- Provide technical advice on design of indicators and data collection procedures in new areas where Viet Nam is taking its initial steps at building an information system to monitor progress. This includes areas related to the most recent labour market institution reform, such as the introduction of collective bargaining at enterprise level, gender, and others;
- Contribute to ILO's technical assistance to the General Statistics Office for the continuous upgrading of the Labour Force Survey and others;
- Liaise with the Regional Economic and Social Analysis Unit (RESA) in the ILO's Regional Office for Asia and the Pacific in Bangkok and the department of STATISTICS in ILO Headquarters to ensure coordination on data availability and calculation of indicators;
- Participate in the development of an improved system of administrative data for Viet Nam, in coordination with ILO technical specialists;
- Analyse labour market information for publications, presentations and other outputs of the Country Office;
- Draft sections of analytical publications and briefs, supervise the work of external consultants;
- Provide assistance to ILO constituents on the preparation and implementation of their work-plan for the monitoring of SDG indicators;
- Working in team with ILO specialists, deliver capacity building to ILO constituents and other stakeholders on indicators related to Decent Work and included in the current Viet Nam SDG framework (VSDGs);
- Provide assistance to the preparation of Viet Nam's Voluntary National Reviews (VNR) measuring progress against SDGs;
- Streamline the labour market information system of the Country Office in all relevant areas of the SDG framework;
- Participate in workshops and training sessions as a resource person;
- Assist the Programming Unit of ILO Viet Nam in the development and/or strengthening of the Monitoring and Evaluation Plan of Viet Nam's Decent Work Country Programme (DWCP);
- Contribute to the design and maintenance of Country Office's knowledge management practices;
- Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in economics, statistics, labour market studies, development studies or related subjects.

Work experience:

At least two years' experience in labour market analysis or quantitative economic analysis for socio-economic development; experience working on Asian countries would be an asset.

Computer skills in STATA and strong analytical and research skills in labour economics. Basic knowledge of the ILO mandates is essential. Familiarity with the UN system and the SDG framework is desirable.

Skills required for the assignment:

Excellent computer skills in Office package (Excel, Word, and PowerPoint). Ability to work with microdata in STATA.

Languages:

Excellent command of English.

ILO competencies:

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

1. Collaboration: Capacity to work on own initiative as well as cooperate as a team member, promoting collaboration and contributing to team accomplishments.
2. Sensitivity to diversity: Proven ability to work in a multicultural environment, with colleagues and officials of partner institutions from all backgrounds.
3. Quality orientation: Ability to establish high quality standards for delivery and maintain them without compromise.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will have the opportunity to be trained in the newest international standards of labour statistics, both by attending focussed training courses, as well as by working side-by-side with ILO specialists. The combination of structured training and on-the-job experience will provide the JPO with a 360-degree understanding of both the theory of international labour statistics, and their application at country level. In addition, through seminars, workshops and interaction with ILO specialists, the JPO will be exposed to the latest labour market issues in the country and be able to experience first-hand one of the most remarkable economic and social transformation stories of the emerging world.

Learning elements:

Through the work in the Country Office of the ILO in Hanoi, the JPO will have the opportunity to:

- Strengthen his/her capacity to design data collection and analysis systems that are tailored to the specific needs of a country in the process of modernization;
- Become proficient in the newest labour market information standards and in their applications, including challenges and opportunities experienced by countries in transitioning to newer standards;
- Build experience in policy advice to government officials, as well as representatives of employers' and workers' organizations, and working with them to identify and address capacity gaps;
- Build expertise on the SDG framework and its applications at country level, by working with one of the first emerging economies having developed a national system for SDG monitoring;
- Have the opportunity to develop his/her creativity and ability to work within a cross-disciplinary team in a multicultural setting;
- Get to know the functioning of a Country Office, as well as of the ILO and its structure at the regional and global levels, particularly in Viet Nam and at the Decent Work Team and regional level in Bangkok;
- Familiarize with the functioning of the UN system and the unfolding UN reform, in which Viet Nam is the first pilot country.

BACKGROUND INFORMATION

Viet Nam has a fast growing economy. The country's GDP has been expanding steadily for three decades, and almost twice as fast as the average global economy. More than 30 million people were lifted out of poverty as a result, joining a middle-class that has been steadily expanding over the past twenty years. Economic progress was enabled by transformative reform that established today's socialist-oriented market economy, where the one-Party State structure coexists with openness to international trade. Exports as a share of GDP have growing ten-fold since the beginning of the 1990s, and Viet Nam attained the status of a low middle income country in 2010.

Viet Nam's labour market has been changing alongside its economy. When the country entered the new millennium, agriculture was the largest sector in terms of employment. Today, the share of agriculture in employment has been almost halved, and industry and services together account for more than 60 per cent of the employed population.

The country is facing new challenges. The country is aging rapidly, its local industries are still based on a low-skill, low-value-added model at the bottom of global supply chains, and it is highly vulnerable to the impacts of climate change. For sustainable development and decent work for all, Viet Nam needs to aim at a better growth quality, with a stronger focus on inclusion, higher reliance on domestic skills and innovation, environmental sustainability, and sound labour policies.

Several of these priorities have been topping Viet Nam's policy agenda, which has led to concrete results. The ratification of the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the signing of the EU-Viet Nam Free-Trade Agreement (FTA) represent the country's renewed commitment to the ILO Declaration on Fundamental Principles and Rights at Work, while modernizing its economy for accelerated growth. The country has recently ratified

ILO Convention 98, opening the door to collective bargaining at the enterprise level. With the current Labour Code revision, Viet Nam is demonstrating a strong determination to align with ILO core labour standards and roll out universal social protection in the economic integration context.

Viet Nam is already one of the world's most successful development stories. Still, challenges exist for the country when trying to avoid the 'middle-income trap'. Determination to maintain economic performance, together with a commitment to a just society based on decent work for all, has the potential to push the country to a higher level of prosperity.

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: 1854
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 Results Based Management

Duty station: *Cairo, Egypt*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *ILO Cairo Office and Decent Work Team for North Africa*

Organisational unit: Programming

SUPERVISION

Direct Supervision by:

Sarah Sabri, Senior Programme Officer

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 on a Plan for improved results-based management practices for the ILO Country office and the respective projects.

Regular meetings between the JPO and the supervisor following up on the implementation of the plan will be scheduled 2 times a month

As necessary, detailed instructions, the supervisor will provide guidance and coaching.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the quality of monitoring of project activities.

The JPO will undertake and/or 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 programming unit of the ILO Decent Work Team (DWT) and Cairo Office "ILO DWT for North Africa and Country Office for Egypt and Eritrea" deals with comprehensive and professional services in the design, delivery and administration of a wide range of programming activities. These cover development, implementation, monitoring, reporting and evaluation of programmes and projects in a multiplicity of technical areas of the ILO. Work involves providing professional programming services to strengthen constituents' capacities and activities in ILO mandated areas. Services are delivered in efficient, effective and client oriented manner and is governed by rules, regulations policies and procedures. The work is connected to the ILO Strategic Framework as well as the respective Programme and Budget, to ensure the professional implementation of high quality of services and projects.

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 perform the following duties and responsibilities:

- Support the development and implementation of monitoring frameworks the office as well as for the different ILO Cairo projects;
- Collaborate with projects to develop, update and maintain monitoring and reporting data bases for project specific activities and trainings
- Track progress of different trainings conducted by ILO cairo projects

- Assist in the preparation of briefings to senior management on strategic planning, reporting and monitoring;
 - Assist in advising to ensure quality of performance/results monitoring and reporting;
 - Contribute to development of ILO's quarterly progress reporting as well as end of biennium implementation reporting.
 - Document the projects lessons learnt and success stories
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Bachelors degree in Development, Economics or other related subject.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in International Development, Economics or Social Science,

Work experience:

Minimum:

At least two years of experience in project/programme management, implementation, result-based management, monitoring, and reporting. Experience with the development and management of strategic planning processes. Experience working with international organisations is a plus.

Desirable:

Work experience in field level implementation and monitoring

Skills required for the assignment:

Minimum:

Excellent computer skills in Excel, word, PowerPoint and excellent analytical and research skills.

Desirable:

Please indicate additional technical knowledge, professional skills e.g. Good knowledge of..... Good skills in the use of Exposure to..... would be an asset

Languages:

Minimum:

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

Desirable:

Good knowledge of a French and/or Arabic 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:

Indicate which activities will be used to structure/manage learning

Through seminars, workshops and interaction with specialists as well as involvement in training provision, he//she will be exposed to wealth of knowledge on different thematic areas such as employment, social protection, child labour..etc

Through the invovlemtn with programme, he/she will contribute to establishing systems, monitoring databases and improve overall RBM in the offiice

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 supporting building programmatic systems in the office
- Become familiar with ILO's mandate and its relevant projects in Cairo
- Interact with different projects and specialists working on enterprise development, skills development, employment, social protection, gender...etc.
- 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 programming, RBM

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.*

ILO Decent Work Team and Cairo office website :

<https://www.ilo.org/africa/about-us/offices/cairo/lang--en/index.htm>

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.

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International
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Post number: 1804
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)

GENERAL INFORMATION:

Title: Junior Professional Officer in Labour Market Analysis and Employment Policy Design

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Employment Policy Department

Organisational unit: CEPOL (Country Policy Development and Coordination Unit)

SUPERVISION

Direct Supervision by:

Day-to-Day supervision and support will be provided by Aurelio Parisotto, Head of CEPOL, parisotto@ilo.org, and overall supervision by the Director of the Employment and Labour Market Policies Branch – EMPLAB (Sukti Dasgupta).

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 Country Policy Development and Coordination Unit (CEPOL) 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) – Labour Market Analysis and Employment Policy Design

The position is located in the Country Policy Development and Coordination Unit of the Employment Policy Department (EMPLOYMENT). EMPLOYMENT is responsible for supporting the promotion of full and productive employment through inclusive, sustainable and gender sensitive employment policies and programmes. The Department also plays a key role to fulfil ILO's mandate in the implementation of the Sustainable Development Goals and other international commitments on employment related issues. It delivers through work in three Branches: Skills and Employability; Development and Investment and Employment and Labour Markets Policies.

The Country Policy Development and Coordination Unit (CEPOL) within the Employment and Labour Market Policies Branch is responsible for policy research, technical cooperation and advisory services to ILO member states in developing comprehensive employment policy frameworks encompassing pro-employment macroeconomic policies, sectoral and investment policies as well as labour market policies. Key areas for assistance include carrying out employment and labour market diagnostics; identifying priorities and policy means; integrating employment goals in national development strategies; supporting coordination and implementation mechanisms; facilitating consultations with stakeholders; and building capacity of governments, social partners and relevant agencies and institutions. Through a network of employment specialists in ILO field offices, the Unit is currently active in more than 30 developing and emerging economies.

DUTIES AND RESPONSABILITIES

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

- Participate in the preparation of country studies, labour market diagnostics, employment policy reviews and other inputs to the Unit's portfolio of technical assistance and advisory services;
- Assist in research carried out by the Unit, including in the collection and analysis of statistical data and econometric analysis;

- Help translate analysis and research into relevant publications;
- Contribute to the training and capacity building activities of the Unit in cooperation with the ILO's International Training Centre in Turin;
- Assist in the preparation of policy briefs, issues papers, speeches and other inputs to meetings of the G20, BRICS and other international and regional forums where the ILO is a technical member;
- Participate in the organization and running of meetings and knowledge-sharing events;
- Participate in the preparation of technical missions and the missions themselves;
- Liaises with relevant institutions and technical experts within and outside the ILO.

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

- The design, validation and adoption of a national employment strategy in three ILO member States;
- A synthesis of country studies on SDGs and employment policies, structural transformation and youth employment;
- A set of guidelines and templates for labour market analysis and employment diagnostics;
- A major symposium on policies for full employment;
- Two training courses on, respectively, pro-employment macroeconomic policies and the design and implementation of national employment policies.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in Economics / Labour economics/ Social Sciences or related fields.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Labour economics/ Social Sciences or related fields.

Work experience:

Experience in research/knowledge building on employment and labour market issues and policies.

Skills required for the assignment:

Proven analytical and drafting skills. Ability to work in a team, take initiative and meet deadlines. Ability to use quantitative analytical tools and very good knowledge of main statistical packages (STATA etc).

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.

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:

- Gain experience in labour market data analysis, the use of different research techniques, and the drafting of reports, policy briefs and other technical documents;
- Interact with ILO experts and experts from government agencies, national statistical offices, other UN agencies and international organizations such as the World Bank and the IMF;
- Gain some insider exposure to the issues related to the design and implementation of a wide range of policies for employment promotion at country level;
- Increase understanding of main labour market trends and employment policy issues with a particular focus on developing and emerging economies;

BACKGROUND INFORMATION

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

More information on the Employment Policy Department can be found at following address: <http://www.ilo.org/employment/lang--en/index.htm>

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

The ILO has a smoke-free environment.



Post number: 1805
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 in Communication and Partnerships for Decent Jobs for Youth
Duty station: Geneva, Switzerland
Duration of the assignment: 12 months, renewable
Grade: P2
Department/ Field Office: Employment Policy Department, ILO
Organisational unit: Employment and Labour Market Policies (EMPLAB) Branch

SUPERVISION

Direct Supervision by:

Ms Susana Puerto Gonzalez, Youth Employment Specialist, Puerto-gonzalez@ilo.org

Content and methodology of supervision:

The JPO will join the team working on *Decent Jobs for Youth*, the Global Initiative launched in 2016 with the objective of facilitating increased impact and expanded country-level action on decent jobs for youth through multi-stakeholder partnerships, the dissemination of evidence-based policies and the scaling up of effective and innovative interventions in support of the 2030 Agenda for Sustainable Development. The Global Initiative sits within the Employment and Labour Market Policies (EMPLAB) Branch, working in synergy with the Youth Employment Programme (YEP) Unit.

A time-bound work plan will be agreed between the JPO and the supervisor in the first month of the assignment and regular weekly meetings between the JPO and the

supervisor about work plan progress. The JPO will also participate to weekly team meetings.

The supervisor will provide detailed instructions, guidance and coaching on a regular basis and as necessary. Mutual feedback is highly encouraged. The work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify quality and alignment with ILO policies and procedures, as well as contribution towards the team's workplan.

The JPO will accompany and assist the supervisor in meetings, training activities, and advocacy and knowledge-sharing events (both online and face-to-face). The JPO will accompany the supervisor in technical meetings and missions, where appropriate.

The supervisor will ensure a good balance of assignments and opportunities for the JPO based on his/her background, capacities and interests; and ensure that the workload is manageable.

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

INTRODUCTION

The Employment Policy Department is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, gender sensitive, productive and sustainable.

At the global level, the Department advocates and promotes policy frameworks and partnerships that aim at generating more quality employment opportunities. At the country level, the objective is to support the ILO constituents to develop, implement and monitor coordinated and context specific policies and programmes that promote quality job creation through economic diversification and investment strategies, skills development for present and future needs in the labour markets and labour market activation and intermediation that integrate the most vulnerable groups. The Department represents the ILO in global advocacy efforts and action-oriented partnerships for the promotion of decent and productive employment worldwide.

The Department delivers on its mandate through work in three Branches: Skills and Employability Branch; Employment and Labour Markets Policies Branch; and the Development and Investment Branch.

The ILO is committed to promoting decent jobs for young women and men. Its work of is guided by the 2012 resolution of the International Labour Conference on "The youth employment crisis: A call for action" ([link](#)) to take urgent action to tackle the unprecedented youth employment crisis through a multipronged approach geared towards pro-employment growth, decent job creation, respect for youth rights and gender equality. To meet the commitment on decent work for young women and men and to address the youth employment challenge, 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 Youth Employment Programme (YEP), located under the Employment and Labour Markets Policies Branch, invests heavily in diagnostics and impact research, aiming to support youth employment policy and decision-makers with rigorous evidence to address the youth employment challenge.

To enhance global advocacy and investments in youth employment, the ILO leads the **Global Initiative on Decent Jobs for Youth** (www.decentjobsforyouth.org), the first ever UN system wide effort for the promotion of youth employment worldwide. The Global Initiative works across eight thematic areas identified as urgent priorities of today's youth employment agendas and manages a portfolio of 50 partners from governments, private sector, youth organizations, regional institutions, UN entities and more. To date, the Global Initiative has mobilised resources and coordinated partners' actions targeting over 18.5 million young women and men across the globe.

The ILO, through the Employment Policy Department, has played a prominent role in setting the foundations of the Global Initiative over the past months. **This position will support ILO's leading and technical role as permanent chair of the Global Initiative and coordinator of its kick-off team, a group of technical experts from seven UN agencies supporting the establishment and underpinnings of the Global Initiative.** ILO's work under the Global Initiative on Decent Jobs for Youth contributes to Outcome 1 of the Programme and Budget for 2018-19.

