

# Advertisement

Junior Professional Officer

*Business and Decent Work Officer*

*International Labour  
Organisation*

*4<sup>th</sup> October 2015*



## I General information

<b>Title:</b>	Business and Decent Work Officer
<b>Sector of Assignment:</b>	Multinational Enterprises and Enterprise Engagement Unit
<b>Country:</b>	Switzerland
<b>Location (City):</b>	Geneva
<b>Agency:</b>	ILO
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**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>

For general information on the Dutch JPO Programme and ADDITIONAL CONDITIONS see the website of the Dutch Nedworc Foundation:

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

## II Duties, responsibilities and Output Expectations

### General

The Multinational Enterprises and Enterprise Engagement unit (MULTI) is central to the ILO's work on Business and Decent Work. Building on the principles of the ILO Tripartite Declaration on Multinational Enterprises and Social Policy (MNE Declaration), the ILO promotes alignment of private sector policies and practices with public priorities to enhance the positive contribution of business to socio economic development, decent work and national development priorities and to mitigate and resolve any negative impacts.

The role of MULTI is to:

- Assist companies to align their policies more closely with principles of international labour standards, national labour laws and national development priorities. This is mainly done through the ILO Helpdesk for Business, trainings and webinars.
- Provide technical assistance to government officials and workers' and employers' organizations in ILO member States on how to engage more effectively with MNEs on decent work priorities. This is mainly done through awareness raising, research, capacity building

and dialogue facilitation.

- Technically support national policy coherence between ministries (labour, industry, trade, investment, etc.) to create a conducive environment for responsible global business.
- Support national or regional tripartite constituents and MNEs to address decent work and development priorities through a jointly agreed plan of public-private action.
- Assist in promoting policy coherence among the UN and other international agencies on the labour/employment dimension of CSR. MULTI is the lead unit for ILO engagement with the UN Global Compact, the OECD MNE Guidelines, the UN Business and Human Rights Guiding Principles and other international instruments and frameworks. It co-hosts with UNCTAD and OECD an annual CSR Roundtable bringing together international agencies working on CSR, as well as officials from government and social partners.

In light of the increasingly active role of governments and social partners in CSR, MULTI is building-up expertise in this area to enhance ILO's evidence-based policy advice to constituents. Two key areas of research concern:

1. Examples of how governments have created a conducive environment for responsible global business, especially in the context of foreign direct investment and global supply chains; and
2. Examples of how governments and social partners in host and home countries of MNEs can work together more effectively on issues of common concern, including decent work in supply chains.

This post will entail a range of interesting assignments to support this work.

1. Undertake research and contribute to policy briefs on government initiatives to promote responsible global business.

- Undertake research on a range of issues related to the impact of business, including through their global supply chains, on economic and social development, particularly in light of the role of business in achieving the sustainable development goals (SDGs).
- Follow and analyse trends in other international organizations (OECD, UNGC, OHCHR, EU, ASEAN, CELAC, etc.) and major multi-stakeholder initiatives, and attend meetings as an observer when needed.
- Assist with organizing tripartite workshops to discuss research findings.

2. Contribute to a policy tool kit for ILO constituents.

- Assist in overall development of the toolkit, drafting of texts and production process, including validations.
- Assist in the promotion of the toolkit and support to users, including in the context of the trainings organized by the ILO international training centre in Turin (e-campus and face-to-face trainings) and country-level projects.

3. To give the person broader exposure to the work of the ILO, the Junior Professional Officer also will contribute to the following tasks:

- Assist with the organization of awareness-raising and knowledge-sharing events.
- Assist in providing other advisory services such as development of fact sheets and hosting of webinars.
- Participate in technical advisory missions.
- Assist with preparations for Governing Body and International Labour Conference sessions.
- Undertake other assignments as appropriate and needed.

