Job Description – Junior Professional Officer (JPO) Programme

1. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Title:</th>
<th>Junior Professional Officer in Policy, Research and Knowledge Sharing</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Regional Office for Europe and Central Asia</td>
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<tr>
<td>Unit:</td>
<td>Regional Office for Europe and Central Asia</td>
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<tr>
<td>Country and Duty Station:</td>
<td>Geneva, Switzerland</td>
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<td>Duration of assignment:</td>
<td>2 years with possibility of extension for another year. Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.</td>
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Please note that for participants of the JPO-Programme two years work experience are mandatory!

2. SUPERVISION

Content and methodology of supervision:
A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.
The JPO will assist and accompany (when needed) the supervisor in the preparation of missions, seminars, workshops and meetings.
Performance management will be reviewed in accordance with ILO’s Performance Management Framework, as applicable to Junior Professional Officers.

3. INTRODUCTION

The Regional Office for Europe and Central Asia (RO) based at ILO Headquarters in Geneva has overall responsibility for the ILO’s presence and activities in the region. It covers 51 countries in line with the ILO outcome-based strategic planning. It takes the lead in defining regional priorities and activities, monitoring programme delivery, providing support and coordination to its network of Decent Work Technical Support Teams/Country Offices in Budapest and Moscow - covering respectively 18 and 10 countries in their sub-regions - and Country Offices in Berlin, Brussels, Paris, Madrid, Lisbon, Rome and Ankara. The RO also closely cooperates with all relevant departments at ILO Headquarters, is an active partner to the regular UN Regional Directors Meetings as well as other UN meetings, coordinates high-level policy dialogue with European institutions and has overall responsibility for the smooth organization and content of the 11th ILO European Regional Meeting, scheduled in 2021 or 2022 (subject to a Governing Body decision expected in 2020).

4. DUTIES AND RESPONSIBILITIES

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

- Contribute to research as well as drafting reports and studies prepared by the Regional Office;
- Feed regional perspectives into reports and studies produced by other ILO departments and being related to the implementation of the ILO Centenary Declaration and the Decent Work Agenda in Europe and Central Asia;
- Take part in the review, analysis and interpretation of economic and social trends at regional level;
- Participate in the development and dissemination of knowledge on policies and programmes related to the region, hereby liaising with both ILO offices in the region as well as with relevant units at HQ;
- Participate in knowledge-sharing events organized by the ILO;
- Participate actively in the drafting process of the two reports to be prepared for the 11th European Regional Meeting;
- Serve as a resource person to the RO (prepare speeches and presentations);
- Assist the Office in preparatory work related to the UN Reform process, including contributions to the establishment of new UN Regional Collaborative Platforms (RCPs), UN Regional Knowledge Management hubs and relevant UN Regional Issue-Based Coalitions (IBCs);
- Contribute to the design of ILO’s development cooperation projects to be developed for implementation at national or sub-regional level.
• Provide inputs to various follow-up work resulting from decisions taken by the ILO Centenary International Labour Conference and Governing Body sessions.

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

• Substantive and organizational preparations for the 11th European Regional Meeting.
• Two Report to be prepared for the 11th European Regional Meeting.
• One research item in keeping with the regional research workplan.

5. QUALIFICATIONS AND EXPERIENCE

Education:

Master’s degree in one of the following areas: economics, political sciences, international studies or other relevant fields with demonstrated expertise.

Work experience:

Experience in research/knowledge building on employment and social issues and policies. Experience in international affairs, the United Nations, European Union and/or countries of the Europe and Central Asian Region would also be advantageous.

Skills required for the assignment:

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

Languages:

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

ILO competencies:

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

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

6. TRAINING COMPONENTS AND LEARNING ELEMENTS

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

Learning elements:

- Interact with ILO constituents, other UN agencies, International Organizations and other partners on approaches to promote Decent Work for all and a fair Globalization in the Region;
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Cooperate with ILO researchers and improve competence in research techniques;

7. BACKGROUND INFORMATION

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

The Europe and Central Asian region is unique as it embraces on the one hand high-income countries often acting as donors for ILO assistance as well as drivers of EU and G20 policies also with regard to ILO policies and on the other hand middle and low-income countries with substantive needs in terms of ILO policy advice and technical assistance in social and employment development. The region is further characterized by a multiplicity of languages, religions and populations of different ethnic origins leading to different and highly diversified social and employment as well as economic challenges.

The position is strategically relevant as the RO serves as the entry point at ILO HQ for European and Central Asian constituents to work with the ILO and its integrated regional and thematic policy approach.

More information on the ILO Regional Office for Europe and Central Asia can be found at following address: http://www.ilo.org/public/english/region/eurpro/geneva/

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

The ILO has a smoke-free environment.

Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).
Alle Bewerbungsformalitäten unter www.bfio.de, Stichwort: Junior Professional Officer (JPO)