DUTIES AND RESPONSABILITIES

Under the general guidance of the Chief of the Employment and Labour Market Policies (EMPLAB) Branch and direct supervision of the Senior Youth Employment Specialist, the JPO will perform the following duties and responsibilities:

- Assist in partnership building and resource mobilization efforts to enhance action for the promotion of decent jobs for youth. The duty entails:
 - Assist in developing and maintaining contacts with selected development agencies and funders – current and prospective partners – to expand youth employment action under the Global Initiative on Decent Jobs for Youth;
 - Identify and engage global, regional, and national actors for enhanced collaboration through Decent Jobs for Youth, including soliciting and following up on commitments.
 - Develop and propose resource mobilisation opportunities – including project proposals – across eight key thematic priorities working with ILO field offices, technical units, and partners of the Global Initiative on Decent Jobs for Youth, seeking support for youth employment initiatives and programmes;
 - Support the negotiation and signing of new funding agreements, working in close cooperation with the ILO's Partnership and Field Support department, Legal department, Finance department, Technical Units, Regional and field offices, and partners of the Global Initiative on Decent Jobs for Youth;
 - Support advocacy and resource mobilization events organized by the ILO and/or partners of the Global Initiative on Decent Jobs for Youth at global, regional and country levels.
- Assist in the implementation of the communication strategy and knowledge dissemination of the Global Initiative on Decent Jobs for Youth. The duty implies:

- Apply and enhance communication tools and contribute to the development of materials, including speeches, statements, talking points and notes, brochures, etc.;
 - Support the coordination with ILO's Department of Communications as well as those from other partners of the Global Initiative, as regards to communication materials, campaigns, meetings and events at global, regional and country level;
 - Support communication through social media and assist with the production and editing of audio/visual material.
- Contribute in the growth of the Global Initiative's online platform and knowledge facility, in collaboration with kick-off team and partners.
 - Support the growth of the engagement platform and contribute to the establishment and growth of the knowledge facility of Decent Jobs for Youth;
 - Support the development and maintenance of the online knowledge facility with a view to strengthen communication and advocacy;
 - Assist in populating the platform with information received from partners of Decent Jobs for Youth.
 - Support the promotion of the platform through engagement with partners.
 - Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree/Master in social sciences, international development, development studies, communication, or other relevant discipline.

Work experience:

At least two/three years working experience in communications, partnership development, or resource mobilization. Experience and/or exposure to the work of the United Nations in development would be an asset.

Skills required for the assignment:

Proficiency using Microsoft Office (Excel, Word, Powerpoint). Experience with Adobe InDesign as well as photo and video editing software would be an advantage.

Languages:

Excellent command of English and working knowledge of French and/or Spanish. Knowledge of other languages is 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 be working as part of an international team and will have considerable exposure to the ILO's work on youth employment, particularly as regards to advocacy and technical assistance. The post will give the incumbent an opportunity to work with ILO technical departments and units, regional and country offices, and other youth employment partners from the UN System, the private sector, governments, foundations, social partners, civil society and beyond.

The JPO will have access to training materials and training opportunities offered by the ILO and partners on youth employment and other areas contributing to the workplan of the Global Initiative on Decent Jobs for youth.

Learning elements:

Through guidance of the supervisor and senior colleagues, the JPO will learn about advocacy, communication and partnership development for youth employment.

Specific learning elements include:

- Becoming familiar with ILO's Call for Action on Youth Employment, detailing measures in support of decent jobs for youth. This learning outcome will be achieved in the first three months of the assignment.
- Becoming familiar with global advocacy measures by ILO and others in support of decent jobs for youth and other advocacy initiatives around the 2030 Agenda for Sustainable Development. This learning outcome will be achieved in the first six months of the assignment.
- Becoming familiar with recent research about what works to support young people in the labour market. This learning outcome will be achieved by the end of the first year of the assignment.
- Interacting with partners within the UN system and other partners of the Global Initiative on Decent Jobs for Youth working on youth employment and development, from day 1.
- Getting acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarizing yourself with the functioning of the UN system. This learning outcome will be achieved by the end of the first year of the assignment.
- The JPO will gain and enhance skills in the preparation and facilitation of advocacy events and partnership engagement. This learning outcome will be achieved by the end of the first year of the assignment.
- The JPO will further develop his/her communication skills, with tailored approaches and messages for different audiences engaging in youth employment. This learning outcome will be achieved by the end of the first year of the assignment.

BACKGROUND INFORMATION

ILO's work on Youth Employment: <http://www.ilo.org/global/topics/youth-employment/lang--en/index.htm>

The Global Initiative on Decent Jobs for Youth:

It is the overarching umbrella framework on youth employment. Launched in February 2016, it is the first-ever, comprehensive UN system-wide effort for the promotion of decent jobs for youth worldwide. It brings together the vast global resources and convening power of the UN and other key partners to maximize the effectiveness of youth employment investments and assist Member States in delivering on the 2030 Agenda for Sustainable Development, and particularly for the achievement of Sustainable Development Goal (SDG) 8 on “sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”.

The Global Initiative was developed and proposed under ILO leadership and in collaboration with 20 UN entities and subsequently endorsed by the UN System Chief Executives Board for Coordination (CEB) in November 2015. It aims to facilitate increased impact and expanded country-level action on decent jobs for youth through multi-stakeholder partnerships, the dissemination of evidence-based policies and the scaling up of effective and innovative interventions.

The strategic elements of the Global Initiative are:

1. **Alliance:** A Strategic Multi-stakeholder Alliance will advocate, ensure policy convergence, stimulate innovative thinking and mobilize resource for more and better investments in youth employment. It will be comprised of governments, private sector, social partners, the UN System and other multilateral organizations, parliamentarians, youth representatives, foundations, and the academia.
2. **Action:** The Initiative will scale up evidence-based action at regional and country levels, ensuring ownership and coherence with national development priorities. With the commitment of governments, social partners, regional institutions and the leadership of UN Country Teams, the Initiative will engage a diverse set of national and local partners on a range of different themes from green jobs for youth to youth's transition to the formal economy and youth in fragile states.
3. **Knowledge:** A global Knowledge Facility will capture, analyse and widely share best practices and innovation, enhance capacity development and facilitate peer learning about what works to improve labour market outcomes for young women and men.
4. **Resources:** The Global Initiative will advocate for high level commitment of local and international actors to increase resources through present and future funding facilities to enable scaling up activities in support of decent jobs for young women and men in the most inclusive and transparent manner.

Website: www.decentjobsforyouth.org

Programme and Budget 2018-19, in particular Outcome 1: More and better jobs for inclusive growth and improved youth employment prospects: https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---program/documents/genericdocument/wcms_582294.pdf

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International
Labour
Office

Post number: 1806
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 “Apprenticeships for Decent Employment”

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:

Ashwani Aggarwal, Senior Specialist (Skills Development Systems) and Work Area Leader “Work-based Learning, Apprenticeships and Recognition of Prior Learning”, ,
aggarwal@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 does high-level comparative policy research, develop innovative policy guidelines, tools and practices, provide technical assistance to countries and develop the capacity of constituents (Governments, employers and workers organisation) in developing and implementing policies and programmes related to skills ecosystem, particularly work-based learning (WBL), quality apprenticeships and skills recognition. The aim of these policies is to address the contemporary challenges faced by the global community, such as youth and adult unemployment, decent work deficit, gender inequality, skills mismatch, portability and recognition of skills of migrants across countries and the adverse impact of fast changes in technology, climate changes and globalisation. He/she will directly contribute to developing innovative approaches and policies, designing and implementing projects, managing knowledge and adapting new technologies to the

above-mentioned work area. He/she will also assist in the process of International Labour Standards on Apprenticeships.

The JPO will report to the Senior Specialist (Skills Development Systems) who leads the Team of the Work Area. The incumbent will be expected to collaborate with other members of the Skills and Employability Branch as well as 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 development agencies, such as- UNESCO, OECD and the World Bank. The JPO will be expected to participate in missions, seminars, workshops and meetings on behalf of the supervisor or together with him.

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 position is located in the Skills and Employability Branch (SKILLS) within the Employment Policy Department (EMPLOYMENT). EMPLOYMENT is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development that are inclusive, gender-sensitive productive and sustainable.

The Skills and Employability Branch provides high-quality, timely, and integrated research, technical and policy advisory services on skills development in four key thematic areas: national skills policies and systems; work-based learning, apprenticeships and RPL; skills strategies for future labour markets; and skills for social inclusion. It supports field offices in the development and implementation of skills and employability development components of Decent Work Country Programmes (DWCP). Its mandate is to enable constituents to improve skills development so as to improve the employability of workers, the productivity of enterprises and the inclusiveness of economic growth.

In line with **the ILO Centenary Initiative on the 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.

A highly strategic and crucial work will be about developing International Labour Standards on Apprenticeships.

DUTIES AND RESPONSIBILITIES

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

- Assist in the process of the development of International Labour Standards on Apprenticeships.
 - Analyse trends, undertake needs assessments and high-level comparative cross-country policy analyses in the area of skills development, in particular, work-based learning (WBL), quality apprenticeships, recognition of prior learning (RPL) and youth employment, especially in the light of Sustainable Development Goals.
 - Develop innovative approaches, tools, global knowledge products and policy guidelines related to the work area to address the development challenges faced by global community, such as youth unemployment, decent work deficit, skills mismatch, portability and recognition of skills of migrants across countries and the adverse impact of fast changes in technology, climate changes and globalisation.
 - Provide technical assistance to countries and develop the capacity of constituents (Governments, employers and workers organisation) in developing and implementing policies and programmes related to the work area.
 - Undertake project design, implementation and monitoring including resource mobilisation.
 - Provide advice on building systems to sustain cooperation between public and private training systems, industrial sectors and other important stakeholders and on systems linking training provision to the needs of employers and emerging employment-creating industries and sectors.
 - Provide advice on how work-based learning, including quality apprenticeships, can meet the needs of workers and operators in rural areas and the informal economy, as well as the special needs of women, youth, persons with disabilities and migrant workers.
 - Contribute to collaborative interagency work (UN, OECD and EU agencies), 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.
 - 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.
 - 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 economics, or other social sciences, technical and vocational education and training, or human resources development

Work experience:

One- two years of experience in the field of skills development or apprenticeships or technical and vocational education and training or youth employment programmes. 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, spreadsheets 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 interdisciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation tools (such as PowerPoint, Prezi), 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 (French or Spanish) 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.



Post number: 1807
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 in Skills Development & Lifelong Learning*
Duty station: *Geneva, Switzerland*
Duration of the assignment: *12 months, renewable*
Grade: *P2*
Department/ Field Office: *Employment Policy Department*
Organisational unit: *Skills & Employability Branch*

SUPERVISION

Direct Supervision by:

Paul Comyn, Senior Skills and Employability Specialist comyn@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on appointment. Regular meetings between the JPO and the supervisor about progress will be scheduled every fortnight.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor. Work will be discussed with, and reviewed by, the supervisor at various stages before completion in order to verify the approach taken and expected results.

The JPO will accompany and assist the supervisor in meetings, seminars, workshops and missions as required and where opportunities arise. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

Governments, employers' associations and trade unions around the world are working to improve the employability of workers, move young people into productive and decent work, and increase the productivity of enterprises through better quality and relevant training. The Skills and Employability Branch conducts comparative research and provides policy guidelines and technical assistance to help constituents integrate skills development into national and sector development strategies.

The Branch's work focuses primarily on three areas: linking training to current labour market needs as well as anticipating and building competencies for the jobs of the future; building quality apprenticeship systems and incorporating core skills into training for young people; and expanding access to employment-related training in rural communities in order to improve livelihoods, reduce poverty, and equip women and men to work in the formal economy.

DUTIES AND RESPONSABILITIES

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

- *Compile research summaries and/or presentations on key issues related to lifelong learning including:
 - *policies and governance arrangements for lifelong learning*
 - *the use of financial and non-financial incentives for workers and enterprises to participate in skills development*
 - *the engagement of social partners in lifelong learning systems*
 - *curriculum and qualification design for lifelong learning**
 - *Contribute to the development of research projects, policy briefs and other resource materials related to lifelong learning*
 - *Contribute to the development and implementation of development cooperation projects related to lifelong learning*
 - *Organize events related to the topic as required*
 - *Perform others task that may be assigned by the supervisor.*
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in education, training, labour economics or equivalent in a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in education, training, labour economics or equivalent in a related field.

Work experience:

Minimum:

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

Desirable:

Work experience in lifelong learning systems and programs in an international organisation.

Skills required for the assignment:

Minimum:

Good standard of computer literacy, strong analytical and research skills, good communication skills, ability to work in a team

Desirable:

Good knowledge of issues and initiatives related to life-long learning, exposure to the work of international organisations in the field of education, training and life-long learning would be an advantage

Languages:

Minimum:

Good 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 lifelong learning, the JPO will develop knowledge and understanding of key policy issues and good practice exemplars. Through guidance of the supervisor and senior colleagues in the Skills and Employability Branch, the JPO will develop skills to manage research projects, organise events and prepare reports for publication. Through seminars, workshops and interaction with specialists in other areas of the ILO, the JPO will broaden their professional experience, personal contacts and establish links with key partner institutions.

Learning elements:

- *Become familiar with ILO's institutional and informal coordination mechanisms*
- *Become familiar with ILO's mandate in relation to skills and employability*
- *Develop knowledge and skills related to the policies and practices on skills and lifelong learning*
- *Interact with other specialists and researchers working on lifelong learning*
- *Get acquainted with the work of a multi-disciplinary and multi-cultural team*

BACKGROUND INFORMATION

More information on the work of the ILO Skills & Employability Branch can be found at <https://www.ilo.org/skills/areas/lang--en/index.htm>

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Post number: 1808
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 – Supply chains
Duty station: *Geneva, Switzerland*
Duration of the assignment: 12 months, renewable
Grade: P2
Department/ Field Office: *Enterprises Department*
Organisational unit: *Management Team*

SUPERVISION

Direct Supervision by:
Emmanuel Julien, Deputy-Director, julien@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on how to implement the Department strategy on supply chains and to liaise with the other involved departments or teams. This might include specific projects on the field that embody the strategy.

Regular meetings between the JPO and the supervisor about the JPO's duties will be scheduled every week.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for discussing progress, reviewing the content of the assignment, and considering new elements to be added in the strategy in order to meet the objectives. Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the adequacy between the work and the strategy.

The JPO will accompany, assist or replace the supervisor in internal meetings with relevant colleagues, and in seminars and workshops.
Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers

INTRODUCTION

The Enterprises department is one of the nine policy departments inside the Policy portfolio of the ILO. The Department comprises six units, SME, MULTI, COOP, Green Jobs, Social Finance and GEIP. The JPO will operate in the Enterprises Department, at the HQ. The Enterprises Department is responsible for implementing the outcome 4 of ILO P&B, on sustainable Enterprises, and also leads the Enterprises initiative, one of the seven Centenary Initiatives. The JPO will work with all six units of the Department to benefit from synergies and encapsulate the knowledge generated by above units on supply chains. The Enterprises department manages more than 70 country programme outcomes, a number of which includes supply chains issues and operations. The Department operates several global programmes in the field of enterprises development which are relevant for supply chains, notably the SCORE programme on working conditions and productivity in SMEs. The daily work of the Department also relies on field specialists in more than ten countries, with whom the JPO will be in contact as well. A communication strategy has been recently adopted, to which the JPO will be able to add a supply chains specific and visible dimension. In 2016, the ILO adopted a resolution on decent work in global supply chains followed by a plan of action and a roadmap. The JPO will contribute to the coordination of the Enterprises department contribution to this plan of action and to the roadmap.

DUTIES AND RESPONSABILITIES

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

- Help to build, update and maintain a knowledge base on supply chains inside the Enterprises department, with the assistance of the six units of the Department, and contributes to the implementation of the Enterprises Initiative
- Compile relevant research findings and business practices on supply chains, in liaison with universities and think tanks, to inform the work of the Department
- Specifically try to elaborate or suggests answers to challenges raised by ACTRAV and ACTEMP by collecting good practices coming from them
- Participate in the development and implementation of the ILO overall action plan on supply chain and of the Enterprises Department policy on the same issue
- Compile Enterprises fields specialists activities on supply chains and make suggestions on how to strengthen the coherence between those initiatives and the Department strategy
- Liaise with partners to support scaling up of supply chains initiatives and promote exchange of good practices with other teams in the ILO
- Collaborate with the coordinating team for supply chains located in the office of DDG/POL in order to develop and implement the contribution of the Enterprises Department and ensure a coordination between both. This includes, among others, the development of the knowledge repository on supply chains

- Prepare reports and proposals for monitoring the impact of current supply chain activities of the Department, with the view of a deepening engagement with the private sector, notably for possible projects on cobalt industry in Democratic Republic of Congo and other sectors such as, for instance, hotels or furniture industry, in close cooperation with SECTOR department so that it contributes to the overall coherence of ILO action in this areas of work.
- Organize necessary meetings and gather intelligence on the present and potential links between the SMEs and MNEs in the supply chains, focusing on working conditions and productivity, with the assistance of SCORE team
- Assist the Department in any work performed in supply chains at the HQ and in the field, or by other teams needing help to contribute to the overall action plan on global supply chain
- Perform others task that may be assigned by the supervisor.

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

- Conference on how to increase joint initiatives by SMEs and MNEs in the development and improvement of supply chains
- Report on measured impact of supply chain improvements in working conditions and productivity
- Collection of good practices and experiences from the six units of the Department, highlighting the work of the Department on global, regional, sectoral, or national supply chains
- Project related to productivity and working conditions improvement in cobalt industry in DRC in coordination with FUNDAMENTALS and other relevant departments
- Project in Asia to improve the links between more productive exporting (lead) firms and local suppliers (supporting industries) , enabling domestic firms to increase productivity' in strategic sectors

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in economy or development or a related field.

