



International  
Labour  
Organization

## ILO - INTERNATIONAL LABOUR OFFICE

### Junior Professional Officer (JPO) Programme Chiffre Nr. 2023-1-11

#### **1. General Information**

**Title:** Junior Professional Officer in communication and social policies

**Department:** Office of the Director-General, CABINET

**Duty Station:** Geneva, Switzerland

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### **2. Supervision**

**Direct Supervision by:** Director of CABINET

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

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.

#### **3. Introduction**

The position is located within the Office of the Director-General (CABINET). The CABINET team provides political, policy and operational -related advice to the Director-General in a wide range of areas in the development and execution of his vision for the strategic direction of ILO programmes and activities, within the framework of

decisions of the International Labour Conference and the Governing Body. CABINET operates as a multidisciplinary team, in close collaboration with other HQ units as well as the constituents and field offices in supporting the Director-General.

#### **4. Duties and Responsibilities**

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

- Monitor of the implementation of the DG's decisions informed by the Transition Team's recommendations
- Monitor global policy developments and debates in the area of social, economic and employment policies
- Prepare and/or review analytical notes on major trends
- Collaborate with other departments in coordinating inputs for the DG's briefing notes and speeches, as appropriate
- In collaboration with DCOMM, develop, maintain and monitor CABINET's webpage
- Participate in the development of promotional and advocacy materials in line with the DG's vision
- Assist with the preparation and organization of Governing Body sessions, International Labour Conferences and other major meetings involving the DG
- Perform others task that may be assigned by the DG or the Director of CABINET

#### **5. Qualifications and Experience**

##### **Education:**

Minimum:

**Master's 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

##### **Languages:**

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

Desirable:

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

**ILO competencies:**

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

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

**6. 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:**

- Become familiar with ILO's institutional and informal coordination mechanisms
- Become familiar with ILO's mandate
- Interact with professionals in CABINET and across the Organization
- 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

**7. Background Information**

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.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2023-1-11 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**