

<h1>Advertisement</h1>		 International Labour Office
Junior Professional Officer		
Officer in Decent work in global supply chain		
Closing date: 29 November 2015		
I General information		
Title:	Junior Professional Officer in decent work in global supply chains	
Sector of Assignment:	Sectoral Policies Department (SECTOR)	
Country:	Switzerland	
Location (City):	Geneva	
Agency:	ILO	
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years	
Grade:	P1 step 1 or P2 step 1 in the first year depending on the level of education and relevant working experience	
<p>Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates from developing countries. Candidates MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME: http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf</p> <p>For general information on the Dutch JPO Programme and ADDITIONAL CONDITIONS see the website of Dutch Nedworc Foundation: http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&ofdhash</p> <p>Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties, responsibilities and Output Expectations		
<p>The Sectoral Policies Department (SECTOR) (http://www.ilo.org/sector/lang--en/index.htm) promotes decent work by addressing social and labour issues in 22 economic sectors, both at international and national levels.</p> <p>The sectoral approach is cross-cutting throughout the entire Decent Work Agenda and it allows the ILO to respond comprehensively to sectors' specific needs. SECTOR carries out its work by:</p> <ol style="list-style-type: none"> a) promoting and supporting the implementation of international labour standards, with particular attention given to those of a sectoral nature; b) building consensus among sectoral constituents at global, regional and national levels to reach 		

policy and action-oriented recommendations in relation to emerging topics of special importance for the sectors;

c) developing and sharing knowledge on emerging trends and challenges at industry level through the collection and analysis of sector-specific data, focused research, and publication of reports and working papers;

d) strengthening the capacity of governments, employers' and workers' organizations, for advancing the decent work agenda at country level, through the implementation of action programmes and technical cooperation projects, as well as through the provision of technical assistance and training; and

e) enhancing policy coherence at global level for the promotion of decent work at sectoral level, through partnerships with other United Nations agencies and multilateral organizations on key sectoral issues.

1. Assisting and contributing to the preparation of documents:

- Assist in organizing consultations with the constituents at the ILO headquarters or in the regions and tracking the progress of these consultations
- Assist with the work of the Conference Committee
- Assist, following up the decisions of the ILC 2016 regarding decent work in global supply chains, in preparing policy documents, concept notes for development cooperation and work plans for SECTOR
- Contribute to preparation of the report for the ILC 2016 general discussion on decent work in global supply chains

2. Participating in the development and implementation of the projects:

- Participate, in collaboration with other relevant ILO units, in the implementation of the multi-donor Vision Zero Fund (for which ILO will act as the administrator, implementing the Fund's projects)
- Participate in the development of programmes to improve decent work in selected sectoral supply chains

3. The Junior Professional Officer also will contribute to the following tasks:

- Organize meetings, knowledge-sharing events and webinars
- Prepare presentations, briefs and other materials
- Perform other tasks that may be assigned by the supervisor or a designated staff member

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will:

- be trained in preparing policy papers, concept notes and work plans through guidance of the supervisor and senior colleagues.

The JPO training programme includes the following learning elements:

- Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body)
- Learn about the opportunities and challenges of global supply chains
- Gain experience on the promotion of decent work in global supply chains
- Gain experience on policy oriented research
- Gain experience in consensus building through facilitation of dialogues and negotiations
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development

IV Supervision

Title of supervisor: Head of Unit, Manufacturing, mining and energy unit

Content and methodology of supervision

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the department work plan on decent work in global supply chains.

Regular meetings between the JPO and the supervisor will be scheduled every 2 months to discuss progress.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor throughout the assignment.

The JPO will accompany and assist the supervisor or another assigned staff member in selected missions, seminars, workshops and meetings.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers

V Required Qualifications and Experience

Education:

An advanced university degree / Master's or Post Graduate Diploma in economics, industrial relations, sociology, law or other relevant and related field

A First university degree or equivalent in economics, industrial relations, sociology, law or other relevant and related field (at least 3 years of relevant working experience) may be accepted in line of an advanced university degree.

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

Working experience :

Relevant work experience of 2 to a **maximum** of 4 years either at national or international level.

Desirable:

Work experience in development cooperation, research and/or in an international organisation. 'Familiarity with the UN System' may be an asset.

Languages :

Excellent command of English.

Desirable:

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

Key competencies

- Sensitivity to diversity: Is sensitive to, and adapts own behaviour to accommodate, the differences found in diverse work environments; treats all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, physical disability or political conviction.
- Communication: Communicates in a clear and effective manner, adapting language, tone and style to match the audience; ensures messages are understood; is attentive to others, and encourages open, two-way communication.
- Quality orientation: Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.

VI Background information on Agency/Department/Section
SECTOR work in global supply chains will be relevant mainly to Programme and Budget Outcomes 2 (ratification and application of international labour standards), 5 (decent work in the rural economy), 7 (promoting workplace compliance through labour inspection), and 8 (protecting workers from unacceptable forms of work). The detailed links to outcomes and indicators will be subject to the decisions of the ILC 2016 and the GB sessions after that.
VIII How to apply
To apply please visit ILO's e-Recruitment website at https://erecruit.ilo.org The system provides instructions for online application procedures. Application deadline: 29th of November 2015 (midnight Geneva Time) Applicants will receive acknowledgement of receipt of their submission Only shortlisted candidates will be contacted.