Desirable:

An advanced university degree / Master's in business development, economy or in social sciences

Work experience:

Minimum:

At least two years of experience in industrial production, development cooperation or economic research or a relevant area, at the national / international level

Desirable:

Work experience in supply chains organisation or management / in Africa or Asia regions/ in an international organisation devoted to development

Skills required for the assignment:

Minimum:

Excellent computer skills in MS Word, Excel and Powerpoint and strong analytical and research skills

Desirable:

Good knowledge of the informal economy and its challenges and of private sector challenges in general. Good skills in the use of quantitative and qualitative research methods. Exposure to NGOs and developing countries 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:

1. Good communication skills, both written and verbal, including a readiness to learn and ability to shape relevant information
2. Capacity to work on own initiative as well as cooperate as a team member including with teams outside the Department
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 management team and with six technical units, obtain training in order to develop technical expertise on supply chains and soft skills. Through guidance of the supervisor and senior colleagues get trained in managing complex issues and learning how to prioritise different expectations. Through seminars, workshops and interaction with specialists in supply chain management, get deeper knowledge of supply chains requirements and challenges and how to address them.

Learning elements:

- Become familiar with ILO's mandate and with the role and perspectives of the different constituents
- Become familiar with ILO's institutional and informal coordination mechanisms, in particular cross department work, development cooperation, resource mobilization and interaction with the field
- Interact with other teams and units working on supply chain and project management
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system and other potential partners of the ILO (IFIs and donor countries) on supply chain issues
- The JPO will gain in-depth knowledge of business environment importance for the development of value chains and will further develop training and communication skills

BACKGROUND INFORMATION

- Presentation of the activities of the Enterprises department on the ILO website: <https://www.ilo.org/empent/lang--en/index.htm>
- The work of the JPO will contribute to achieving results under ILO Policy Outcome 4 on Promoting Sustainable Enterprises, which appear under pages 42 to 45 of the P&B, see https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---program/documents/genericdocument/wcms_582294.pdf
- The JPO will also work within the framework of activities reported as the present Enterprises centenary Initiative which main pillar is supply chain as reported for instance in 2017: https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_545501.pdf
- The JPO will closely coordinate with the team in charge of implementing the plan of action on decent work in global supply chains adopted in 2016, see: https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_545340.pdf

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

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The ILO has a smoke-free environment.





Post number: 1809
Month of issue: April
Year: 2019

GENERAL INFORMATION:

Title: Junior Professional Officer (JPO) in Social Protection

Duty station: Dakar, Senegal

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Decent Work Technical Team for West Africa (DWT-Dakar)

Organisational unit: *na*

SUPERVISION

Direct Supervision by: Celine Peyron Bista, Social Protection Specialist, DWT-Dakar

Overall Supervision by: Director (DWT-Dakar)

INTRODUCTION

In Africa, despite notable progress in the extension of social protection coverage in certain countries, only 17.8 per cent of the population is covered by at least one cash social protection benefit; this percentage is below 10 per cent in many West African countries.

In West Africa, a minority of workers in formal employment is covered by social insurance schemes; self-employed and workers in the informal and rural economy being left with no or limited social protection. Social assistance programmes to reach out the vulnerable population are also developing with often the support of donors and development partners. However, results in terms of coverage are still limited and sustainability challenged by the lack of institutionalization and funding.

Aware of the necessity to invest in social protection for guaranteeing a fair and inclusive growth, West African countries have placed social protection and universal health care coverage at the core of their national and regional development strategies with a clear objective of accelerating its extension. Although political commitment is reaffirmed, West African countries face capacity, institutional and financial constraints that challenge the effective implementation of the national and regional social

protection and universal health care objectives. Such constraints are further aggravated by the fact that some of the Western African countries are classified as fragile States, due to their exposure to natural disasters, armed conflicts and social unrests among other issues.

Extending social protection is also one of the key priorities of the International Labour Organization (ILO) at a global level and in the Africa region. The ILO's Recommendation concerning National Floors of Social Protection, 2012 (No. 202) reaffirms social security as a human right and a social and economic necessity and provides guidance to Member States in building social protection floors within progressively comprehensive social security systems. In 2015, the ILO launched its Global Flagship Programme on Building Social Protection Floors for All (<https://www.social-protection.org/gimi/Flagship.action>) to accelerate the extension of social protection.

The ILO's Decent Work Technical Team for West Africa (DWT-Dakar) provides the countries of the sub-region with a wide range of expert support services related to labour issues, including strengthening of social protection strategies and systems. The countries covered by the DWT-Dakar are the fifteen Member States of the Economic Community of West Africa States (ECOWAS).

The position of Junior Programme Officer (JPO) is located in the ILO Decent Work Technical Team for West Africa, based in Dakar, Senegal (DWT-Dakar). The JPO will accompany and assist the Social Protection Specialist of the DWT-Dakar in conducting research, reviewing technical papers and policy briefs, organising missions, seminars meetings and advocacy events, following a time-bound work plan agreed between the JPO and supervisor. Performance of the JPO will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

DUTIES AND RESPONSABILITIES

Under the overall supervision of the Director of the DWT-Dakar and the technical supervision of the Social Protection Specialist, the incumbent is expected to be actively involved in ILO's activities to improve social protection strategies and systems in West Africa. The scope of the technical fields covers benefits such as pensions, disability, survivors, working injury insurance, maternity, sick leave, unemployment, child allowance and access to health care, through a combination of both social insurance and social assistance schemes and programmes. Part of the technical work is also advocating at national, regional and global levels for universal social protection and the achievement of the Sustainable Development Goals by 2030, as part of the Global Partnership for Universal Social Protection (<https://www.social-protection.org/gimi/NewYork.action?id=34>).

Specific duties include:

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

- Participate in the preparation of relevant terms of references, draft component of research, technical reports, concept notes, and policy briefs;
- Identify and document ILO's events and interventions, good practices, lessons learned and relevant experiences that may be shared with other countries at the regional or global level;

- Assist the organization and participate in local, national and regional meetings and workshops, tripartite seminars, training, and other social dialogue and capacity building activities;
- Identify possible source of development cooperation funding, support the drafting of concept notes and project documents, as well as other documents that may be requested for resource mobilization;
- Assist the preparation and participate in meetings of development partners and the United Nations System;
- Perform other duties as assigned by the supervisor.

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

- Celebrations of the ILO's centenary, in particular events related to the visibility of the ILO's role in promoting social protection for all;
- Coordination and animation of the social protection platform for Central and West Africa (development partners' group);
- National and sub-regional training activities, including TRANSFORM training;
- Compilation of the Social Security Inquiry and inputs to the World Social Protection Report;
- Implementation of development cooperation projects in the area of social protection in Cape Verde, Guinea Bissau and Senegal;
- Preparation of development cooperation proposals for strengthening social protection systems in fragile States of the sub-region.

QUALIFICATIONS AND EXPERIENCE

Education:

- At least a first university degree, desirable an advanced degree (Master or Post Graduate Diploma), in development economics or social sciences.

Work experience:

- At least two years of experience in working with social protection / social security issues at the national and/or international level.

Skills:

- Ability to write technical reports, information notes and summaries, design communication supports (e.g., brochures, presentations) and produce website contents;
- Proficiency in IT (WORD, POWERPOINT, EXCEL, etc.) and internet usage, including blogs, forums and wikis.

ILO competencies:

- Capacity to work independently, plan activities and resolve challenges;
- Ability to work in a team, share and listen to ideas;
- Good communication skills both written and verbal;
- Ability to work in multicultural and gender-sensitive environment.

Languages:

- Excellent command of French and English.
- Knowledge of Portuguese would be an asset.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The JPO will:

- Enhance his/her technical knowledge and analytical skills in the field of social protection as well as the design and implementation of social protection floors through research work and participation in national and regional meetings;
- Strengthen his/her knowledge management and communication techniques and methods, by supporting the planning and organization of activities and events; identifying, documenting and disseminating key experiences; supporting the planning and conduct of training sessions; by supporting campaigns, advocacy and visibility of ILO;
- Get to know the functioning of the ILO as well as the UN system;
- Develop his/her creativity and ability to work within a cross-disciplinary team in a multicultural environment by working in a multicultural team, being in contact with ILO constituents and partners.

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Post number:1810
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 – *Workers engagement in social protection*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

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

Organisational unit: *Programming, Partnerships and Knowledge-sharing Unit (SOC/PPKS)*

SUPERVISION

Direct Supervision by:

Karuna Pal, Head, Programming, Partnerships and Knowledge-sharing Unit, Social Protection Department (SOCPRO), pal@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

Social security is a human right and as a social and economic necessity. However, only At its 101st session (2012), the International Labour Conference adopted the Recommendation concerning National Floors of Social Protection, 2012 (No. 202) which calls on its Members to at least progressively ensure basic social security guarantees to all in need throughout the life-cycle and to gradually provide higher levels of protection in line with Convention No. 102 and other social security standards, to as many people as possible, reflecting economic and fiscal capacities of Members, and as soon as possible. It further states that the formulation of these national social security extension strategies should be based on national consultations through effective social dialogue and social participation. The Recommendation specifically calls on the tripartite participation of representative organizations of employers and workers in the development, the implementation and monitoring of national social protection floors and national social security strategies.

The ILO Social Protection Department (SOCPRO) contributes to the achievement of the ILO's mandate "to enhance the coverage and effectiveness of social protection for all" by supporting the creation of comprehensive social security systems including social protection floors, in line also with SDG 1.3 but also contributing to SDG 3.8, 5.4, 8.4 and 10.4. This includes support to the development of national social protection strategies, and support to the design, implementation and good governance of schemes. This support is provided through assessments of social protection systems and the provision of technical advice, as well as through training and capacity building of governments, social partners, and other stakeholders.

To increase ILO's support to the extension of social protection including floors, the ILO has launched a Global Flagship Programme on Building Social Protection Floors for All. This Programme is designed to contribute to countries' efforts to realize the Sustainable Development Goals, and particularly SDG 1.3 on "implementing nationally-appropriate social protection systems and measures for all, including social protection floors."

The Global Flagship Programme on Building Social Protection Floors develops its activities through partnerships with social partners, UN agencies, development partners, the private sector, academic institutions and civil society. In this context, the Social Protection, Freedom and Justice for Workers Network (herewith Workers Network) was initiated in 2017 by the ILO, the International Trade Union Confederation (ITUC) and in collaboration with members of the Global Coalition for Social Protection Floors. The Network aims to support workers' organizations in the promotion and defence of the right to social protection. It aims at building the capacities of workers' organizations to advocate for social protection, promote Convention 102; Recommendation No. 202 and other social security standards, contribute to the design and implementation of social protection floors, educate their members and a wider audience, and monitor that governments are accountable for the enforcement of social protection floors. Various countries are currently undertaking reforms of their social security systems and in particular their pension schemes. In many situations these reforms are being done to implement austerity measures and budget cuts in social protections schemes thus negatively impacting coverage and/or adequacy of benefits.

The Network also aims at facilitating the exchange of experiences and learning resources among participants via an online platform. In this framework, the Network will carry out case studies where workers have mobilized to support and monitor social protection programmes.

The Network serves the ILO Global Flagship Programme on Building Social Protection Floors for All by providing a platform for unions to contribute to the implementation 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 Programming, Partnerships and Knowledge-sharing Unit. The JPO will work under the supervision of the head of the Unit and the technical guidance of the Social Protection Officer.

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 Social Protection, Justice and Freedom for Workers Network, including the organization of annual meeting.
 - 2) Support efforts to strengthen the Network, including through the mobilization of unions and development of partnerships.
 - 3) Assist in the organisation and the coordination of the different activities and initiatives taken by the members of the Network.
 - 4) Mapping and documenting experiences of workers organizations to promote and defend the right to social protection or to support the design, implementation or monitoring of social protection.
 - 5) Contribute to the development of thematic briefs with technical and policy arguments to support workers organizations promote and defend the right to social protection based on international labour standards (C102, R202)
 - 6) Contribute to designing training modules for strengthening workers capacities to promote and defend the right to social protection and their involvement in social protection policy debates.
 - 7) Assist in mobilizing resources for development cooperation projects in the area, which includes development of project proposals, identifying and liaising with donors, backstopping development cooperation projects.
 - 8) Assist both internal and external communication efforts on the Social Protection, Justice and Freedom for Workers Network, including also the maintenance of the website, the designing of communication materials and animation of social networks.
 - 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 social science.

Work experience:

Minimum:

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

Desirable:

Work experience in a developing country in the field of social protection, or working with workers' organizations in the promotion, implementation or monitoring of social protection.

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 on the role of workers' organizations in social protection dialogue, implementation and monitoring.

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>

The Social Protection, Justice and Freedom for Workers Network webspace. Available at: <https://workers.social-protection.org>

ILO Social Protection Platform. <https://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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Post number: 1811
Month of issue: January
Year: 2019

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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 – *Communication and education 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: *Programming, Partnerships and Knowledge-sharing Unit (SOC/PPKS)*

SUPERVISION

Direct Supervision by:

Karuna Pal, Head, Programming, Partnerships and Knowledge-sharing Unit, Social Protection Department (SOCPRO), pal@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

Social security is a human right and as a social and economic necessity. At its 101st session (2012), the International Labour Conference adopted the Recommendation concerning National Floors of Social Protection, 2012 (No. 202) which calls on its Members to at least progressively ensure basic social security guarantees to all in need throughout the life-cycle and to gradually provide higher levels of protection in line with Convention No. 102 and other social security standards, to as many people as possible, reflecting economic and fiscal capacities of Members, and as soon as possible. It further states that when formulating and implementing these national social security extension strategies, countries should raise awareness about their social protection floors and their extension strategies and undertake information programmes, including through social dialogue.

The ILO Social Protection Department (SOCPRO) contributes to the achievement of the ILO's mandate "to enhance the coverage and effectiveness of social protection for all" by supporting the creation of comprehensive social security systems including social protection floors, in line also with SDG 1.3 but also contributing to SDG 3.8, 5.4, 8.4 and 10.4. This includes support to the development of national social protection strategies, and support to the design, implementation and good governance of schemes. This support is provided through assessments of social protection systems and the provision of technical advice, as well as through advocacy, awareness raising, training and capacity building of governments, social partners, and other stakeholders including citizens.

To increase ILO's support to the extension of social protection including floors, the ILO has launched a Global Flagship Programme on Building Social Protection Floors for All. This Programme is designed to contribute to countries' efforts to realize the Sustainable Development Goals, and particularly SDG 1.3 on "implementing nationally-appropriate social protection systems and measures for all, including social protection floors."

The Global Flagship Programme on Building Social Protection Floors for All is based on four pillars: country support, thematic support, knowledge development and partnerships. It produces good practices guides to support national and international partners in the design of strategies and the implementation of activities aiming to the extension of social protection to all. The designs and implements awareness raising and communication actions for policy-makers, practitioners, donors and beneficiaries and supports countries to design and implement social protection awareness raising and education programmes through the development of training tools.

The JPO will be located in the Social Protection Department and more specifically in the Programming, Partnerships and Knowledge-sharing Unit. The JPO will work under the supervision of the head of the Unit and the technical guidance of the Social Protection Officer dealing with communication.

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 mapping and documenting national and regional programmes on awareness raising, communication and education.
- 2) Contribute to the production of a good practices guide on awareness raising, communication and education on social protection and creating a culture on social protection.
- 3) Mapping and documenting experiences and contributing to the development of country briefs on social protection communication and education, and the creation of a culture on social protection.
- 4) Assist in the creation and animation of a network of actors involved in the design and implementation of national awareness raising and communication programmes.
- 5) Assist technically ILO constituents and ILO specialists in developing national strategies for national awareness raising, communication and education in social protection.
- 6) Assist in mobilizing resources for development cooperation projects in the area, which includes development of project proposals, identifying and liaising with donors, backstopping development cooperation projects.
- 7) Support both internal and external advocacy and communication activities of the Global Flagship Programme on Building Social Protection Floors for All, including the production of videos, the animation of social media networks, the design of communication material, the design and maintenance of websites, the designing of communication materials and animation of social networks, etc.
- 8) Support the drafting of press releases, blog posts, etc.
- 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 political sciences, sociology, development studies, communication science or social science.

Work experience:

Minimum:

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

Desirable:

Work experience in a developing country in the field of social protection, or in the development or implementation of communication and education activities.

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, the design, implementation, communication and education on social protection systems including 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>

ILO Social Protection Platform. <https://www.social-protection.org/gimi/Workers.action>

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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Post number: 1812
Month of issue: April
Year: 2019

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

GENERAL INFORMATION

Title: Junior Professional Officer on Transport and Maritime issues
Duty station: Geneva, Switzerland
Duration of the assignment: 12 months, renewable
Grade: P2
Department/ Field Office: Sectoral Policies Department (SECTOR)
Organisational unit: Transport and Maritime Unit (MARITRANS)

SUPERVISION

Direct supervision by:

Mr. Brandt Wagner, Head, Transport and Maritime Unit (MARITRANS), Sectoral Policies Department (SECTOR), wagner@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 department work plan concerning the future of work as well as decent work in global supply chains.

