

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

GENERAL INFORMATION:

Title: Junior Professional Officer in Employment Creation and Development Cooperation Activities Coordination

Duty station: Amman, Jordan

Duration of the assignment: 1 year, subject to renewal for an additional year

Grade: P2

Department/ Field Office: Regional Office for Arab States (ROAS) /Decent Work Team (DWT)-Beirut

Organisational unit: Regional Office for ROAS /DWT-Beirut

Supervision: ILO Jordan Country Coordinator & Regional Senior Employment Policies Specialist for Arab States

INTRODUCTION

The ILO in Jordan is implementing 23 projects with a total value of USD 64 million, a portfolio which is witnessing an increasing interest amongst donors to move from humanitarian to development support where agencies such as the ILO play a central role. The ILO also plays a central role in several inter-agency platforms where different levels and expertise of representation is required. The ILO Jordan office is also engaged in the UN Cooperation Framework in Jordan as well as the development and implementation of the Jordan Decent Work Country Programme for 2025-27 and onwards. The Office aims to strengthen alignment between UN frameworks, the DWCP and work on ground and increase the quality of reporting against these frameworks. This, along with a portfolio that is growing both in value and complexity, has increased the demand on projects and the Country Coordination to improve coordination, monitoring, reporting and planning amongst projects, between projects and constituents, between ILO Jordan and ROAS, and between the ILO Jordan and other UN agencies.

DUTIES AND RESPONSIBILITIES

The JPO will support the ILO Jordan Country Coordinator in planning, implementing, and monitoring development cooperation activities, ensuring alignment with the Decent Work Country Programme (DWCP) and UN Sustainable Development Cooperation Framework (UNSDCF). The role emphasizes coordination across ILO projects, UN agencies, and national stakeholders to enhance synergies in Jordan's decent work efforts.

Under the direct supervision of the ILO Jordan Country Coordinator, the JPO will perform the following duties:

- Support the ILO's participation in UN Country Team meetings, working groups, and interagency fora, contributing to efforts that promote alignment with the UN Sustainable Development Cooperation Framework (UNSDCF) and the Global Accelerator for Jobs and Social Protection.



- Facilitate partnerships between ILO projects, government counterparts, donors, and NGOs to enhance programme synergies and avoid duplication.
 - Coordinate inputs for joint UN reporting (e.g., Common Country Analysis, Annual Results Reports) and ILO-specific deliverables.
 - Support the Country Coordinator in monitoring project implementation, ensuring adherence to the *Decent Work Country Programme (DWCP)*, donor agreements, and ILO financial/administrative rules.
 - Track and analyse project performance (qualitative and quantitative) and propose adjustments to improve impact.
 - Develop and maintain a centralized repository of ILO Jordan's knowledge products (project documents, evaluations, policy briefs) to enhance institutional memory.
 - Compile evidence on employment trends and Jordan's development landscape to inform programming (e.g., literature reviews, datasets).
 - Identify funding opportunities and draft proposals in collaboration with the Regional Office and Headquarters Office in Geneva, aligned with DWCP priorities.
 - Prepare communication materials (fact sheets, infographics) to showcase ILO Jordan's results to donors and partners.
 - Conduct research and draft policy inputs, briefing notes, and presentations as requested by the Country Coordinator.
 - Contribute to the design, implementation, and monitoring of employment-related initiatives in Jordan and the Arab States region, with a focus on green jobs, youth employment, and livelihoods for refugees and host communities.
-

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree (Master's degree or equivalent) in economics, law, social sciences, communication, international relations or development, or a related field.

Work experience:

At least 2 years of professional experience in management, programme development and/or implementation including monitoring and evaluation activities.

Languages:

Excellent command of English. Knowledge of Arabic would be a major advantage.

Skills required for the assignment:

The candidate is expected to demonstrate and be guided by ILO core competencies (Integrity and transparency, Sensitivity to diversity, Orientation to learning and knowledge sharing, Client orientation, Communication, Orientation to change, Takes responsibility for performance, Quality orientation, Collaboration).

In addition to the ILO core competencies, the following is required:

- Ability to plan, implement, and manage programme activities according to objectives and timelines. Understanding of project life cycles, logical frameworks, and work plans.
- Familiarity with RBM frameworks to ensure programme activities are outcome-driven, focusing on impact and measurable results
- Skill in working with diverse stakeholders, including government entities, donors, civil society, and local communities, to ensure smooth programme delivery
- Ability to write compelling proposals to secure funding from various donors, including governments, international organizations, and private sector donors.
- Identifying potential partners and cultivating long-term partnerships to support resource mobilization efforts
- Ability to design and use tools to collect and analyse data on programme performance, ensuring evidence-based decision-making.
- Strong report writing skills to communicate programme outcomes effectively to stakeholders and donors, ensuring clarity and alignment with RBM principles
- Ensuring smooth office operations and coordinating activities between teams and external stakeholders.
- Ability to prepare high-quality documents, briefing notes, and reports for senior management.
- Proficiency in drafting professional emails, speeches, and presentations for senior-level executives
- Organizing meetings, workshops, and events, managing logistics, invitations, and post-event follow-ups
- Familiarity with data management systems and the ability to use software like Excel, Power BI, or Tableau for generating reports and visualizing data.
- Capacity to analyse policy frameworks, providing recommendations for programme adjustments in line with the organization's strategic objectives.
- Clear communication skills in drafting reports, proposals, and presentations.
- Ability to identify challenges, propose solutions, and implement corrective actions when programme activities are off-track.
- Advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) is essential for preparing reports, tracking data, and delivering presentations.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Under the guidance of their supervisor and senior colleagues, the incumbent will receive comprehensive training in key areas such as programme cycle management, knowledge management, communication, resource mobilization, international labour standards, and world of work issues in Jordan. This structured capacity-building will equip the JPO with a strong understanding of the ILO's mandate, operational modalities, and development cooperation framework.

The position is designed to ensure tangible career progression, offering the JPO hands-on project implementation experience, exposure to the ILO's global network, and direct engagement with constituents and partners. By the end of the assignment, the JPO will be well-positioned to pursue roles within ILO development cooperation projects—both in Jordan and internationally—leveraging their technical expertise, professional network, and practical insights into Decent Work programming.

Learning elements:

Become familiar with and ILO's institutional and informal coordination mechanisms, in particular tripartite structure through engagement with constituents.

- Interact with multicultural teams working in the development of promotional material, fact sheets and info graphs of the development cooperation projects
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system
- The JPO will gain in-depth knowledge on the programme cycle, resource and mobilisation and will further develop knowledge management and communication skills
- Acquire knowledge on employment-related programming with a focus on green jobs and refugee livelihoods, including exposure to innovative approaches and good practices in the Arab States region.

BACKGROUND INFORMATION

The ILO has zero tolerance towards sexual exploitation and abuse. The ILO is committed to ensuring that no member of staff or beneficiary of the Office's assistance is subjected to such abuse, either directly or indirectly. To ensure that individuals with a proven history of sexual exploitation and abuse, sexual harassment or other types of abusive behaviour are not recruited by the Office, the ILO may conduct background checks on candidates under consideration.

The ILO values diversity, welcoming applications from all qualified women and men, particularly those with disabilities. If needed, reasonable accommodation will be provided in the recruitment phase to ensure equality of opportunities.

The ILO has a smoke-free environment.