



International  
Labour  
Office

## ILO - INTERNATIONAL LABOUR OFFICE

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

#### 1. General Information

<b>Title:</b>	<b>JPO in Economic, Social and Employment Policies</b>
<b>Department:</b>	The Office of the Deputy Director General, Policy Portfolio, DDG/P
<b>Duty Station:</b>	ILO Headquarters, Geneva
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year.</b> 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:**

Special Advisor to the Deputy-Director General

##### **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

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### **3. 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.

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

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

### **5. Qualifikations 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; 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.

**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:**

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

**7. 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 among its staff. We welcome applications from qualified women and men, including those with disabilities.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO)**

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