Regular meetings between the JPO and the supervisor will be scheduled every two months to discuss progress of work.

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

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 Sectoral Policies Department (SECTOR) is the ILO's platform for addressing all aspects of work in a wide range of sectors, from agriculture to electronics. Bringing together governments, employers and workers at the international, regional, country and company levels to address challenges and opportunities in specific sectors, the Department supports the ILO constituents in their work to advance decent work in specific supply chains such as agri-food, electronics, gold, natural stones and textiles.

In 2016, some 6,000 participants at the International Labour Conference witnessed the adoption of a Resolution on Decent Work in Global Supply Chains. The Governing Body of the ILO subsequently adopted a plan of action and roadmap on decent work in global supply chains, which underscores the importance of advancing and better coordinating the work of the ILO to promote decent work in specific sectors.

SECTOR plays an important role in implementing this roadmap. The Department works closely with employers' associations, trade unions and governments in specific sectors; with global union federations and business alliances; and with other international organizations or mechanisms such as the FAO, ICAO, IMO, OECD, UNECE, and UN OCEANS.

SECTOR's workplan also includes research, tripartite meetings and global dialogue forums, standards promotion, capacity building, partnerships and policy coherence. SECTOR also leads the ILO's work on decent work in the rural economy, and it contributes to the ILO's Centenary Initiative on the Future of Work so as to help shape a future that works for all in all sectors.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of the Transport and Maritime Unit, the JPO will perform the following duties and responsibilities:

- Compile, analyse and disseminate information on technical, economic and social developments in the transport and maritime sectors, with respect to ILO's strategic objectives and the Decent Work Agenda;
- Contribute towards the development and implementation of a "road map" for the promotion of ratification and implementation of key ILO, FAO and IMO instruments in the fishing sector, as well as to follow up on other requests of ILO fishing sector-related meeting, most recently the Tripartite Meeting on issues relating to Migrant Fishers held in September 2017;
- Contribute towards the development and implementation of a plan to increase the ILO's presence in the civil aviation sector, in particular with the ICAO, in accordance with the follow up of the 2013 Global Dialogue Forum in Civil Aviation;

- Assist in technical backstopping and conducting research to build knowledge on decent work challenges and opportunities for the road transport sector, railways, and urban transport services;
- Assist in technical backstopping, project implementation and monitoring of projects and programmes related to the promotion of decent work in the transport and maritime sectors;
- Assist in coordinating and tracking the progress of the work that is being undertaken by the members of the Transport and Maritime Unit and coordination mechanisms across the ILO related to work in the transport and maritime sectors.
- Assist and participate in facilitating knowledge sharing events such as national workshops, seminars and regional conferences;
- Perform other tasks that may be assigned by the supervisor and the director of the department;
- Prepare regular updates/briefing notes on the progress of work under the campaign to promote the Work in Fishing Convention, 2007 (No. 188);
- Assist in the preparation of communication material;
- Prepare presentations, briefs and other materials; and
- Perform other tasks that may be assigned by the supervisor or a designated staff member.

The JPO will support work in support of the Transport and Maritime Unit (MARITRANS). This unit covers both the maritime (shipping, fishing, ports and inland navigation) and the transport (civil aviation, railways and road transport) sectors. During the period of assignment, the JPO will contribute to the following key outputs:

- supporting the campaign to promote the Work in Fishing Convention, 2007 (No. 188) and to
- assist in the preparations for a Meeting of Experts on Road Transport Safety
- support the work to build a more inclusive and diverse transport workforce, including
 - the follow up work of the Tripartite Sectoral Meeting on the Recruitment and Retention of Seafarers and the Promotion of Opportunities for Women Seafarers (February 2019).
 - conducting research on women in the civil aviation sector

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree, Master's degree, Post Graduate Diploma or equivalent in economics, industrial relations, science, law or other relevant and related field.

Work experience:

Minimum: Relevant work experience of two to a maximum of four years either at national or international level.

Desirable: Work experience in maritime or transport sectors in a developing country and/or in an international organisation. An advanced university degree in a discipline relevant to the position such as but not limited to: economics, law, science.

Skills required for the assignment:

Minimum: Ability to carry out assignments in accordance with instructions and guidelines; ability to conceptualize, plan, coordinate and conduct straightforward research work; ability to draft discussion papers, reports; good computer skills; ability to effectively participate in multi-disciplinary teams; and ability to work with strict deadlines.

Desirable: Good knowledge of transport and maritime issues with respect the ILO Decent Work Agenda would be an asset.

Languages:

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

Desirable: Working 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. 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.
- 2. 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.
- 3. Quality orientation:** Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will have regular meetings with the supervisor, on the job training and participate in relevant department/team meetings, joint staff development initiatives,

and in training and knowledge sharing events on selected topics related to the transport and maritime sectors.

Through guidance of the supervisor and senior colleagues the JPO will get trained in preparing policy papers, concept notes and work plans, conducting policy-oriented research and implementation of projects.

Learning elements:

1. To become familiar with ILO's mandate and the institutional and informal coordination mechanisms;
 2. To interact with relevant national and international institutions working on transport and maritime issues with respect to the Decent Work agenda, including within and outside the UN system;
 3. To get acquainted with the work of a multi-disciplinary and multi-cultural team;
 4. To gain in-depth knowledge of decent work in the transport and maritime sectors; and
 5. To draft technical reports and materials for publication.
-

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.

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Post number: 1813
Month of issue: January
Year: 2019

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

GENERAL INFORMATION

Title: Junior Professional Officer, decent work in the rural economy

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Sectoral Policies Department (SECTOR)

Organisational unit: Forestry, Agriculture, Construction and Tourism (FACT)

SUPERVISION

Direct supervision by:

Ms Mariangels Fortuny, Head of Forestry, Agriculture, Construction and Tourism Unit, Sectoral Policies Department (SECTOR), fortuny@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 department work plan concerning decent work in the rural economy.

Regular meetings between the JPO and the supervisor will be scheduled every two months to discuss progress of work.

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

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 Sectoral Policies Department (SECTOR) is the ILO's platform for addressing all aspects of work in a wide range of sectors. Bringing together governments, employers and workers at the international, regional, country and company levels to address challenges and opportunities in specific sectors, the Department supports ILO constituents in advancing decent work in in specific supply chains such as agri-food, electronics, gold, natural stones and textiles.

The work of SECTOR encompasses the promotion of consensus-building on sector-specific policies through global and regional tripartite meetings, and the development and dissemination of knowledge and information relating to sectoral economic, social and employment trends. It also includes the promotion of the ratification and effective implementation of sectoral international labour standards, and the development of codes of practice and guidelines in a tripartite setting. In addition, SECTOR provides technical assistance for developing the capacity of tripartite constituents to implement sectoral policies and programmes at country level. The promotion of policy coherence on key sectoral issues is enhanced through strategic partnerships with other UN agencies, multilateral organizations and other international stakeholders.

SECTOR also leads the ILO's work on the promotion of decent work in the rural economy which is one of ILO's ten Policy Outcomes (Outcome 5). Outcome 5 aims at supporting ILO tripartite constituents to develop policies, strategies and programmes that increase productive employment opportunities and decent work in the rural economy. The department also contributes to the ILO's Centenary Initiative on the Future of Work with particular focus on the policy debate on the future of work in the rural economy.

The JPO will contribute to SECTOR's work to advance decent work in the rural economy and will also help coordinate SECTOR's contribution to discussions about the future of work in the rural economy at the ILO's Centennial Conference in June 2019.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head of the FACT Unit, the JPO will perform the following duties and responsibilities:

- Assist in undertaking research on employment and labour-related trends and developments in rural economy related sectors, including the analysis of data, statistics, normative frameworks and national policies.
- Contribute to the coordination of sub-regional meetings and capacity building events on decent work in the rural economy and preparation of related materials
- Contribute to the coordination of Outcome 5, the monitoring of Country Programme Outcomes and Global Products and reporting of results

- Organize meetings, knowledge-sharing events and webinars on decent work in the rural economy
- Prepare presentations, policy briefs and other materials on the promotion of decent work in the rural economy
- Undertake any other duties or responsibilities as requested by the Head of Unit, the Deputy Director or the Director SECTOR.

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

- Conduct research and draft policy documents on decent work in the rural economy
- Prepare of training materials for sub-regional workshops and capacity building events such as the rural development academy
- Prepare progress and monitoring reports on Outcome 5

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree, Master's degree, Post Graduate Diploma or equivalent in economics, industrial relations, social science, law or other relevant and related field.

Work experience:

Minimum: Relevant work experience of two to a maximum of four years either at national or international level.

Desirable: Work experience on agriculture or rural development in a think tank, academia or in an international organization would be an advantage.

Skills required for the assignment:

Minimum: Strong analytical and research skills in international development, social policy, economics, agriculture economics or other relevant fields; Good skills in the use of qualitative and quantitative research methods; Good computer skills.

Desirable: Good knowledge of the issues concerning decent work and development cooperation

Languages:

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

Desirable: Working knowledge of a second and/or 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. **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.

2. **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.

3. **Quality orientation:** Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through guidance of the supervisor and senior colleagues the JPO will get trained in preparing policy papers, concept notes and work plans, conducting policy-oriented research and implementation of projects.

Learning elements:

- Become familiar with the mandate and functions of ILO, its tripartite structure and governing organs (International Labour Conference and Governing Body);
 - Gain experience on the promotion of decent work in the rural economy
 - Gain experience on policy oriented research, including on the future of work in the rural economy;
 - Gain experience in consensus building through facilitation of dialogue and negotiations; and
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
-

BACKGROUND INFORMATION

The Sectoral Policies Department (<http://www.ilo.org/sector/lang--en/index.htm>) promotes decent work by addressing social and labour issues in 22 economic sectors, both at international and national levels

ILO Web site on decent work in the rural economy: <https://www.ilo.org/rural>

The portfolio of policy guidance on the promotion of decent work in the rural economy https://www.ilo.org/global/topics/economic-and-social-development/rural-development/WCMS_436223/lang--en/index.htm illustrate the ILO's holistic approach to promoting decent work in the rural economy and brings together the broad range of instruments and tools developed over the past years.

ILO Web site on the future of work: <https://www.ilo.org/global/topics/future-of-work/lang--en/index.htm>

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International
Labour
Office

Post number: 1815
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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 Just Transition to Inclusive Green Economies

Duty station: Port of Spain, Trinidad and Tobago

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Decent Work Team and Office for the Caribbean, ILO DWT/O-POS

Organisational unit: Green Jobs, Enterprises Department

SUPERVISION

Direct Supervision by:

Lars Johansen, Deputy Director, johansen@ilo.org

Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and the participation in regular meetings of the Decent Work Team – DWT (multidisciplinary team with 10 international staff plus local staff) in Port of Spain. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated.

The JPO will 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 DWT. The JPO will be guided by the supervisors to gain the skills and knowledge on applied research, project design and management, communication and fund raising.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers, including three formal and documented discussions per year.

INTRODUCTION

The ILO Decent Work Team and Office for the Caribbean services constituents (Government, Employers' and Workers' Organizations) in 13 member States and 9 non-metropolitan territories. This represents the English and Dutch speaking Caribbean. All countries fall under the status of "Small Island Development States - SIDS", which are recognised to receive dedicated international support to mitigate effects of climate change and the building of resilient societies. Although many are middle-income countries, their specific vulnerabilities and inequalities call for sustained technical assistance and support.

This professional position is meant to strengthen the analytical and capacity building role of the DWT/O-POS, particularly in the context of the implementation of the integrated 2030 Sustainable Development Agenda and 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 constituents strive to shape the transition to a green economy and a climate resilient Caribbean. This goes in line with the ILO Strategic Policy Framework and Programme and Budget, where environmental sustainability is introduced as a cross-cutting policy driver in its programme of work.

As a way of operationalizing the work on a just transition to a green economy, the DWT/O-POS was awarded an RBSA funded project covering St. Lucia, Dominica and Guyana.

The ILO has launched the Green Initiative, which is the principal vehicle to catalyze and expand on-going efforts across the Office to address climate change in the world of work and build a more ambitious agenda for the ILO towards its first Centenary (1919-2019). The Green Initiative will enable the implementation of the *Guidelines for a just transition to environmentally sustainable economies and societies for all*, adopted by the Governing Body in November 2015 as the guiding policy framework for action by ILO constituents and the Office. The tripartite expert meeting developing them was led by the Minister of Labour in Barbados. She is one of the leaders in this area in the Caribbean and globally.

The work to be undertaken with the constituents in the Caribbean will contribute to improved evidence-based knowledge on Green Jobs strategies and tools and the

implications of climate change for employment and equality, highlighting the quantitative and qualitative dimension of the impact on and role of enterprises, skills training and jobs in the transition to greener economies.

DUTIES AND RESPONSABILITIES

Working with the Supervisor and Decent Work Team, the JPO will have exposure to the operations of an international organization during a particularly dynamic period, both locally and globally, and the opportunity to perform or participate in a cross-section of related tasks.

Specifically, the JPO will:

- Contribute to build the Caribbean programme on a just transition to environmentally sustainable economies and societies in a strategic, coherent and coordinated way.
- Contribute to design and implementation of Green Jobs projects as components of Decent Work Country Programmes in the field of green economy promotion (e.g. the Partnership for Action on Green Economy) and green jobs in adaptation to climate and environmental change.
- Contribute to extending the ILO knowledge base on Green Jobs in the Caribbean through research carried out by the ILO directly and with external partners.
- Contribute to the publication of a series of Caribbean policy briefs on green jobs, for training and capacity building of constituents in the Caribbean, as well as internally.
- Participate in the coordination of the Green Jobs programme with other ILO units at Headquarters and in the region as well as in building partnerships with UN and other agencies.
- Contribute to the implementation of the ILO RBSA project: “Constituents have used ILO advice and methodologies for skills anticipation that is responsive to developments in the labour market”,
- Assist in organizing and participate in national and international seminars and conferences on green economy, climate change and work.
- Assist with the formulation of country specific and regional Green Jobs projects and the mobilization of resources.
- Contribute to communicating ILO positions and technical inputs through publications, via the internet and other media.

QUALIFICATIONS AND EXPERIENCE

Education:

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

Work experience:

Minimum:

At least two years of professional experience in the subject field at the national or international level.

Desirable:

Work experience in development cooperation.

Skills required for the assignment:

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. Good capacity in policy analysis, project development. Competence in project design, fund mobilization and know-how in implementation, monitoring and evaluation of programmes and projects would be desirable.

Languages:

Minimum: Excellent command of English, both verbal and written.

Desirable:

Good knowledge of a second working language of the ILO would be an asset. Preferably Spanish as there is substantial exchange with the Regional Office for Latin America and the Caribbean, Lima, Peru.

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 a regional and international team get trained to develop, build-up and manage new programmes.

- Through training seminars improve the knowledge on sustainable development issues including mitigation and adaptation with peculiar attention for its labour and social dimension.
- Through guidance of senior programming staff and colleagues get trained in the formulation, design, implementation, monitoring and evaluation of field projects.
- 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.
- 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.

BACKGROUND INFORMATION

The ILO Decent Work team and Office for the Caribbean provides advocacy, technical guidance, training and technical cooperation on policy and technical issues related to labour and employment, to the tripartite constituents. Technical support for the programmes and activities of the ILO DWT/O-POS is provided by its own team of specialists in the fields of:

- International Labour Standards and Labour Law
- Employment and Labour Market Information and Policy
- Sustainable Enterprise Development and Job Creation
- Skills and Employability
- Social Protection, Occupational Safety and Health, including HIV/AIDS
- Labour Administration and Social Dialogue
- Employers' Activities
- Workers' Activities

Website: <http://www.ilo.org/caribbean>

Also active on Facebook and social media.

The work programme of the ILO in the Caribbean is driven by Decent Work Country Programmes that are developed with constituents to reflect their commitments and results they want to see in a medium future. DWCP are linked to the countries' national development plans, which in turn link with international commitments. Of essence here is the 2030 Sustainable Development Agenda and Goals adopted by all countries. Specifically as SIDS, the UN General Assembly in November 2014 adopted the Resolution on SIDS Accelerated Modalities of Action (SAMOA) Pathway (A/RES/69/15). Paragraph 25 says "we consider the green economy in the context of sustainable development and poverty eradication as one of the important tools available for achieving sustainable development. We call upon the United Nations system, in collaboration with other stakeholders, to strengthen its coordination and support for small island developing States that want to pursue green economy policies." In addition, many elements of the Decent Work Agenda are reflected.

Most countries are pursuing policies/strategies in this regard and in several sectors. First and foremost in the energy sector as the majority of energy is produced from imported fossil fuel and substantial pledges of reduction in Green House Gas Emissions have been made in the context of the UNFCCC and CPO21. It is a sector to be targeted as transition towards renewable energy will be localized (solar, wind, geothermal, etc.) creating new local jobs, moving away from import dependency. A sustainable energy policy is also pursued by the Caribbean Community (CARICOM). Other sectors are water, transport, building/construction, tourism, agriculture/forestry and fisheries. Hence all these sectors are in transition. The countries therefore need accompanying and integrated labour and green jobs policies; looking at the skills needs and adaptation, the harnessing of new sustainable job opportunities, in particular for youth.

