



International
Labour
Organization

ILO - INTERNATIONAL LABOUR OFFICE

Junior Professional Officer (JPO) Programme Chiffre Nr. 2025-1-10

1. General Information

Title: Junior Professional Officer on innovation and artificial intelligence (AI)

Department: Deputy Director-General

Organisational Unit: DDG

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: Adviser to the Deputy Director-General.

Content and methodology of supervision:

The position is located in the office of the Deputy Director-General and will focus on the ILO's work on artificial intelligence/digitalization and innovation, among other issues. These areas are of high priority in the ILO, requiring greater coordination and capacity to deliver, including in the context current efforts to establish an ILO Observatory on Artificial Intelligence and Work in the Digital Economy and implement the ILO Innovation Strategy. This will involve working closely with the ILO Research Department and the International Training Centre of the ILO.

A time-bound work plan will be agreed between the JPO and the supervisor on arrival of the JPO at the Office. Regular meetings between the JPO and the supervisor about work, agenda and planned initiatives will be scheduled every week. Additional meetings will take place with other colleagues as required.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor both on technical content as well as ILO processes. Given the collaboration with several other technical departments in the area of artificial intelligence and digitalization, ILO processes and networks will have an important place in the coaching of the JPO.

The supervisor will provide detailed instructions, guidance and coaching on a regular basis and as necessary. Mutual feedback is highly encouraged. Work will be discussed with and reviewed by the supervisor at various stages before completion to verify quality and alignment with ILO policies and procedures.

The JPO will accompany and assist the supervisor and the team in meetings, training activities, advocacy, and knowledge-sharing events and in technical meetings and missions, when appropriate. The supervisor will ensure a good balance of assignments and opportunities for the JPO based on their background, capacities, and interests; and ensure that the workload is manageable.

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

3. Introduction

The Deputy Director-General leads and oversees key areas of work of the ILO, including research, statistics, the priority action programmes and the International Training Centre of the ILO, among others. The DDG's office also coordinates the ILO's engagement with the G20 and G7. Most relevant to this position is the Office's coordination on artificial intelligence/digitalization, including the establishment of the ILO Observatory on Artificial Intelligence and Work in the Digital Economy and implementation of the ILO Innovation Strategy.

Under the ILO Programme and Budget of 2024-25, the work of the Office is linked to Outcome 8 on Integrated policy and institutional responses for social justice through decent work and Enabler A on Enhanced knowledge, innovation, cooperation and communication to advance social justice. One key programmatic area linked to this position is Outcome A3 on innovative approaches to promoting social justice through decent work identified, promoted and scaled up, which is centred on the implementation of the ILO Innovation Strategy.

4. Duties and Responsibilities

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

- Support the coordination and organization of the Office's work on artificial intelligence/digitalization and innovation, including through the AI Working Group and Innovation Technical Advisory Committee;
- Undertake and track research and analysis of key documents (academic, other international organizations, etc.) on artificial intelligence/digitalization and innovation;
- Compile briefs, talking points and other products on artificial intelligence/digitalization and innovation, in addition to other issues identified jointly with the supervisor;
- Participate in meetings of the Office and in/with other departments of the ILO and external partners, including ILO constituents (governments, and workers' and employers' organizations);

- Support the Office during official ILO events, including the Governing Body and the International Labour Conference;
- Contribute to outputs prepared by the supervisor and other staff of the Office as needed;
- Perform others task that may be assigned by the supervisor.

During the period of assignment, the JPO will contribute to the following key outputs:

- Establishment, implementation and coordination of the ILO AI Working Group on Artificial Intelligence and Work in the Digital Economy;
- Establishment, implementation and coordination of the ILO Innovation Strategy.

5. Qualifications and Experience

Education:

Master's degree in economics, data science or a related field in social science.

Work experience:

Minimum:

At least two years of experience in development, employment, labour market or a relevant area, at the national / international level.

Desirable:

Work experience in artificial intelligence and technology, including on the implications for the labour market.

Skills required for the assignment:

Minimum:

Proven analytical and drafting skills, including through written publications. Ability to work in a team, take initiative and meet deadlines.

Desirable:

Good knowledge of latest developments in artificial intelligence and innovation.

Languages:

Minimum:

Excellent command of one working language of English.

Desirable:

Good knowledge of either French or Spanish.

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.

6. Training Components and Learning Elements

Training components:

The JPO will acquire knowledge and experience through participating in the preparation of different materials and meetings under the guidance of the supervisor and relevant team members. To expand her/his knowledge, the JPO will be exposed to various internal/external meeting and seminars on key topics in the field and other areas of interest. Furthermore, by engaging with officewide technical collaborative groups the JPO gain important insights on artificial intelligence and innovation, including at the International Training Centre of the ILO (ITC-ILO).

The JPO will have access to training materials and opportunities by participating in training workshops organized by the ILO and ITC-ILO.

Learning elements:

- Gain a deep understanding of the implications of artificial intelligence for the world of work and the role of innovation in the ILO;
- Become familiar with ILO's implementation and coordination on artificial intelligence/digitalization and innovation;
- Become familiar with ILO's institutional and informal coordination mechanisms;
- Become familiar with ILO's mandate in the area of digitalization more broadly and innovation;
- Interact with senior management, including the Deputy Director-General, and other staff working in the Office of the DDG under departments reporting to the DDG, including the Research Department, Statistics Department, Priority Action Programmes and ITC-ILO;
- Get acquainted with the work of a multi-disciplinary and multi-cultural team;
- Familiarize yourself with the functioning of the UN System, including in the area of artificial intelligence/digitalization and innovation;
- The JPO will gain in-depth knowledge of artificial intelligence/digitalization in the context of the world of work and will further develop written, oral and research skills.

7. Background Information

For more information on the Deputy Director-General and structure, see ILO organizational structure | International Labour Organization

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. 2025-1-10 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de