

# Advertisement

Junior Professional Officer

Decent Work in Global Supply Chains

International Labour  
Office

Closing date: 28<sup>th</sup> April  
2019



International  
Labour  
Office

## I General information

<b>Title:</b>	<b>Junior Professional Officer, UN Partnerships &amp; Funding</b>
<b>Sector of Assignment:</b>	Partnerships and Field Support (PARDEV)
<b>Country:</b>	Switzerland
<b>Location (City):</b>	Geneva, Switzerland
<b>Agency:</b>	International Labour Organization
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum of 3 years
<b>Grade:</b>	P2 step 1 in the first year

**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 **PEOPLE WITH THE DUTCH NATIONALITY**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

**Please read the criteria and FAQ section carefully before– considering applying**

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.

## II Duties and responsibilities

Under the direct supervision of the Chief of the Unit, the JPO take part of the department wide investment in strengthening the ILO resource mobilisation and partnerships in the UN development system. The JPO will be asked to contribute to the development of comprehensive partnership strategies with key UN partner entities, support and facilitate joint resource mobilization efforts, support the innovation and development of new partnerships models and approaches, support UN joint programming etc. This position will also have a focus on further positioning of ILO priorities such as the Flagship programmes in existing and new UN thematic priorities and alliances so that the ILO can strengthen its UN engagement further.

- i.* Assist in developing and maintaining contacts with selected UN partners, identifying key areas for collaboration and opportunities for joint programme development. This will, among others, include the collaboration with agencies in the UN Trade Cluster such as ITC and UNCTAD linked to ILO's work on Trade and Employment; ILO's work with IOM, UNHCR and UN Women and the specific interfaces with these agencies on especially the humanitarian-development nexus and gender equality; collaboration with UNICEF and UNDP on youth employment and social protection floors etc.

- ii. Carry out analysis of various “financing of development” resource mobilisation and partnership models (including aid-for-trade, domestic funding, innovative financing etc) towards identifying potential new approaches that could be potential for the ILO.
- iii. Support the negotiation and signing of new funding agreements with UN partners, working in close cooperation with the ILO’s Legal department, Finance department, Technical Units and Regional and field offices.
- iv. Support local programme development and resource mobilisation efforts of ILO field offices with joint UN initiatives and engaging with the UN Resident Coordinator and his office.
- v. Draft official correspondence and ensure compliance with contractual obligations in funding agreements relating to the submission of reports, financial statements and payment requests.
- vi. Support the monitoring and follow-up with the concerned technical units and field offices on the process for timely project closure. Support the reimbursement of unspent project balances to development partners.
- vii. Draft minutes and letters, prepare briefs and notes for review meetings and other purposes.
- viii. Carry out any other job-related duties as may be required by management.

### **III Training components and Learning Elements**

#### **Training components:**

The JPO will be working as part of an international team and will have considerable exposure to the ILO’s technical cooperation programme. The post will give the incumbent an opportunity to work with ILO technical departments, service departments and regional and country offices, getting insight into how the ILO contributes to development results, as part of wider United Nations efforts.

#### **Learning elements:**

Through guidance of the supervisor and senior colleagues, the junior professional officer will learn about development cooperation practice and policies, integrated resource management and strategic programming.

#### Specific learning elements:

- The JPO will be involved in relations with a range of UN agencies and development partners. This provides a variety of learning opportunities including further developing client-focus, communication and diplomatic skills.
- The JPO will support the process of negotiating, drafting and finalising new funding agreements with assigned development partners. The JPO will gain in-depth knowledge of the ILO’s rules and regulations and will further develop negotiation skills and use sound judgement.
- The JPO will be involved in the organization of review meetings and conferences and the corresponding follow-up. S/he will learn about international development policies, the ILO’s mandate within the United Nations system. S/he will also hone analytical skills in preparing briefing notes for senior management, policy papers etc.