In 2017 both Barbados and Guyana became members of the Partnership for Action on Green Economy - PAGE. It is a collaboration between UNEP, ILO, UNIDO, UNITAR and UNDP (<http://www.un-page.org/>). The ILO will contribute with skills assessments and green jobs interventions. In particular the work on sustainable enterprises is of essence.

An important part of operationalizing this, will take place in 2019 and 20 through an RBSA funded project aimed to strengthen the capacity of countries to become more resilient (in line with R205) by ensuring that the principles embedded in the ILO "Guidelines for a just transition towards environmentally sustainable economies and societies for all" are fully adopted and implemented at national level. The project covers St. Lucia, Dominica and Guyana.

The ILO work in this area will also take place in the framework of the UN Multi-country Sustainable Development Framework in the Caribbean (MSDF 2017-2021). This is the current – and a first of its kind - regional UNDAF.

Internally the ILO strives to translate the spirit of the 2030 Sustainable Development Agenda and the Paris Climate Change Agreement into its programmes and operations

throughout. As the ILO Director-General phrased it: “The future work of the ILO will be distinguished from its past work above all by the need to integrate environmental sustainability into it.” This goes with the insight that work cannot exist without the environment, ecosystem services and natural resources. In turn, the overall goal of the Organization of “Social Justice” cannot be achieved without decent work.

This work programme and JPO position is of highest relevance in the Caribbean.

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

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Year: 2019

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICER (JPO)

Promoting Quality Apprenticeships and High-quality Vocational Teacher Training in Latin America and the Caribbean (LAC)

GENERAL INFORMATION:

Title:

Junior Professional Officer in Quality Apprenticeships and Vocational Teacher Training in LAC

Duty station: *Montevideo, Uruguay*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Inter-American Centre for Knowledge Development in Vocational Training – OIT/CINTERFOR*

Organisational unit: *Knowledge Management Unit*

SUPERVISION

Direct Supervision by:

Michael Axmann. Senior Specialist for Enterprise, Productivity and Vocational Training, axmann@ilo.org

The JPO will report to the Senior Specialist for Enterprise, Productivity and Vocational Training in ILO CINTERFOR. He/she will agree on a time-bound work plan with the supervisor at the beginning of the contract in which the products to be achieved, the activities to be carried out, as well as main outputs will be laid out.

The work contacts will be on a daily basis and team work will be a very important part of the work, not only with the supervisor, but also with the rest of the CINTERFOR team, in particular with the CINTERFOR specialist on new methodologies for vocational education and training. Furthermore, official meetings between the JPO and the supervisor about the progress in the work and the provision of guidelines will be scheduled at least twice a month.

The JPO will accompany and assist the supervisor in missions, seminars, meetings and workshops agreed upon in the work plan. Furthermore, he/she will carry out

independent applied research on topics related to quality apprenticeships and vocational teacher training for the region.

As necessary, the supervisor will provide guidance, detailed instructions and coaching. The performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

Since 1963, the Inter-American Centre for Knowledge Development in Vocational Training of the ILO (CINTERFOR) has been promoting vocational education and training (VET), sharing of knowledge and stimulating South-South cooperation.

CINTERFOR is a specialized centre and a think-tank of the ILO that does research, capacity building and coordinates a prestigious network of public and private training institutions devoted to strengthening labour competencies.

CINTERFOR support its network of more than 65 institutions from 28 countries in Latin America, the Caribbean, Portugal, Spain and in Africa, and collaborates actively in providing services and information to members and supporting the tri-partite clients of the ILO in Latin America and the Caribbean. These services are related to all questions of policy support, employability, working relations and productivity issues related to vocational education and training.

According to ILO, research in Latin American and the Caribbean, the unemployment rate in Latin America and the Caribbean reached 8.1 per cent in 2016, the highest level in a decade, amid an economic contraction.

This negative development also raised the youth unemployment rate to 18.3 per cent, the highest in a decade in Latin America and the Caribbean (LAC). The unemployment for young people is often 3 times higher than that of adults over age 25 and has far surpassed critical levels, for example in Argentina with 23.9 %, in Brazil with 27.1 %, in Costa Rica with 22.8 % and in Uruguay with 22.5 %.

Therefore, in a way, with different combinations and degrees of urgencies, the countries of Latin America and the Caribbean face a dual challenge. On the one hand, they need to design short-term responses to mitigate the negative social and labour impacts of high youth-unemployment rates and to return to more employment-led growth paths and on the other hand, they have to take actions to address the structural problems of low productivity, inefficient competitiveness and non-decent working conditions.

The proposed JPO contract should help ILO / CINTERFOR further develop its methodological and technological capabilities required to focus on the possibility of transforming the long-term perspectives of these challenges by focusing on the importance of quality apprenticeships and vocational teacher training for developing relevant work competencies for the future world of work in Latin America and the Caribbean.

DUTIES AND RESPONSABILITIES

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

- Familiarize her-/himself with key CINTERFOR publications on quality apprenticeships and high-quality vocational teacher training;
- Assist in the preparation of reports on quality apprenticeships and vocational teacher training;
- Assist in the organization of missions, seminars, meetings and workshops;
- Prepare and carry out national, regional and sectoral workshops on quality apprenticeships and vocational teacher training in LAC;
- Participate in field missions to countries requesting CINTERFOR's support in quality apprenticeship design and vocational teacher training;
- Carry out research and assist in mapping exercises on quality apprenticeships in vocational teacher training in selected countries;
- Assist in the management of CINTERFOR technical cooperation projects, such as with CAF in Panama and Uruguay, with COSUDE in Bolivia, and possibly with laDB in the Dominican Republic and with other donors funding future CINTERFOR projects on these topics;
- Collaborate in the design of new CINTERFOR documents, guides and tools on quality apprenticeships and vocational teacher training;
- Liaise with vocational training institutions to support the process of transfer of knowledge on quality apprenticeships and vocational teacher training;
- Perform other tasks that may be assigned by the supervisor or by the Director of CINTERFOR.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree (Master's or Post Graduate Diploma) in Economics, Social Sciences, Vocational Education and Training or a related field.

Work experience:

Minimum:

At least two years of practical work experience in education and training and/or applied research in education and training at the national or international level

Desirable:

Work experience in the area of youth employment and/or related areas in the field of employability and vocational training at international level. Experience in different modes of vocational education, such as apprenticeships, internships, industrial attachments and other forms of work-place learning.

Skills required for the assignment:

Minimum:

Good communication skills, both written and verbal, combined with strong analytical skills and applied research in the field of public policies and labour markets. Basic comparative knowledge of vocational training systems and policies.

Desirable:

Good skills in empirical research and knowledge of methods for the collection and analysis of data.

Languages:

Minimum:

Excellent command of English and good knowledge of Spanish

Desirable:

Working knowledge of a third language, such as Portuguese, would be an asset.

ILO competencies:

The JPO is expected to demonstrate and be guided by ILO competencies, such as:

1. Orientation to learning, knowledge sharing and to change
2. Capacity to work on own initiative as well as cooperate as a team member.
3. Ability to work in a multicultural environment, and sensitivity to diversity.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components

Through the daily work in CINTERFOR, the JPO will have the opportunity to bond and learn with a team of first level specialists in the field of vocational education and training. At least twice a month CINTERFOR carries out regular team meetings of all the technical specialists for the discussion of strategic issues in the field of key responses of requests made to CINTERFOR. The JPO will participate in these meetings. Moreover, under the guidance of the supervisor and with the help of all CINTERFOR colleagues, the JPO will gradually familiarize her-/himself with relevant CINTERFOR publications as well as gain knowledge of the member institutions of the network in 28 countries. Through seminars, workshops and interaction with CINTERFOR and with other ILO offices in the region, such as the Regional Office of the ILO in Lima and/or the different Decent Work Teams in Costa Rica, Trinidad and Tobago, Chile and Peru and with professional training institutions, the JPO will be able to develop an extensive and in-depth knowledge of the situation of vocational education and training in the countries of Latin America. If deemed necessary, the JPO may receive additional external training to develop skills necessary for her/his work.

Learning elements

In the first year, the JPO will

- Become familiar with ILO CINTERFOR's institutional and informal coordination mechanisms, particularly in processes linked to technical cooperation projects and activities in the field of vocational education and training;
- Become familiar with ILO's mandate and with the mission of the organization in the field of employment and vocational training;
- Interact with the specialists of CINTERFOR and other offices in the field, as well as counterparts in vocational training institutions, especially promoting quality apprenticeships and high-quality vocational teacher training in LAC;
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

In the possible second and consecutive year(s), the JPO will

- Gain an in-depth knowledge of vocational training systems and institutions in the Latin America and the Caribbean region, as well as comparative experience in this field in other regions;
- Carry out applied research for CINTERFOR on quality apprenticeships and vocational teacher training in yet to be selected countries in LAC (jointly with CINTERFOR colleagues and with the supervisor);
- Draft technical cooperation projects and reports to donors interested in supporting quality apprenticeships and vocational teacher training in LAC.

BACKGROUND INFORMATION

As mentioned before in the introduction, the Inter-American Centre for Knowledge Development in Vocational Training (CINTERFOR) is a specialized center of the ILO.

One of the main objectives CINTERFOR is looking for in the future, is to enhance its ability to develop and to shape products in the areas of quality apprenticeships and vocational teacher training that can be not only clearly identified as CINTERFOR approaches, but also be used in an array of CINTERFOR member countries in order to address some of the prevailing challenges in the region, such as the high youth unemployment rates.

If this work goes well in the next few years, it might easily lead to more requests to CINTERFOR in the future that might also pave the floor for the JPO to be employed further after the end of the contract.

CINTERFOR is located in Montevideo, Uruguay, and according to the World Bank Uruguay is middle high-income country, where the living conditions are some of the best in Latin America. Montevideo has about 1.7 million inhabitants and is one of the best-connected cities in Latin America.

For internal ILO reporting the so-called CPO (Country Product Outcome) CINTERFOR is charging its services to is the following: RLA 153 as it is described below:

RLA 153: Based on technical assistance, horizontal cooperation and knowledge management, promoted by ILO / CINTERFOR, vocational training institutions improve the quality, relevance, coverage and returns of the training offered.

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: 1817
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 ...*Social Protection Statistics and Financing*
Duty station: *Port of Spain, Trinidad and Tobago*
Duration of the assignment: 12 months, renewable
Grade: P2
Department/ Field Office: *Decent Work Team and Office for the Caribbean*
Organisational unit: *Decent Work Team and Office for the Caribbean*

SUPERVISION

Direct Supervision by:

Ariel Pino, Social Protection and OSH Specialist, pino@ilo.org

Content and methodology of supervision:

A time-bound 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 every two weeks.

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

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

INTRODUCTION

The Decent Work Team and Office for the Caribbean is based in Trinidad and Tobago and serves 13 member States and 9 non-metropolitan territories of the English- and Dutch-speaking Caribbean as follows:

Member States: Antigua and Barbuda; Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago

Non-metropolitan territories: Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Curacao, Montserrat, Sint Maarten, Turks and Caicos Islands. Utilizing the ILO's tripartite structure, the Office works in close collaboration with governments, employers' and workers' organizations to promote decent work for all through technical guidance and cooperation.

The Decent Work Team and Office for the Caribbean 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 analysis of the financial and statistical aspects of social protection schemes of the Caribbean 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 statistical, financial and actuarial analysis. The JPO will also assist in the maintenance of social protection databases and in the process of data collection and validation, more precisely in connection with SDGs.

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 perform the following duties and responsibilities:

- Compile data necessary for periodic update of ILO's databases, and statistical, financing and impact assessment of social protection schemes.
- Analyse data for assessments and research studies on financing of social protection schemes.
- Draft components of global, regional and country analyses for reports and publications on social security statistics, financing and its impacts, especially concerning social protection financing and poverty impacts.
- Assist in the data collection of measures of poverty and inequality
- 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..

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

- Publications on fiscal spaces and economic impacts of social protection
- Publication of social protection statistics, including those related to SDGs
- 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:

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:

Strong quantitative analytical and research skills in economy and public finance. Familiarity with quantitative tools or model on fiscal space.

Familiarity with Microsoft Excel, Visual Basic for Applications (VBA) and any statistical software (e.g. R, Stata, SPSS, Eviews, Mathematica).

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 Spanish and Dutch would be an asset.

ILO competencies:

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

- 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 elements:

- The incumbent will have the opportunity to learn ILO's 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
- 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, including social protection floors

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 ILO 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.

Fraud warning

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International
Labour
Office

Post number: 1818
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 on Gender Equality and Diversity in the Workplace

Duty station: Buenos Aires, Argentina

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Country Office for Argentina

Organisational unit: ILO Country Office for Argentina

SUPERVISION

Direct Supervision by:

Elva López Mourelo, Officer in Inclusive Labour Market Institutions

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor within the first month of the assignment, taking into account the needs of the Office in the area of gender equality and diversity, and the specific skills and experience of the JPO.

Weekly meetings will take place between the JPO and the supervisor to assess progress, discuss technical questions and design future initiatives on all work-items. The supervisor, however, will be available for any questions and clarifications on a daily basis (if not on mission or leave). In addition, the JPO will participate in all Office staff meetings which will be held every month.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor, in coordination with other areas and departments (for instance, Gender, Equality and Diversity Branch (GED), and Fundamental Principles and Rights at Work Branch (FUNDAMENTALS)), for the implementation of each of the specific activities

included in the JPO's work plan, particularly in technical areas that may be new to the JPO.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the quality of his/her assignments and to provide advice on further development of technical skills and knowledge required for his/her career development.

The JPO will accompany and assist the supervisor in technical meetings with the counterparts, seminars, workshops and conferences, as well as in selected 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 in the ILO Country Office for Argentina, Buenos Aires (CO-Buenos Aires). CO-Buenos Aires provides high-quality, timely and integrated technical support and policy advice to national partners in the design, implementation and monitoring of initiatives aimed at advancing the Decent Work Agenda in Argentina. The ILO partners concerned are the Ministry of Production and Labour, employers' and workers' organizations, and other government agencies to which the Office provides technical assistance, such as statistics offices, academic institutions and social dialogue bodies at various levels of government. The United Nations specialized agencies will also be major interlocutors.

CO-Buenos Aires and, particularly the area on Inclusive Labour Markets, focuses on issues related to equal opportunities and treatment for all women and men in the world of work, and eliminating discrimination based on gender, race, ethnicity, indigenous identity and disability. The Office provides policy advice, tools, guidance and technical assistance to constituents with respect to promoting more inclusive workplaces, and ensuring that policies, programmes and institutions are gender-responsive.

It is an exciting time where a JPO can contribute to new projects in the areas of gender equality and diversity. For instance, CO-Buenos Aires is leading several activities of the Spotlight initiative in Argentina, a European Union funded initiative that aims to reduce violence against women by developing gender equitable norms, attitudes and behaviours and promoting the availability, quality and accessibility of prevention and assistance services. Moreover, CO-Buenos Aires also assists the ILO Bureau for Employers' Activities (ACT/EMP) team in the Latin America and the Caribbean in implementing the Argentinean component of the project "Win-Win: Gender equality means good business", which aims to enhance the commitment of enterprises to gender equality and women's empowerment by strengthening their capacities to implement these commitments.

Based on a profound qualitative and quantitative analysis of relevant information and data, the JPO will assist in developing research and knowledge on promoting gender equality and eliminating discrimination; carrying out impact analyses of policies aimed at combating any distinction, exclusion or preference made on the basis of race, sex,

ethnicity, indigenous identity, social origin and disability (among others); and preparing policy guidance and capacity-building material on these issues. In addition, the JPO will contribute to ongoing activities in the area of inclusive labour markets (including informal employment, working conditions of vulnerable workers (persons with disabilities, LGBTI, indigenous people), gender equality and care, gender responsive labour statistics, labour migration and social protection) and cooperate closely with other CO-Buenos Aires's areas of work, as well as with other UN agencies operating in the country.

The position will report to the CO-Buenos Aires Director and receive technical guidance from the Officer in Inclusive Labour Market Institutions in Argentina.

DUTIES AND RESPONSABILITIES

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

- Undertake research and analyse information for advocacy activities, project development, reports and publications on issues related to gender equality and diversity in the workplace.
- Compile and analyse relevant quantitative and qualitative information necessary for the assessment of policies aimed at promoting gender equality and eliminating discrimination.
- Assist in developing and in rolling out training and capacity building materials and guidelines on issues related to gender equality and diversity in the workplace.
- Participate and assist in ongoing technical activities to support national partners' actions on promoting gender equality and diversity in the workplace.
- Collaboration with other UN entities and UN Country Teams in the areas of gender equality and diversity.
- Assist in mainstreaming gender equality and diversity in key ILO initiatives at the country level.
- Contribute to designing, backstopping and implementing actions of CO-Buenos Aires technical cooperation projects on gender equality.
- Participate in fund-raising activities related to diversity and gender equality issues at work.
- Draft related components of reports and publications.
- Assist in planning and conducting technical meetings, seminars and workshops.
- Prepare presentations, briefs and other materials
- Perform others task that may be assigned by the supervisor.

