



International  
Labour  
Office

## ILO - INTERNATIONAL LABOUR OFFICE

### Job Description – Junior Professional Officer (JPO) Programme

#### 1. GENERAL INFORMATION

<b>Title:</b>	<b>Junior Professional Officer in Policy, Research and Knowledge Sharing</b>
<b>Department:</b>	ILO Representation in Germany, ILO Berlin
<b>Unit:</b>	RO Europe and Central Asia
<b>Country and Duty Station:</b>	Berlin, Germany
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year.</b> <i>Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.</i>
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b>	

#### 2. SUPERVISION

**Direct Supervision by:**  
Director ILO Berlin Office

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor on the content and timeline of duties.

Regular meetings between the JPO and the supervisor about concrete task and progress of work will be scheduled every week.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for technical and strategic advice to constituents (Government, Unions, Employers) and partners, representing the ILO in Germany and analyse the social and

labour developments especially in the field of Future of Work, Women Employment and Economic Development and Cooperation.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify results and clear problems.

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

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 in the ILO Berlin Office that is responsible for representing the International Labour Organization (ILO) in Germany. The key objective of the assignment is to reinforce cooperation related to future of work, Marshall Plan with Africa, economic development and cooperation initiatives, especially elimination of child labour, employment promotion and global supply chains.

The Future of Work initiative is a milestone for the ILO and at the core of the 2019 centenary. The Office has implemented a global dialogue to understand communalities and differences the ILO member States will face. The ILO is conducting research to analyse various dimensions of the topic in question. Germany is a case in point due to an in-depth and advanced consultation process launched by the government, most notably with regards to the White Paper "Work 4.0" and planned follow-up activities under the auspices of the Federal Ministry for Labour and Social Affairs (BMAS). The assignment will support refining the ILO's position on FOW based on national experience.

In addition, the government is currently working on two policy areas that are equally important for the ILO. First, the Federal Ministry for Economic Cooperation and Development (BMZ) has presented a new Africa partnership to advance long-lasting socio-economic development for the benefit of the people living in the region. Germany also advocated for this topic within the G20 and a Compact with Africa has been adopted by the Leaders at the 2017 Hamburg summit. Follow-up action are needed to take advantage of the momentum. In 2019 the ILO signed a Memorandum of Understanding regarding the cooperation in response to the Syrian refugee crises as well as a Joint Declaration of Intent with the Federal Minister for Economic Cooperation and Development. The joint declaration has the focus on Africa with three thematic areas: elimination of child labour, employment promotion, global supply chains. Second, the ILO continuously supports German efforts to close the gender pay gap. Between 2015 and 2016, ILO Berlin supported the equal pay legislation process. Consultation workshops were held and policy tools were adapted to the local context. Germany is member of the steering committee of the Equal Pay International Coalition – a joint initiative by ILO, UN WOMEN and OECD towards achieving SDG 8.5

The Country Office Berlin represents the ILO in Germany and raises the visibility of ILO work through media outreach, production, and dissemination of publications and newsletters, advocacy and training. ILO Berlin has to ensure the monitoring and analysis of social and labour developments and other emerging challenges in the national context, involving for example undertaking research, analysing country specific development plans, socioeconomic data, reports and other relevant information in addition to mobilizing funds and identifying new donors which is also a key issue.

#### 4. DUTIES AND RESPONSIBILITIES

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

- Update and maintain inputs from Germany for the ILO's FOW initiative and vice-versa.
- Foster compilation and exchange of information for ILO and German databases, most notable related to ILO's work.
- Participate in the development of new programmes related to the Marshall Plan with Africa and the thematic areas – elimination of child labour, employment promotion, decent work in global supply chains
- Track the progress of future of work initiative of the German Government
- Liaise with clients to support development of public private partnerships with German companies to support occupational safety and health in global supply chains.
- Collaborate with OSH- and Workquality-Branch Geneva (especially Vision Zero Fund) and RO Africa. Prepare reports and proposals for Government and Social Partners.
- Preparing conferences in cooperation with Government and social partners
- 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 future of work and 2019 centenary.
- Report on gender pay gap and national policies to be part of Equal Pay International Coalition (EPIC) .
- Project related to German Marshal Plan for Africa and its implications for ILO

#### 5. QUALIFICATIONS AND EXPERIENCE

##### Education:

Minimum:

**Master's Degree** in the relevant field or equivalent in economics, political science, sociology, international studies or other relevant fields with demonstrated experience.

Desirable:

International studies or related fields.

##### Work experience:

Minimum:

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

Desirable:

Work experience in research/knowledge building on employment and social and gender issues and politics. Experience in international affairs, the United Nations.

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

#### Minimum:

Excellent communication, client orientation and drafting skills. Strong analytical and research skills in labour market and economic issues. Sensitivity to diversity as well as gender equality issues. Ability to work in a team, take initiative and meet deadlines.

#### Desirable:

Good knowledge of statistics. Good skills in the use of computer.

### **Languages:**

#### Minimum:

Excellent command of English as working language of the ILO. Excellent English and German in speaking and drafting.

#### Desirable:

Good knowledge of a second working language (French/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. 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 the work in the ILO Berlin Office the JPO will improve his/her communication skills. Through guidance of the supervisor the JPO will be exposed to project management and research issues including through seminars, workshops and interaction with specialists in labour related issues and the working structure of ILO.

### **Learning elements:**

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the cooperation between field office and HQ.
- Become familiar with ILO's mandate and with the FOW centenary initiative.
- Interact with Regional Office and Policy Department working on Future of Work and Gender Issues.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize oneself with the functioning of the UN system and the cooperation between different UN Organizations.
- The JPO will gain in-depth knowledge of cooperation with constituents and will further develop communication and programme skills.

## **7. BACKGROUND INFORMATION FOR THE CONTENT OF WORK**

The work is related to the following ILO outcomes of the Programme and Budget *Outcome 1: More and better Jobs for inclusive growth and improved youth employment prospects (Africa)*, *Outcome 6: Formalization of the informal economy*, *Outcome 7: Promoting safe work and workplace compliance including in global supply chains*, *Outcome 9: Fair and effective international labour migration and mobility*,

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 Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).**

**Alle Bewerbungsformalitäten unter [www.bfio.de](http://www.bfio.de),  
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