The JPO position includes a Duty travel and training allowance (DTTA) of \$4,000 per year which may be used for learning activities related to the assignment and career development.

### **IV Supervision**

The overall supervision will be provided by the Director of the Department and the daily direct supervision will be by the Head, Development Partner and Relations Unit

### **Content and methodology of supervision**

This position provides a privileged entry-point into ILO's development cooperation work, which is undergoing rapid change with the reforming UN and the overall push on the SDGs. The job will contribute to positioning the ILO within the broader UN system, taking part in joint UN funding mechanisms and working effectively with ILO field offices in engaging UN Resident Coordinators. There will be a specific emphasis on strengthening the collaboration with selected UN agencies.

The position will be a significant contribution to the Office efforts in developing its future development cooperation strategy 2020-2025 and the implementation of the resolution to the ILO General Discussion on Effective Development Cooperation for the implementations of the SDGs.

As part of a dynamic small team, there are many contacts with ILO colleagues at headquarters and around the world as well as with many ILO development partners, giving the person an excellent overview of the work of the ILO in view of future career opportunities.

There are many learning opportunities regarding operational aspects of ILO's work on development cooperation and partner relations as well as policy matters related to ILO's contribution to the Sustainable Development Goals.

There will be at least weekly meetings between the JPO and the supervisor as well as daily, more informal contacts with the supervisor and other unit members. Detailed instructions, guidance and coaching will be provided by the unit staff on an ongoing basis. Progress and performance will be discussed with and reviewed by the supervisor and relevant Officials in the Partnerships Department at various stages before completion in order to verify quality and alignment with ILO policies and procedures.

The JPO will accompany and assist PARDEV staff in meetings, training activities and knowledge sharing events (online and face-to-face); and if required, on official mission.

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:**

Masters degree in economics, law, political science, public or business administration or other relevant field. Advances degree is highly desirable.

### **Work experience:**

**Minimum:** At least two to maximum four years of professional experience in project administration, financial management, legal, political or economic field.

**Desirable:** Work experience in project cycle management in a developing country or in an international organisation. Experience with engaging in and managing partnerships and networks and the corresponding financial arrangements will be an advantage.

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

Proficiency in using applications software, including: presentation, spreadsheet, word processing, and project management tools.

### **Languages:**

Excellent command of English and good working knowledge of French or Spanish. Knowledge of other languages an advantage.

### **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.

## **VI Background information on Department**

The Department of Partnerships and Field Support (PARDEV) is responsible for developing the ILO's strategy for development cooperation. Within PARDEV, the Development Partners and Donor Relations Unit leads consultations and negotiations with development partners, both public and private. It is responsible for mobilization of voluntary contributions for the ILO as well as monitoring the implementation of the programmes funded by partners.

The unit is comprised of a team of 7 professionals in charge of relationship management as well as resource mobilization with a specific portfolio of ILO partners. The team engages directly with partners as well as supports ILO field offices and technical units. The unit further ensures clearance and negotiation of funding agreements, monitors implementation and ensures compliance with contractual obligations in terms of reporting etc.

## **VIII How to apply**

Please note that all candidates must complete an on-line application form. To apply, please visit the ILO Jobs website at <https://jobs.ilo.org/> vacancy code JPO/Geneva/NL/2019/02 and the Ref number is 1338 The system provides instructions for online application procedures.

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews will tentatively take place during the 3 to 4 months following the application deadline. Candidates are requested to ensure their availability should they be short listed for further consideration.

Depending on the location and availability of candidates, assessors and interview panel members, the ILO may use communication technologies such as Skype, Video or teleconference, e-mail, etc for the assessment and evaluation of candidates at the different stages of the recruitment process, including assessment centres, technical tests or interviews.

### **Fraud warning**

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.

For more information on conditions of employment, please visit: [https://jobs.ilo.org/content/International/?locale=en\\_GB](https://jobs.ilo.org/content/International/?locale=en_GB)

Only shortlisted candidates will be contacted.