



International
Labour
Office

ILO - INTERNATIONAL LABOUR OFFICE

Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-12

1. General Information

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| Title: | JPO on Occupational Safety and Health |
| Department: | Department of Governance and Tripartism |
| Organisational unit: | Labour administration, labour inspection and occupational safety and health (LABADMIN/OSH) Branch |
| 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:
LABADMIN/OSH

Content and methodology of supervision:

- During the first month of the assignment, the supervisor and the JPO will work jointly to prepare and finalize a mutually agreed upon one-year performance work plan with clear goals and expected results.

- The JPO will receive structured guidance by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Specific assignments will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify that activities are on track and ensure quality control of outputs.
- The JPO will be given continuous performance and development feedback, professional counseling and mentoring by the supervisor.
- As necessary, the JPO will accompany and assist the supervisor in relevant missions, workshops, and meetings.
- Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

3. Introduction

This is a unique opportunity, during a time of unprecedented discussions on the importance of Occupational Safety and Health (OSH) issues, to join a dynamic team and:

- Be involved in technical discussions on OSH at global level and contribute to the ILO's leadership in this area;
- Gain valuable professional experience in a range of areas on OSH, including standard setting, design of technical materials, preparation of high-level events; and
- Be exposed and contribute to multi-stakeholders' initiatives such as the Global Coalition on OSH.

The position is located in the Labour Administration, Labour Inspection and Occupational Safety and Health Branch (LABADMIN/OSH) of the Governance and Tripartism Department (GOVERNANCE). LABADMIN/OSH is responsible for supporting the development and implementation of standards, codes of practice and guidelines, strengthening the institutional capacities of national systems of labour administration, including labour inspection, providing support to national efforts for the improvement of occupational safety and health (OSH) systems, programmes and capacities that foster a preventative safety and health culture. Its mission is to develop national plans for strengthening the institutional and human capacity of labour administration institutions, including labour inspectorates; knowledge development, management and dissemination that meets the needs of governments, employers and workers to better implement international labour standards and national legislation aimed at achieving workplace compliance, healthy and safe workplaces.

The JPO will support the development of ILO instruments, publications and tools on OSH.

4. Duties and Responsibilities

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

- Assist the Branch to develop technical and capacity building materials on OSH.
- Assist the Branch to design and implement promotional strategies and related materials to support the ratification of OSH instruments, in conjunction with the application of ILO codes of practice, and guidelines.
- Support the development of OSH standards, guidelines and codes of practice.
- Assist the Branch in the preparation of Safe Day and other major OSH-related events.
- Support research activities undertaken by the Branch in the field of OSH.
- Support the documentation and dissemination of good practices on OSH.
- Assist the Branch to develop concept notes and project documents on OSH in line with the Safety and Health for All flagship programme, including its Vision Zero Fund.
- Assist the work of the technical secretariat of the Global Coalition for Safety and Health 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:

- Standard setting on OSH
- Safe Day and other major ILO events on OSH
- Technical materials on OSH

5. Qualifications and Experience

Education:

Master's degree preferably in occupational safety and health, engineering, public health, medicine or equivalent.

Desirable:

Post Graduate Diploma in Occupational Safety and Health a clear advantage.

Work experience:

Minimum:

At least two years of experience in the field of occupational safety and health or related areas, at the national / international level.

Desirable:

Experience with OSH public administrative systems.

Development of OSH management systems at the enterprise level.

Knowledge on emerging OSH trends and research.

Skills required for the assignment:

Minimum:

Solid computer skills including proficiency in Microsoft Office (Word, Excel, Powerpoint), Microsoft Outlook and Internet/Intranet resources are highly desirable.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO (French and/or Spanish) would be an asset.

ILO competencies:

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

- Orientation to learning and knowledge sharing
- Collaboration
- Quality orientation

In addition, the candidate is requested to have the following skills:

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

Learning elements:

On completion of the assignment, the JPO will have gained:

- Familiarity with ILO's mandate on OSH issues
- Valuable professional experience in preparation of international events on OSH
- In-depth knowledge of applicable standards, good practices and technologies on OSH

Training components:

Learning will be facilitated through:

- Induction upon arrival to provide the JPO with a comprehensive overview of the work of the Branch on OSH, including the *Safety + Health Flagship Programme* and other related OSH initiatives
- Reading a set of reference documents on OSH (relevant ILO standards, guidelines, good practices, etc.)
- Regular guidance of the supervisor and senior colleagues in technical areas
- Participation in seminars and workshops

7. Background Information

Safe and healthy work is a fundamental human right and a foundation of sustainable development. Yet, 2.78 million workers die each year from occupational accidents and work-related diseases and another 374 million suffer from non-fatal occupational accidents and work related diseases. In addition to incalculable human suffering, lost workdays represent almost 4% of the world's annual GDP.

More information available at: <https://www.ilo.org/global/topics/safety-and-health-at-work/lang--en/index.htm>

The LABADMIN/OSH Branch administers one of the five ILO flagship programmes, Safety + Health for All. A dedicated webpage for the ILO's *Safety + Health for All* flagship can be found at the following address: www.ilo.org/safety-health-for-all which includes relevant information about the programme including its strategy, information regarding development cooperation projects under the programme as well as selected global products and events.

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.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen
(BFIO)
unter Angabe der Chiffre Nr. 2022-1-12 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de