<p><b>III Training component: Learning elements and expectations</b></p> <p>Upon completion of the assignment the JPO will:</p> <ul style="list-style-type: none"> <li>• Have acquired detailed knowledge about issues related to business and decent work, and the labour and employment dimension of CSR. ILO is the authoritative international organization concerning labour rights, sustainable enterprises and social dialogue, globally advocating for decent work. Working at ILO will be a strong comparative advantage for anyone interested in focusing on the role of business in promoting decent work, whether in government, academia, inter-governmental organization, business, unions or a policy research centre.</li> </ul>
<p>The JPO training programme includes the following learning elements:</p> <ul style="list-style-type: none"> <li>• gain experience in thinking holistically and systematically about the economic and social development impacts of business operations. She or he will be exposed to a whole range of areas such as supply chains issues, local economic development through business linkages, public and private CSR policies, capacity building activities on the labour/employment dimension of CSR, international developments on corporate responsibility and sustainability. She or he will acquire an in-depth knowledge of the ILO's approach to promoting respect for workers' rights and the broader contribution companies can make to economic and social development, based on the principles of the MNE Declaration; and of how ILO interacts with other international organizations.</li> <li>• deepen his/her understanding of what governments can do to promote responsible global business and how this relates to globally adopted principles.</li> <li>• gain experience in consensus building through facilitation of dialogues and negotiations.</li> <li>• Additional formal training will depend on the particular interests of the junior professional officer and needs of the unit.</li> <li>• 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</li> </ul>
<p><b>IV Supervision</b></p> <p><b>Title of supervisor:</b>, Head of unit, MULTI</p> <p><b>Content and methodology of supervision:</b> The JPO will work under the direct supervision of the Head of MULTI. She will ensure a good balance of assignments and opportunities for the JPO based on his or her background, capacities, and interests; and ensure that the workload is manageable.</p>
<p><b>V Required Qualifications and Experience</b></p> <p><b>Education:</b> Advanced degree in law, economics, political science, industrial relations or other social sciences, or an MBA with a first degree in social sciences.</p> <p><b>Working experience:</b> Relevant work experience of 2 to a maximum of 4 years either at national or international level.</p> <p><b>Languages :</b> Working (both oral and written) knowledge of at least one of the ILO's official languages (English, French, Spanish) and good knowledge of a second working language</p> <p><b>Key competencies:</b></p> <ul style="list-style-type: none"> <li>• good communication skills</li> <li>• able to work in a team</li> <li>• flexible and able to deal with multiple tasks</li> </ul>

## **VI Background information on Agency/Department/Section**

The International Labour Organization (ILO) is devoted to promoting social justice and internationally recognized human and labour rights, pursuing its founding mission that labour peace is essential to prosperity. Today, the ILO helps advance the creation of decent work and the economic and working conditions that give working people and business people a stake in lasting peace, prosperity and progress. Its tripartite structure provides a unique platform for promoting decent work for all women and men. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues.

MULTI is part of the Enterprises Department. The Department's overall mission is the promotion of sustainable enterprises to achieve the ILO goal of decent work. MULTI contributes to this objective through the promotion of the MNE Declaration among governments, multinational enterprises, employers' and workers' organizations. It is also the lead unit servicing the MNE Segment of the Policy Development Section of the Governing Body which examines the effect given to the MNE Declaration, considers requests for interpretation of the Declaration, and monitors activities of the ILO and other organizations regarding multinational enterprises.

## **VII How to apply**

To apply, please visit ILO's e-Recruitment website at: <https://erecruit.ilo.org>

The link for the JPO position:

[https://erecruit.ilo.org/public/hrd-cl-vac-view.asp?jobinfo\\_uid\\_c=32081&vaclng=en](https://erecruit.ilo.org/public/hrd-cl-vac-view.asp?jobinfo_uid_c=32081&vaclng=en)

The system provides instructions for online application procedures.

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.

Applicants will receive acknowledgement of receipt of their submission.

Only shortlisted candidates will be contacted.