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

- Inter-disciplinary work carried out by CO-Buenos Aires on gender equality and diversity in the workplace, inclusive labour market institutions, occupational segregation and working conditions of vulnerable workers (persons with disabilities, LGBTI, indigenous people).
- CO-Buenos Aires technical cooperation projects on gender equality, such as the Spotlight initiative and the Win-Win project.

- The VI Tripartite Seminar on Informal Economy with a special focus on women in the informal economy.
 - The ILO technical support to the Equal Opportunities Tripartite Committee in Argentina.
 - The ILO contribution to national initiatives and campaigns on diversity and gender equality issues.
 - The ILO Women at Work Centenary Initiative
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in economics, social sciences, gender studies, international relations, human rights, development studies or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in the same areas of expertise.

Work experience:

Minimum:

At least two years of relevant work experience at 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.
- Knowledge of quantitative research methods.
- Excellent communication skills.
- Ability to write clearly and effectively for a policy audience.
- Ability to work as part of a team.
- Ability to work under pressure and to meet deadlines.

Desirable:

- Knowledge of statistical software programmes (STATA).
- Knowledge of qualitative research methods.

Languages:

Minimum:

Excellent command of Spanish and good knowledge of English.

Desirable:

Good 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. 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:

Though the work at CO-Buenos Aires, the JPO will develop knowledge of challenges and opportunities to promote gender equality and diversity in the workplace in Argentina, and improve his/her skills in the analysis of policies aimed at combating discrimination; as well as expand his/her knowledge on other ILO technical areas.

Through the guidance of the supervisor and specialists at CO-Buenos Aires, Regional Office for Latin American and the Caribbean and headquarters, the JPO will get trained in the role of the ILO country office for Argentina in promoting the ILO's mandate, and how to coordinate with the larger UN system.

Through seminars, workshops and interactions with experts in technical areas, the JPO will learn how the ILO provides support to its constituents.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms.
 - Become familiar with ILO's mandate, specifically with the mandate to promote gender equality, end discrimination and the Fundamental Principles and Rights at Work.
 - Interact with ILO's constituents, various national and provincial Ministries, employers, workers, academia, NGOs, the UN agencies and ILO headquarters departments working on gender equality, diversity and non-discrimination.
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- Get acquainted with the work of a multi-disciplinary and multi-cultural team, as the issues of gender equality and diversity are mainstream, touching issues such as informal employment, job creation, enterprise development, skills, etc.
 - Become familiar with the functioning of the UN system through the participation in UN wide activities (UNCT, MECNUD, Agenda 2030)
 - Develop further skills in project management and research, policy advise, communication and media management.
 - Learn how to improve writing and communication skills.
 - Good opportunity to enhance professional capacities on different levels.
-

BACKGROUND INFORMATION

One of the priorities of the ILO Buenos Aires is on for promoting equality and respect for diversity in the world of work due to an increasing demand on these issues by our constituents, the national Government, provincial governments, employers and workers. Without additional staff, ILO Buenos Aires cannot respond to current national requests on the issue.

Promoting gender equality and diversity in the workplace and combating discrimination is an essential part of promoting decent work, and success on this front is felt well beyond the workplace. Issues linked to gender equality and diversity are present throughout the ILO's sphere of work and are reflected in the ILO's Strategic Plan for 2018-2021 as well as in the P&B for 2018-2019. At the multilateral level, gender equality and diversity are an integral part of the global 2030 Agenda for Sustainable development as it is reflected in its Sustainable Development Goals (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
Junior Professional Officer (JPO)**

Post number: 1819

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: Lima (Peru)

Duration of the assignment: Two years

Sector or Field Office: Decent Work Team and Country Office for the Andean Countries (Bolivia, Colombia, Ecuador, Peru y Venezuela)

Organisational unit: Decent Work Team and Country Office for the Andean Countries (Bolivia, Colombia, Ecuador, Peru y Venezuela)

SUPERVISION

Direct Supervision by: Enterprise specialist, *Decent Work Team and Country Office for the Andean Countries (DWT/CO Lima)*

Overall Supervision by: *Director, Decent Work Team and Country Office for the Andean Countries*

Content and methodology of supervision:

The JPO will work under the overall guidance of Enterprise specialist, DWT/Lima and support the Programme Manager of the Responsible Business Conduct in Latin America project, in the activities related to the Andean region. 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 DWT/CO Lima Office as well as with members of the Regional Office for Latin America and the Caribbean, and ILO Country Offices in the countries covered by the project on topics directly relevant to the project Responsible Business Conduct in Latin America project

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 Responsible Business Conduct in Latin America project, with a focus on Ecuador, Peru and Colombia.

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 Business Conduct in Latin America" project jointly implemented by the ILO, OECD and OHCHR and financed by the EU aims to promote sustainable and inclusive growth in the EU and Latin America by supporting responsible business conduct practices in line with international instruments such as the ILO's MNE Declaration. The nine target countries of the project are Argentina, Brazil, Colombia, Chile, Costa Rica, Ecuador, Mexico, Panama, and Peru.

To achieve this objective in the nine target countries, the project has three main components, as follows: (1) supporting Latin American governments and other key actors for the development and/or implementation of National Action Plans (NAPs) on Business and Human Rights/RBC; (2) enhancing stakeholders' capacity skills (mainly enterprises) to understand and implement due diligence processes; (3) facilitating the sharing of experiences and lessons learned and development of joint initiatives that promote RBC practices.

Three categories of activities will be carried out under each of the three components: (i) research and analysis, (ii) awareness raising and policy advocacy, and (iii) peer learning and capacity building on international standards and approaches in relation to RBC. Some of the activities will be national in scope while others will be implemented at a regional level. Research and good practices conducted under the project will be disseminated among public authorities, businesses, employers' organizations, workers' organizations and other relevant stakeholders, including NGOs, grassroots organizations and indigenous communities.

This project is in line with the European Union's (EU) policy framework on CSR and its commitment to promote human rights, decent work and sustainable development, as set out, *inter alia*: 1) in the European Commission's trade policy strategy of 2015 "Trade for All"; 2) the EU renewed strategy 2011-14 for Corporate Social Responsibility;¹ 3) the EU Council Conclusions on Responsible Global Value Chains (GVC),² adopted in May

¹ http://trade.ec.europa.eu/doclib/docs/2015/october/tradoc_153846.pdf

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52011DC0681>

² <http://www.consilium.europa.eu/en/press/press-releases/2016/05/12-conclusions-on-responsible-global-value-chains/>

2016, and 4) 2016 EU Council conclusions on business and human rights³, stressing the importance of responsible business conduct in stimulating sustainable development. The EU Council notably underlined the importance of engaging with the private sector on these matters. In addition, the EU and the Community of Latin American and Caribbean States (CELAC) recently committed to jointly promote “Investments and entrepreneurship for sustainable development” in the latest EU-CELAC Action Plan (notably chapter 8 on Investments and entrepreneurship for sustainable development).

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. ILO’s framework to engage in this project is 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. Synergies will be sought with related streams of work carried out by ILO offices in the region.

DUTIES AND RESPONSABILITIES

Purpose:

This JPO position will provide technical support and expertise to the implementation of actions in Peru, Ecuador and Colombia in the framework of the project Responsible Business Conduct in Latin America. The actions will relate to research, awareness raising and advocacy, technical assistance and M&E and will be carried out in close collaboration with the programme manager of the project and in coordination with the MULTI Unit (HQ).

The JPO will carry out the following tasks:

- Undertake research and analysis on responsible business conduct and CSR issues to support the Responsible Business Conduct in Latin America;
- Act as focal point for activities undertaken by the project in Colombia and Peru, providing technical advice and support to the Programme Manager of the project and in close coordination with the Director of the DWT/CO and relevant specialists.
- Assist in preparation of policy briefs, fact sheets and programme documents in the responsible business/CSR field;

³https://ec.europa.eu/antitrafficking/sites/antitrafficking/files/council_conclusions_on_business_and_human_rights_foreign_affairs_council.pdf

- Keep a permanent dialogue with relevant stakeholders of the Responsible Business Conduct in Latin America project in Colombia and Peru, as well as with 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 regards to the monitoring and evaluation framework used by the project;
- Provide technical inputs in the establishment of linkages between the Responsible Business Conduct in Latin America project and the Agenda 2030 (SDGs) in the target countries.
- 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. 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 and Spanish.

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 dialogue platforms and 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 Junior Professional Officer (JPO)

Post number: 1820

Date of issue: January 2019

JOB DESCRIPTION

GENERAL INFORMATION:

Title of the posting: JPO on Development Cooperation and Resource Mobilisation
Duty station: DWT/CO - San José, Costa Rica
Duration of the assignment: 12 months, renewable
Sector or Field Office: ILO-San Jose Office
Organisational unit: San Jose
PA/SR Initiator:

SUPERVISION

Direct and Overall Supervision by: Mrs. Carmen Moreno, Director, DWT/CO San Jose

Content and methodology of supervision:

The JPO will work under the supervision of the Director of the ILO DWT/CO Office in San Jose in close collaboration with the Programme Regional and local Unit, PARDEV and other HQ departments.

S/he will receive induction training and individualized coaching on the technical areas covered by the ILO, participate in workshops and/or missions organized by the Office.

Through one-to-one and group-coaching s/he will become familiar with the ILO TC portfolio in the region, Decent Work Country Programme and UNCT work.

INTRODUCTION

The International Labour Organization (ILO) is a UN specialized agency which seeks the promotion of social justice and internationally recognized human and labour rights through its Decent Work Agenda. The ILO formulates international labour standards in the form of Conventions and Recommendations setting minimum standards of basic labour rights: freedom of association, the right to organize, collective bargaining, abolition of forced labour, equality of opportunity and treatment, and other standards regulating conditions across the

entire spectrum of work related issues. The ILO provides technical assistance primarily in the fields of vocational training and vocational rehabilitation; employment policy; labour administration; labour law and industrial relations; working conditions; management development; cooperatives; social security; labour statistics and occupational safety and health. It promotes the development of independent employers' and workers' organizations and provides training and advisory services to those organizations. 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 DWT/CO Office in San Jose brings together governments, employers and workers in Central America, Haiti, Panama and Dominican Republic to advance efforts to promote decent work throughout the region and the world. The ILO Offices are 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 collaborates, in addition to its tripartite constituencies (governments, employers' and workers' organizations), with different development partners, including various UN agencies, bilateral donors at central and local levels, multilateral organizations, private sector institutions and foundations, universities, research and knowledge centres, and civil society organizations. The Office plan to recruit a Development Cooperation and Resource Mobilisation JPO for the DWT/CO. The position is located in the ILO San Jose Office.

S/He will work with the Office Programme Unit and in collaboration with the other units and the DWT, in collaboration with the Programme Regional Unit in Lima, the Partnership and Field Support Department (PARDEV) and other HQ departments that ensures the overall management of ILO's development cooperation programme, as well as partnerships with a broad range of organizations and institutions.

DUTIES AND RESPONSIBILITIES

The JPO will carry out the following tasks:

Under the direct supervision of the Director of the ILO DWT/CO San Jose Office, the JPO will assist in the development of a resources mobilisation strategy, implementation of the strategy and follow-up of current and future projects for countries under DWT/CO- San Jose Office.

More specifically, the assignment will revolve around the following tasks:

1. Contribute to the development, review and implementation of a Resource Mobilisation Strategy;
2. 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;

3. Support the development and appraisal of project and programme proposals developed by the DWT/CO Office in collaboration with other units in the Regional Office in Lima and HQ in Geneva.
4. Research and analyse donor call for funding applications including expressions of interest and requests for proposals;
5. Provide technical support and advice on grant proposal development to the program team members;
6. Develop innovative approaches and develop a strategy to mobilize non-financial resources locally and internationally;
7. Support the negotiation and signing of new funding agreements;
8. Assist and participate in the programming and preparation of meetings, training activities and workshops on matters related to technical cooperation.
9. Carry out any other job-related duties as may be required by the Director of the Office

QUALIFICATIONS AND EXPERIENCE

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

Education: University degree in one of the following areas: economics, international relations, business management, political sciences, sociology, or development studies.

Experience: Experience of the development work of the United Nations, Ministries of development, international development institutions including the European Union. Experience in donor relations and network

Skills: Good communication and networking skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

Languages: Proficiency and ability to communicate and draft concisely in Spanish and English.

Competencies:

Integrity and transparency:

Upholds social, ethical and ILO norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest and trustworthy; acts without consideration of personal gain.

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.

Takes responsibility for performance: Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance.

JOB DESCRIPTION

GENERAL INFORMATION

Title of the posting: Junior Professional Officer (JPO) for Programming of Decent Work Country Programmes and development cooperation

Sector: PROGRAM

Location: ILO Regional Office for Arab States (ROAS), Beirut (Lebanon)

Duration of assignment: Two Years

Starting date: As soon as possible

General supervisor: Chief, Regional Programming Unit (RPU)

INTRODUCTION

The overall goal of the International Labour Organization (ILO) is decent work for women and men throughout the world. Decent work is central to global efforts to reduce poverty, and is a means for achieving equitable, inclusive and sustainable development goals. For this reason Decent Work Country Programmes (DWCPs) are the main instruments for ILO cooperation with member states and they constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in partnership with ILO constituents (governments, employers' and workers' organizations) at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through time bound and efficient programmes built upon the integrated strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives. ILO's development cooperation projects/programmes provide the means to implement the DWCPs. The Arab States region has a large number of development cooperation projects/programmes, mainly in response to the Syrian refugee crisis. In support of the implementation of DWCPs in, the ILO is also mobilizing resources in other priority areas beyond refugee crisis response.

The position is located in the ILO Regional Office for Arab States (ROAS) in Beirut. The ROAS 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 Arab States.

The JPO's overall task is to assist in providing technical advisory and programming services for Decent Work Country Programmes (DWCPs) and Outcome Based Work Plans (OBWs). In this context, (s)he will be responsible for providing coordination and management support, as well as providing programmatic assistance for developing, implementing, monitoring and reporting on DWCPs and development cooperation projects in the region. Through this assignment, the JPO will develop expertise in project design, implementation, monitoring and evaluation of the various elements of DWCPs. This also includes RBM related training materials and knowledge sharing

¹ The ILO AE Unit will assign the post number.

² Please indicate month and year.

tools. The JPO will also provide other inputs as needed in the day-to-day functioning of the Regional Programming Unit (RPU).

The JPO will provide support, coordinate and prepare relevant tools and guidance for the Offices in the region to facilitate their engagement with UNCTs in the mainstreaming of decent work in country UNDAFs, implementation of SDGs and in the strategic coordination of employment and decent work related programmes and activities within the UN system.

The JPO will be based at the ILO Regional Office for Arab States (ROAS) as a member of the Regional Programming Unit (RPU). (S)he will work under the overall supervision of the Deputy Regional Director (DRD) and under the direct supervision of the Chief of the Regional Programming Unit. The JPO will receive technical guidance from the RPU.

SUPERVISION

Content and methodology of the supervision³:

The JPO will be part of the RPU under the guidance of the Chief of the Unit, and work closely with Programme Officers in the Unit. Terms of Reference and a work plan will be developed as a method of concretizing tasks and assessing development. The methodology consists of on-the-job training, joint missions (where necessary) and guidance through regular follow-up meetings and discussions on work plan progress. The JPO will also work in close coordination with other units of the ILO as may be required.

DUTIES AND RESPONSIBILITIES

- Support the development of DWCPs, which comply with the regional and global quality standards; ensuring sound theory of changes are applied to the DWCPs
 - Provide secretarial support for the Regional Quality Assurance Mechanism (QAM). In this regard, will review draft DWCPs submitted to the ROAS for quality assessment, thereafter forward to the QAM, review and consolidate all comments received before transmitting to concerned offices;
 - Support offices to better align DWCPs in UN Development Assistance Frameworks and national development frameworks, including Sustainable development strategy;
 - Support Outcome Based Work Plans (OBWs) reviews process in the region; this include reviewing and analysing CPOs, preparing reports and other relevant information for the Offices in the region as well as OCTs
 - Prepare analytical reports on the development, implementation and monitoring of DWCPs as well as provide technical inputs for regional, country or related sectoral analyses, ILO reports and publications;
 - Identify and document good practices in the development, implementation and monitoring of DWCPs as well as those related to promoting decent work in UNDAFs and other UN Reform initiatives;
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- Compile and prepare relevant RBM related training materials and knowledge sharing tools in support to Country Offices;
 - Provide programming and management support for ILO DC projects/programmes to ensure their full and timely delivery;
 - Monitor project/programme progress by reviewing, verifying and analysing the workplans, periodic reports, budget sheets, and other relevant data and make recommendations for any remedial or preemptive action as required;
 - Contribute to the preparation and drafting of programme implementation reports, DC project implementation reports and other reports of planning and monitoring on the basis of contributions from ILO DC projects/programmes;
 - Contribute to setting up and improving system or mechanism to facilitate inter-project collaboration and knowledge/records management.
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QUALIFICATION AND EXPERIENCE

- Qualifications⁴: Completed Masters Degree in one of the social sciences.
- Experience⁵: (1-2 years of) relevant working experience desirable; experience in Arab States region and/or in field related to the ILO's mandate is an asset.
- Languages: Proficiency and ability to draft quickly and clearly in English. Competency in Arabic is an advantage.
- Skills: Excellent computer skills, including the use of Internet, and ability to learn quickly. Multi-skilling is essential for effectiveness. Self-driven initiative and independence to carry out assignments, as well as the ability to work well and effectively in a multi-cultural environment and towards short deadlines is necessary. Incumbent is expected to contribute towards good interpersonal relationships, have ability and willingness to be creative and innovative and to be a good team-player. Very good written and spoken English as well as good communication skills is a prerequisite.
- Competencies required⁶:
- Good coordination and networking skills
 - Good interpersonal skills and ability to work in a team;
 - Result-oriented; ability to work independently with a minimum of supervision and meet deadlines;
 - Excellent communication skills, both written and verbal, in English;
 - Proficient in basic computer software (Microsoft Word, PowerPoint, Excel);
 - Knowledge of Arab States and the ILO's Decent Work Agenda would be an advantage.

⁴ Describe clearly and accurately the required educational background.

⁵ Indicate if it is required or desirable.

⁶ Indicate the 3 most relevant competencies required to properly carry out the duties and responsibilities within the context of the posting.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components⁷:

Within the job, the JPO will gain exposure to:

1. The development of RBM materials and training sessions;
2. The development and implementation of DWCPs;
3. The integration of DWCPs in UN Development Assistance Frameworks, national policies, instruments and systems in the countries covered;
4. Current debate on Decent Work, UN Reform and employment issues in the countries covered;
5. Identification of potential areas for joint UN collaboration in various sectors within the Decent Work Programmes in countries covered;
6. Working with Programming and Technical Specialists and with ILO constituents on promoting decent work within the national frameworks of UN Reform;
7. Project cycle management, theory and practice;
8. Working in an international and multicultural team.

Learning elements⁸:

1. Understanding and knowledge of the mainstreaming of ILO's work through DWCPs as well as the relevant linkages of DWCPs with UN Reform, joint UN initiatives and national policy frameworks for development;
2. Knowledge of ILO's experience in the world of work concerning decent work employment promotion issues;
3. Discerning good practices for implementing ILO decent work outcomes within UNDAFs, UN Reform initiatives and national policy frameworks;
4. Coordination and implementation of recourse mobilisation for DWCPs;
5. Design, implementation and monitoring of technical cooperation project aimed at responding to DWCP priorities in the countries covered;
6. Ability to communicate and work effectively in an international and multicultural team.

BACKGROUND INFORMATION (general information about the structure of the local ILO organization (organogram), general outlines about the programme/project, outline about planned developments concerning the programme/project, information about living conditions is appreciated)

The ILO Regional Office for Arab States has overall responsibility for ILO projects, programmes and activities in 11 countries and one Territory in the Arab States region. The Office works with key regional institutions like the United Nations Economic and social Commission for Western Asia (ESCWA), the Arab Labour Organization (ALO) and the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) etc. It administers a portfolio of considerable importance and complexity with a significant volume of a wide range of technical cooperation programmes, as well as facilitates the development and implementation of Decent Work Country programmes in all countries.

⁷ Training components should indicate through which activities learning would be structured.

⁸ The learning elements indicate what the incumbent will learn during the assignment defined in measurable results and specified per year.



International
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Post number: 1823
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 *Strengthening Social and Solidarity Economy in Asia*

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 ILO mission of creating decent work for all through the promotion of sustainable enterprises of all types and sizes.

Cooperative enterprises exist in all sectors of the economy. 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. They are acknowledged in the ILO's Recommendation 193 on Promotion of Cooperatives (2002). They are also mentioned in the 2030 Agenda for Sustainable Development as a means of implementation along with other private sector actors.

In the light of recent global economic and political changes, a wider concept of "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 communities they serve, through the pursuit of specific social and environmental objectives and by fostering solidarity.

The ILO views cooperatives and other SSE enterprises (SSEs) as important in improving the living and working conditions of women and men globally as well as making essential infrastructure and services available especially in areas not adequately serviced by the state and conventional markets.

There is a growing body of work from the ILO on SSEs. The ILO together with International Training Center (ITC-ILO) in Turin has organized nine SSE Academies since 2010. The ILO also is the chair of the UN Task Force on Social and Solidarity Economy (UNTFSSSE). The ILO's COOP Unit technically backstops a number of development cooperation projects on SSE in countries such as Tunisia, Algiers, South Africa. Two research projects on SSE and the future of work are also underway with results scheduled for presentation during the ILO Centenary. The ILO has also conducted multiple country case studies on SSE such as the Philippines, Europe, Korea, South Africa, Brazil, Costa Rica, Nicaragua and a comparative study of above seven country cases.

From 2019, the ILO plans to launch a Technical Cooperation (TC) project focusing on SSE in Asia in collaboration with Korean Government. Compared to other regions like the Americas, Africa and Europe, the concept of SSE is not so widely adopted in the Asia Pacific region. Nevertheless the core values of SSE are shared among grass root organizations at the local level. There are some policy level efforts toward advancing SSE in countries such as the Philippines and South Korea.

This JPO position will contribute to the work in advancing SSE in Asia Pacific region as part of the upcoming initiatives such as the above-mentioned project on strengthening SSE in Asia including research, capacity-building and communications.

DUTIES AND RESPONSIBILITIES

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

- Contribute to the implementation of TC initiatives on SSE in Asia (e.g. the upcoming TC project on strengthening SSE in Asia);
- Assist in the design and development of capacity building strategies and tools for cooperatives and other SSEs;
- Support ILO's participation in different events and meetings related to SSE;
- Provide technical support in communications and publications on SSE;
- Assist in the preparations of SSE related events;
- Liaise with other UN agencies, regional organizations and other ILO strategic partners in the field of SSE;
- 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 command of Korean is desirable. Good knowledge of other Asian languages (e.g. Chinese, Japanese) would be an asset. Good knowledge of second working language of the ILO (French, Spanish) would be also a plus.

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

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.



Post number: 1825
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 Policies and Programmes

Duty station: *Brussels, Belgium*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *ILO Office for the European Union and the Benelux countries*

Organisational unit: *Regional Office for Europe and Central Asia*

SUPERVISION

Direct Supervision by: *Lieve Verboven, Director, verboven@ilo.org*

Content and methodology of supervision:

The JPO will be coached to prepare analytical notes and reports and technical discussion papers on relevant legislative and policy initiatives of the European Union (EU) related to social and employment policy, youth employment, skills, trade, migration and development cooperation as well as be trained to contribute to resource mobilisation efforts of the office. Under the overall guidance of the ILO-Brussels' director (the supervisor), the JPO will play a central role in building and maintaining relations with the EU institutions and EU social partners as well as in informing the ILO's Technical Department and Field Offices on EU pertinent political or technical initiatives.

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the ILO-Brussels' office. Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month to ensure quality outputs of the work plan.

As necessary, detailed instructions, guidance, and coaching will be provided by the supervisor to the JPO. The JPO will also benefit from the expertise of other staff members and will participate in the weekly team meetings.

The JPO will accompany and assist the supervisor or another assigned staff member in selected seminars, workshops, meetings and in the preparation of missions. The JPO will also attend independently to workshops on relevant matters and report back on key-points of discussion. These activities will always be discussed before and debriefed with the supervisor.

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

INTRODUCTION

ILO-Brussels represents the International Labour Organisation to the institutions of the European Union, in particular the European Commission and the European Parliament. The office keeps close relationships and dialogue with other EU bodies and agencies, such as the European Economic and Social Committee, the European social partners and with a number of important research institutions and actors in civil society. ILO-Brussels also participates in the work of the United Nations towards the EU. Moreover, the ILO-Brussels' office is the country office for the three Benelux-countries (Belgium, Luxembourg and the Netherlands) that are significant and strategic partners to the ILO.

As part of a dynamic team, the JPO will be expected to support the unit in closely monitoring and reporting on on-going EU policies, programmes and legislative initiatives relevant to the ILO's mandate.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the ILO-Brussels' director, the JPO will perform the following duties and responsibilities:

- Contribute to the drafting of reports, studies and policy briefs prepared by the office in support of the ILO technical departments at Headquarters and in support of the representative work of the office.
- Contribute to research on the coherence of employment and social policy in the framework of the European semester and international instruments on labour, economic and social rights.
- Track the progress of legislative and policy initiatives of the EU on migration, employment and social policy, trade, labour law and development cooperation.
- Compile good practices in global supply chains, support the ILO's work on the European Investment plan, support the office's work on promoting a green and just transition and support monitoring of new policy initiatives that will be undertaken by the EU institutions in their new term.
- Participate in drafting regular policy updates, such as the EU key developments distributed among all the ILO's Departments.
- Liaise with the EU institutions, agencies and bodies, EU social partners and other stakeholders to ensure the ILO's input in relevant initiatives.
- Explore new opportunities for technical cooperation activities between the ILO and the EU by regular monitoring of relevant EU information sources, contribute to project proposals development and participate in Brussels based steering committee meetings as well as visibility events organised in the context of EC-ILO projects.

- Enhance the ILO's particular focus on achieving SDG 8 on decent work and economic growth and SDG 10 on reduced inequalities.
- Assist the communication unit of ILO-Brussels' office in managing content of the ILO-Brussels website and newsletter.
- Participate in outreach activities advocating and informing on the ILO's mandate aimed at a general public, especially involving students and youth, during selected events.
- Perform other tasks that may be assigned by the supervisor.

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

- Strengthened partnership with the EU institutions and social partners.
- Improved capacities to provide the ILO input in policy fields and increased visibility of the ILO programmes funded by the EU through Development Cooperation.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in one of the following areas: economics, social or political sciences, international relations or other relevant fields with demonstrated expertise.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in EU policies, EU law or in international relations.

Work experience:

Minimum:

At least two years of experience in relation to economic, labour and social policy or related field.

Desirable:

Work experience in the United Nations, one of the EU institutions and/or the International Labour Organization.

Skills required for the assignment:

Minimum:

Excellent communication, drafting and computer skills in MS Office. Ability to work in an international team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

Desirable:

Strong analytical and research skills. Exposure to the Sustainable Development Goals and the functioning of social dialogue mechanisms, the ILO and the UN system would be an asset.

Languages:

Minimum:

Excellent command of English and basic knowledge of French.

Desirable:

Good knowledge of oral and written French or Dutch would be an asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as to 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 with the supervisor and other staff members of the Brussels' office. In addition, the JPO will be encouraged to work with different ILO technical and service departments. The JPO will have plenty of opportunity to participate in workshops, conferences and seminars organised by the EU institutions, European social partners and other stakeholders relevant to the ILO and represented in Brussels.

Learning elements:

- Become familiar with the ILO's institutional and informal coordination mechanisms, partnerships and cooperation with the EU institutions, with social partners, within the UN system, other development partners, business and NGOs.
- Become familiar with the ILO's mandate, in particular its integrated approach to Decent Work and the supervisory body system.
- Interact with the European Parliament and the European Commission and as a result improve knowledge of the EU legislative mechanism, EU policy making and the functioning of the EU institutions.
- Gain in-depth knowledge of EU policies relevant to the ILO's mandate.
- Further develop analytical skills to extract policy messages and policy advice from applied research and communication skills to present and communicate those findings.

- Enhance drafting skills delivering policy papers, concept notes, speeches, research and technical cooperation programme proposals.
 - Improve knowledge of employment, social challenges, global supply chains, trade and sustainability in a context of the EU and globally.
 - Improve drafting skills of programme proposals and programme administration.
 - Gain in-depth knowledge of the ILO's financial rules and regulations applicable to cooperation programme financed by the European Commission, as well as involving EU member states development agencies and other UN agencies in multi-partnership agreements.
 - Get acquainted to the work of a multi-disciplinary and multi-cultural team.
-

BACKGROUND INFORMATION

The International Labour Organization 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 partnership with the European Union is strategic and unique as it is based on shared values and principles aimed at promoting decent work and social justice in Europe and in the World. The ILO and the EU institutions therefore partner in international fora such as the G7 and G20 and they promote the ratification and application of international labour standards in Europe as well as in the world through policies as well as through development cooperation activities.

The strategic goals for the region during the period 2016-2021 are aligned with the implementation of the ILO's Strategic Policy Framework (SPF), which is built on the four strategic objectives of the Decent Work Agenda and broken down according to sub-regional and country specific needs.

The position is strategically relevant as ILO-Brussels serves as a liaison office of the ILO for European constituents and institutions to work with the ILO and its integrated regional and thematic policy approach.

More information can be found at the following address:

<https://www.ilo.org/brussels/lang--en/index.htm>

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.



International
Labour
Office

Post number: 1826
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 in *Policy Evaluation*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Research Department of the ILO*

Organisational unit: *Labour Market Trends and Policy Evaluation*

SUPERVISION

Direct Supervision by:

Verónica Escudero, Chief a.i. of Unit, escudero@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on the programme of work and the contribution of the JPO to the research agenda of the Unit and the Department.

Regular meetings between the JPO and the supervisor will be scheduled to ensure progress is in line with the stated objectives. However, the work environment in the Unit is flexible and additional meetings can be scheduled at all points in case of need.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and other colleagues in the team regarding the research project, the techniques, and the objectives to be achieved.

Work will be discussed with, and reviewed by the supervisor at various stages before completion. Other colleagues in the Unit will also provide comments to the work as we operate and open and informal peer reviewing process in the Unit.

The JPO may be called to accompany and assist the supervisor in missions to the countries where policies are being evaluated, seminars or workshops to present the research work and meetings with experts within and outside the ILO.

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

INTRODUCTION

The Research Department of the ILO conducts research on labour and employment issues to contribute to policy formulation for ILO constituents at the global level. The main purpose of the Department is to analyse how policies can effectively tackle labour market and social problems, with a view to ensuring a more sustainable development process. By performing these tasks, the Department contributes to the ILO research and statistics strategy, which, as highlighted in the Programme and Budget for the Biennium 2018-2019, aims to generate knowledge and information in order to address current and future challenges in the world of work. To this end, the Department produces flagship publications such as the World Employment and Social Outlook as well as a wide range of research products (e.g. reports, working papers, policy notes) that examine the inter-linkages between economic growth and social equity in both developing and developed economies.

The JPO will contribute to the work of the Policy Evaluation Unit of the Research Department, which has the responsibility of assessing the effectiveness of labour market policies and institutions principally through country-specific impact evaluations and complementary descriptive and qualitative analyses. The overarching aim of this work is to inform ILO constituents of "what works" and under which specific circumstances in their efforts to improve labour market and social outcomes of men and women. As such, the central objective of the team is to remain true to the ILO's commitment to provide constituents with evidence-based policy advice (P&B 2018-2019) that is both relevant and applicable.

For more details about the specific programme of work of the Unit and how it contributes to the mandate of the ILO, please refer to the section "Background Information" at the end of this call.

DUTIES AND RESPONSABILITIES

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

- Contribute to the capacity of the Policy Evaluation Unit to carry out impact evaluations of the effects of labour market policies and institutions in terms of labour market and social outcomes. Notably how the design of these labour market and social policies contribute to improving labour market outcomes, conditions of work and the well-being of populations around the world.
- Carry out mapping exercises to identify cases studies with the potential of being evaluated, and search for the data needed to implement the evaluation.
- Carry out econometric and statistical analyses related to the assessment of labour market policies and institutions, and the evaluation of their impact on labour market and social outcomes. This includes building and working with large complex individual-level databases and carrying out macro- and micro-econometric analysis.
- Monitor policy developments and the dynamics of labour market policies at the country and regional levels and analyse their impact on labour market outcomes.
- Provide input into Research Briefs that present technical findings in a non-technical manner, for both internal audiences and international fora such as the ILO Governing Body, ILO regional meetings and the G20.
- Collaborate and exchange information with Regional and Country Offices of the ILO, international think tanks and organizations, research centres and constituents.
- Provide inputs to other research projects and flagship reports of the Research Department.
- Perform others task that may be assigned by the supervisor.

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

- Identification and selection of relevant cases studies (particular countries and policies that could be evaluated in views to answer the research questions outlined above).
- Cleaning, processing and empirical analysis of data.
- Design and implementation of policy evaluations to inform policy makers and ILO constituents of the effects of labour market policies in developing and emerging countries.
- Drafting of working papers and policy reports relative to the agreed impact evaluations.
- Dissemination of the research products emerging from the agreed impact evaluation work

- Establishment of working relations with experts within and outside the Organization in research areas relevant to the selected projects.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the field of economics or other social sciences. Specialization in labour-related or development economics would be considered an asset.

Desirable:

An advanced university degree / Ph.D in the field of economics or other social sciences. Specialization in labour and/or development economics would be considered an asset.

Work experience:

Minimum:

Two to three years of experience in undertaking research in labour market and/or social issues. Demonstrated experience in undertaking impact evaluations. Demonstrated experience in drafting high-quality research papers and reports.

Desirable:

Demonstrated knowledge of handling large micro-datasets and applying micro-econometric methods. Previous work experience on developing and emerging countries.

Skills required for the assignment:

Minimum:

Ability to carry out assignments in accordance with instructions and guidelines; excellent command of analytical tools and quantitative techniques; demonstrated knowledge of statistical and econometric techniques including ability to use related software. Knowledge of Stata.

Desirable:

Knowledge of LaTeX. Ability to carry out qualitative techniques 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:

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. Excellent trouble-shooting and problem solving skills.
4. Ability to organize and balance multiple areas of work.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

- Through the work in impact evaluations, the JPO will acquire training in advanced micro-econometric techniques as well as in management, handling and analysis of large datasets.
- The supervisor and senior colleagues will provide training on the drafting and finalisation of different research products (e.g., flagship publications, working papers, reports).
- The supervisor and senior colleagues will also provide guidance on the effective usage of appropriate communication channels for the dissemination of research products.
- Through seminars, workshops, missions, interaction with specialists in labour and development economics and interaction with constituents, the JPO will acquire relevant skills in presenting research outputs to both technical and non-technical audiences and in the communication of research results within large international organizations.

Learning elements:

- The JPO will become familiar with ILO's mandate and the mandate of the Research Department with respect to impact evaluation.
- The JPO will become familiar with the ILO's views with respect to the provision of Social Protection, Active Labour Market Policies and other labour institutions, which will be the topic of the research carried out.

- The JPO will interact with experts from different institutions working on policy evaluations and on labour market conditions in developing and emerging countries.
- The JPO will get acquainted with the work of a multi-disciplinary and multi-cultural team.
- The JPO will familiarize with the functioning of the UN system and the way the ILO works and learn how to coordinate its activities with the rest of the UN family to support countries in their promotion and achievement of sustainable development.
- The JPO will gain in-depth knowledge of the functioning and effects of labour market policies and institutions in developing and emerging countries.
- Within this knowledge, the JPO will learn to tackle aspects that can be politically sensitive, all while upholding the highest standards of robust research work.
- The JPO will further develop technical skills related to the analysis of microdata, as well as the drafting of different research products.
- The JPO will achieve a high proficiency level in the application of advanced impact evaluation techniques to analyse real-world situations. Learning how to discriminate among different techniques and selecting the most appropriate one to address specific research questions in the context of emerging and developing countries.
- The JPO will learn how to design technically rigorous impact evaluations with the aim to deliver precise and clear messages to policy makers and ILO constituents on labour market policies in developing and emerging countries.
- The JPO will become familiar with different strategies to communicate complex messages to different audiences, including how to present results to ILO's constituents and receive feedback.

BACKGROUND INFORMATION

The Policy Evaluation Team within The Labour Market Trends and Policy Evaluation Unit of the Research Department has the responsibility of assessing the effectiveness of labour market policies and institutions principally through country-specific impact evaluations and complementary descriptive and qualitative analyses. The overarching aim of this work is to inform ILO constituents of “what works” and under which specific circumstances in their efforts to improve labour market and social outcomes of men and women. As such, the central objective of the team is to remain true to the ILO's commitment to provide constituents with evidence-based policy advice that is both relevant and applicable.

Based on this commitment, the latest policy evaluation project of the team, which culminated at the end of 2016, comprehensively examined the effectiveness of active labour market policies ¹ (ALMPs) in Latin America and the Caribbean (LAC)

¹ ALMPs, as understood by the ILO, include: employment subsidies, labour market services, public works, self-employment and micro-enterprise creation and training (ILO, 2016; and Auer et al., 2005).

(www.ilo.org/almp-americas). In particular, the project shed light on the role played by ALMPs in improving labour market and social outcomes in the region. Based on these findings and the expertise built, since 2017 the Policy Evaluation Team has been implementing a new phase of this research digging into the characteristics that drive the success (or lack of thereof) of ALMPs. In particular, this new research endeavour focuses on how to leverage the complementarity between ALMPs and income support programmes² in emerging and developing economies. While this particular research project is meant to be finalized during the course of 2019, new research to respond to additional research questions are being developed already.

In particular, addressing today's labour market challenges requires producing evidence on the effectiveness of policies to respond to continuous changes. On the one hand, persisting social challenges remain unaddressed – including long unemployment spells, the lack of decent work opportunities and the high incidence of informality. At the same time, the current context of structural transformations (associated with globalization and the introduction of new technologies) and other global drivers of change (such as climate change) will have additional implications on the quantity and quality of jobs people can access, as well as on the resulting levels of income distribution of our societies. These phenomena can exert overarching effects on the labour markets of emerging and developing countries, often characterised by fragile political, economic and institutional frameworks.

A number of questions arise in relation to the optimal policy answers vis-à-vis these pervading challenges. How should policy makers cope with the labour market consequences brought about by climate change, technological change, and financial crises? What kind of labour market policies, institutions and reforms can minimize the negative effects of these critical phenomena, protecting affected workers, while equipping them with the tools to transform emergencies into employment opportunities? How can governments fully leverage the potential of these transitions so that they can translate into better labour market outcomes and higher living standards for all workers? Which mechanisms can ensure that the implemented measures effectively lead to just transitions?

The research agenda of the Policy Evaluation Unit from the second half of 2019 onwards is tasked to respond to these questions. In particular, it aims to evaluate how labour market policies and institutions in emerging and developing countries can effectively cope with the challenges arising from environmental and technological changes. This will be achieved mainly through impact evaluations of relevant policies and institutions, complemented by more descriptive and conceptual research.

Through this work we aim to continue contributing to the ILO's effort to identify the most effective policy strategies to promote sustainable employment in a changing world of work. This research agenda contributes to several of the ILO policy outcomes

² Income support programmes refer to policies that provide monetary benefits to the unemployed and the poor, with the objective of mitigating the risk of job loss or attending to unmet basic needs of poor households (Berg, 2015). These policies are generally classified into non-contributory (i.e. social assistance) or contributory (i.e. unemployment insurance) schemes.

presented in the Programme and Budget (P&B) for the Biennium 2018-2019, and most notably: Outcome 1 (More and better jobs for inclusive growth and improved youth employment prospects), which highlights the importance of more effective and inclusive employment services and active labour market policies; Outcome 3 (Creating and extending social protection floors), and Outcome 6 (Formalization of the informal economy) both which touch upon the cross-cutting objective of expanding social protection coverage among informal and vulnerable workers while progressively promoting formalization and access to social and labour institutions.

To reach these goals, the agenda builds upon a working strategy encompassing collaborations and interactions with multiple institutions and stakeholders. Crucial to the development of each phase of the project is the engagement of the relevant ILO Regional and Country Offices (P&B 2018-2019), as well as the representatives of the local social, economic and political institutions.

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.



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Post number: 1828
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 in decent work in the education sector

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Sectoral Policies Department (SECTOR)

Organisational unit: Public and Private Services Team (SERVICES)

SUPERVISION

Direct Supervision by:

Mr Oliver Liang, Head, Public and Private Services Team and educations sector specialist (SERVICES), liang@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 department work plan on decent work in the eucation sector.

Regular meetings between the JPO and the supervisor will be scheduled every 2 months to discuss progress.

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

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 Sectoral Policies Department (SECTOR) is the ILO's platform for addressing all aspects of work in various sectors of economic activity. It provides an important window on the world of work, bringing together ILO constituents at the international, regional and national levels. This approach integrates all of the ILO's strategic objectives and allows for real, practical outcomes to the ILO's work in specific sectors. SECTOR's workplan includes research, tripartite meetings, national activities, standards promotion, and cross-sectoral activities. Sectoral social dialogue provides the ILO's constituents with opportunities for interaction on issues of concern in their sector.

SECTOR leads Office work on outcome 5 (decent work in the rural economy) and contribute to other selected outcomes.

Education and training have long been recognized by the ILO as key drivers of social and economic development. The ILO supports international education goals through numerous decent work strategies, including combatting child labour, promoting social dialogue and freedom of association, and developing skills and employability strategies. The ILO also supports the key people who deliver education: teachers. Together with UNESCO, the ILO promotes principles of quality teaching at all levels of education through the ILO/UNESCO Recommendation on the Status of Teachers (1966), the UNESCO Recommendation concerning the Status of Higher-Education Teaching Personnel (1997), as well as the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendations concerning Teaching Personnel. The ILO also promotes the policy guidelines on the promotion of decent work for early childhood education personnel (2014), as well as other tools related to the working conditions of educators.

Based on these standards and tools, SECTOR engages with international partners such as UNESCO, UNICEF and the World Bank on education initiatives to ensure the labour dimension of teachers is reflected in work on Sustainable Development Goal 4 on quality education.

The JPO will contribute to specific deliverables of SECTOR work plan on decent work in the education sector.

DUTIES AND RESPONSIBILITIES

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

- Support the development of programmes and projects to promote ILO policies on education, skills and lifelong learning, in particular those in the area of teaching, including early childhood education, tertiary education, education support personnel, and TVET teachers;
- Assist in the preparation of the 14th session of the CEART in Paris 2021, including the preparation of an in-depth study determined by ILO and UNESCO for adoption by the CEART;
- Assist in the preparation on examination of allegations submitted by teacher unions regarding the application of the Recommendations concerning teaching personnel (1966 and 1997);
- Assist in the coordination and preparation of ILO contributions to international coordination mechanisms on education, such as the Steering Committee of SDG 4, the Education Workforce Initiative, and the International Task Force on Teachers for Education 2030;
- Organize meetings, knowledge-sharing events and webinars, including in relation to World Teachers' Day (5 October);
- Prepare presentations, briefs and other materials;
- Perform other tasks that may be assigned by the supervisor or a designated staff member.

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

- Report of the 14th session of the CEART;
 - Reports on allegations submitted by teachers' organization on the implementation of the Recommendations concerning teaching personnel;
 - Research and policy documents to contribute to international coordination mechanisms on education, such as the Steering Committee of SDG 4, the Education Workforce Initiative, and the International Task Force on Teachers for Education 2030;
 - Concept notes for development cooperation to promote ILO standards and tools on education, skills, lifelong learning and teachers;
 - Guidance documents on decent work and teachers.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree or equivalent in education policy, law, economics, industrial relations, social sciences, or other relevant and related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in education policy, law, economics, industrial relations, sociology, 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 in development cooperation, research and/or in an international organisation.

Skills required for the assignment:

Minimum:

Strong analytical and research skills in education policy, economics, industrial relations, labour standards, or other relevant fields; Good skills in the use of qualitative and quantitative research methods; Good computer skills.

Desirable:

Good knowledge of the issues concerning education workers and education rights and knowledge of the work of other international organizations would be an asset.

Languages:

Minimum:

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

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. **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.
2. **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.
3. **Quality orientation:** Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through guidance of the supervisor and senior colleagues the JPO will get trained in preparing policy papers, concept notes and work plans and implementation of projects.

Learning elements:

- Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body)
- Learn about the opportunities and challenges regarding the education sector and its workforce.
- Gain experience on the promotion of decent work in the education sector, and related sectors such as health and public service;
- Gain experience on policy oriented research

- Gain experience in consensus building through facilitation of dialogue and negotiations
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

The Sectoral Policies Department (www.ilo.org/sector) promotes decent work by addressing social and labour issues in 22 economic sectors, both at international and national levels.

SECTOR engages with international partners such as UNESCO, UNICEF and the World Bank on education initiatives to ensure the labour dimension of teachers is reflected in work on Sustainable Development Goal 4 on quality education. SECTOR promotes principles of quality teaching at all levels of education through the ILO/UNESCO Recommendation on the Status of Teachers (1966), the UNESCO Recommendation concerning the Status of Higher-Education Teaching Personnel (1997), as well as the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendations concerning Teaching Personnel. The ILO also promotes the policy guidelines on the promotion of decent work for early childhood education personnel (2014), as well as other tools related to the working conditions of educators.

SECTOR work in the education sector will be relevant mainly to Programme and Budget Outcomes 1 (More and better jobs for inclusive growth and improved youth employment prospects) 2 (Ratification and application of international labour standards), 3 (Creating and extending social protection floors), and 5 (decent work in the rural economy).

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

The ILO has a smoke-free environment.



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Post number: 1829
Month of issue: April
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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 *Discrimination*

Duty station: *Buenos Aires, Argentina*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Organization, Buenos Aires Office*

Organisational unit: *GED*

SUPERVISION

Direct Supervision by:

Thais Farias, Specialist on the Principles of Rights at Work

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on his/her assignments and tasks in the area of discrimination, namely under ILO Convention No. 111 and the national priorities towards policies linked to combat any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin (among other characteristics), "which has the effect of nullifying or impairing equality of opportunity and treatment in employment or occupation".

Regular meetings between the JPO and the supervisor about technical questions related to discrimination, but also the political and institutional aspects of working in an international organization will be scheduled at least once a week. The supervisor, however, will be available for any questions and clarifications on a daily basis (if not on mission or leave).

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor in coordination with GED and FUNDAMENTALS projects the JPO is involved in.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the quality of his/her assignments and for the learning process of the JPO.

The JPO will accompany and assist the supervisor in technical meetings with the counterparts, seminars and conferences, as well as on technical missions, basically within Argentina.

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 Branch (GED), part of the Conditions of Work and Equality Department of the International Labour Office, is responsible for promoting equality and respect for diversity in the world of work.

GED expertise focuses on issues related to equal opportunities and treatment for all women and men in the world of work, and eliminating discrimination based on gender, race, ethnicity, indigenous identity and disability. 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.

GED coordinates the ILO Action Plan for Gender Equality, which is the results-based tool for operationalizing the 1999 policy on gender equality and mainstreaming in the International Labour Office.

The Branch oversees the ILO global Gender Network comprised of headquarters-based Gender Coordinators and field-based Senior Gender Specialists, along with gender focal points in all units and offices.

GED 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 Branch also liaises with civil society groups and academic institutions.

DUTIES AND RESPONSABILITIES

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

- Research and analyse information for advocacy activities, project development, reports and publications, with a focus on peoples with disabilities, LGTBI and indigenous peoples.
- Assist in the development of training and advocacy materials and guidelines on diversity and gender equality issues in the world of work.
- Draft related components of reports and publications.
- Participate and assist in ongoing technical activities to support the government's Equal Opportunities Tripartite Committee.
- Assist in the development and implementation of pilot studies to measure LGTBI population in selected provinces, in cooperation with the MTEySS.
- Collaboration with other UN entities and UN Country Team in the area of disability rights, LGTBI and indigenous peoples.
- Assist in developing and implementing LEGTBI Friendly Enterprises Network in Argentina.
- Assist in mainstreaming of disability issues in key ILO initiatives at country level.
- Participate in fund-raising activities related to diversity and gender equality issues at 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:

- Preparation of training and advocacy materials on diversity and gender equality issues.
- Seminar for employers and workers on diversity and LGTBI rights.
- Technical support to Equal Opportunities Tripartite Committee.
- Support to national campaigns on diversity and gender equality issues.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum: First university degree in law, social sciences, gender studies, disability studies, international relations, human rights, development studies or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in the same areas of expertise.

Work experience:

Minimum:

At least two years of experience in working on disability issues and/or labour rights or a relevant area, at the national / international level

Desirable:

Same work experience in a developing country / in an international organisation

Skills required for the assignment:

Minimum:

Very good drafting and communication skills.
Ability to work as part of a team.
Ability to work under pressure and to meet deadlines.

Desirable:

Research experience.
Very good drafting, editing and proofreading skills in Spanish.
[Click here to enter text.](#)

Languages:

Minimum:

Excellent command of one working language of the ILO : Spanish.

Desirable:

Good knowledge of a second working language of the ILO: English and/or 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:

The JPO will get a first orientation of the ILO within the UN system and within Argentina by his direct supervisor. The JPO will receive most learning “by doing” project and research work under the direct supervision of ILO’s specialist in this area and by participating in relevant seminars within the country (including provinces) or throughout the ILO (including ITC Turin) online training system.

Training in non-discrimination in the world of work, public policies analysis and design through guidance of the supervisor and senior colleagues. Learning on how to design, monitor and evaluate technical cooperation projects. On-the-job learning through exposure to discrimination challenges and response strategies.

Learning elements:

- Become familiar with ILO’s institutional and informal coordination mechanisms.
 - Become familiar with ILO’s mandate, specifically with the mandate to end discrimination and the Fundamental Principles and Rights at Work.
 - Interact with our constituents, various national and provincial Ministries, employers, workers, academia, NGOs, the UN Family and ILO HQ working on diversity and non-discrimination.
-
- Get acquainted with the work of a multi-disciplinary and multi-cultural team, as the issue of diversity is mainstream, touching issues such as informal employment, rural employment, enterprise development, skills, gender, etc.
 - Familiarize yourself with the functioning of the UN system through the participation in UN wide activities (UNCT, MECNUD, Agenda 2030)
 - The JPO will gain in-depth knowledge of diversity and discrimination issues (analysis and policies) and will further develop skills in project management and research, policy advice, communication and media management.
 - The JPO will learn how to improve writing and communication skills; to work in a cross-cultural and multi-disciplinary environment.
 - Finally, it is a very good opportunity for the JPO to enhance professional capacities on different levels.
-

BACKGROUND INFORMATION

One of the priorities of the ILO Buenos Aires is on for promoting equality and respect for diversity in the world of work due to an increasing demand on these issues by our constituents, the national Government, provincial governments, employers and workers. Without additional staff, ILO Buenos Aires cannot correspond to current national requests on the issue.

Combating discrimination is an essential part of promoting decent work, and success on this front is felt well beyond the workplace. Issues linked to discrimination are present throughout the ILO’s sphere of work and are reflected in ILO’s Strategic Plan

for 2018-2021 as well as in the P&B for 2018-2019, is an integral part of the global 2030 Agenda and is reflected in the 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.