



**Vacancy No:** RAPS/1/2017/GOVERNANCE/01

**Date:** 7 March 2017

**Title:** Labour Law Specialist

**Application Deadline (midnight Geneva time)** 3 April 2017

**Grade:** P.4

**Organization unit:** DDG/P GOVERNANCE

**Contract type:** Fixed-term Appointment

**Duty Station:** Geneva, Switzerland

## General introduction

The following are eligible to apply:

- ILO Internal candidates in accordance with paragraphs 31 and 32 of Annex I of the Staff Regulations.
- External candidates.

Staff members with at least five years of continuous service with the Office are encouraged to apply and will be given special consideration at the screening and evaluation stage.

In accordance with the Staff Regulations and letters of appointment, successful candidates for positions in the Professional category would be expected to take up different assignments (field and Headquarters) during their career, the desirable length of an assignment in any specific position being two to five years, following which the incumbent should be willing to move to another assignment and/or duty station.

Within the context of the Office's renewed efforts to promote mobility, staff members seeking mobility are encouraged to apply to vacancies. Mobility will be given special consideration at the screening and evaluation stages.

The ILO values diversity among its staff. We welcome applicants from qualified women and men, including those with disabilities. If you are unable to complete our online application form due to a disability, please send an email to [erecruit@ilo.org](mailto:erecruit@ilo.org).

Applications from qualified candidates from non- or under-represented member States, or from those member States which staffing forecasts indicate will become non- or under-represented in the near future, would be particularly welcome. A list of these countries is in Appendix I.

Successful completion of the Assessment Centre is required for all external candidates.

Conditions of employment are described in Appendix II.

## INTRODUCTION

The position is located in the Labour Law and Reform Unit of the Tripartism and Governance Department (GOVERNANCE). The Labour Law and Reform Unit aims to provide integrated, proactive policy advice on what labour law and dispute resolution systems can do, drawing on international evidence-based knowledge and expertise. Within the framework of international labour standards, the Unit advises on the effects and role of labour law and dispute resolution systems as institutions for effective labour market governance, and for the pursuit of a wide range of labour market policy goals.

The Labour Law and Reform Unit collaborates closely with all Branches and Units in GOVERNANCE. These are: the Fundamental Principles and Rights at Work Branch; the Labour Administration, Labour Inspection and OSH Branch; the Social Dialogue and Tripartism Unit and the joint ILO-IFC programme Better Work. The Unit also collaborates more broadly with other units within the Office, but especially with the International Labour Standards Department; and with the Inclusive Labour Markets, Labour Relations and Working Conditions Branch. The Unit works closely with technical specialists in all ILO field Offices.

The overall mandate of the Labour Law and Reform Unit is to promote the rule of law and good governance by providing services that:

Increase the number of member States which base their labour laws and other employment-related legislation on international labour standards and advice and use a tripartite consultative process in the preparation of such legislation; assist member States in establishing and strengthening labour courts, industrial tribunals and dispute resolution mechanisms so that individual and collective disputes are dealt with efficiently, effectively and equitably; integrate gender equality into all aspects of labour law and dispute settlement.

To this end, the Labour Law and Reform Unit advises on policy goals and processes for the introduction or the reform of labour law, and of dispute resolution systems. In that context, it is available to assess draft legislation. To support this work, the Unit carries out global research on dispute resolution systems, and on legal regulation of the employment relationship, of temporary agency work, and of termination of employment. The Unit is home to the ILO's Employment Protection Legislation Database (EPLex). The Unit provides technical support for donor-funded ILO projects across the world.

Within the above mandate, the Labour Law Specialist will primarily deliver advisory services to member States, and assist tripartite constituents in assessing and, where necessary, framing or revising their national labour laws. The means of action to be employed by the Labour Law Specialist include undertaking research and publishing its results in a variety of ways; advocacy of ILO standards and principles; collection of technical information on labour law and dissemination of that information in a variety of ways; training of government officials, representatives of employers' and workers' organizations, and members of the judiciary; and the provision of technical advice on drafting and revising legal texts. The position will report to the Head of the Labour Law and Reform Unit.

### Description of Duties

#### Specific duties

1. Initiate, design, supervise, conduct and publish comparative analytical research on a wide range of labour law policy questions at the centre of legal reforms, with particular attention to the outcome of regulatory options and the inter-relationship between regulation, industrial relations practices and labour market developments.
2. Facilitate tripartite consultations on labour law reform and represent the Office on missions, including before parliamentary bodies, ministries or labour secretariats.
3. Develop, plan and implement technical advisory projects on labour law reform including the establishment and improvement of dispute resolution systems.
4. Provide technical advice on matters pertaining to labour law reform including with respect to the establishment, management and delivery of a law reform process, as well as actual drafting of legislative provisions.
5. Assist in the preparation of strategic work plans that respond to constituents' needs, and coordinate that work within the work of other branches or units in GOVERNANCE and, as appropriate, within other Departments and country offices' work.
6. Establish and maintain links with labour law research centres and academia.
7. Perform other relevant duties as required.

These specific duties are aligned with the relevant ILO generic job description, which includes the following generic duties:

1. Examine reports by governments on ratified and unratified Conventions and Recommendations. Examine and analyse

complaints. Prepare comparative analyses of the legislation and practice of the different member States. Draft comments for presentation to and discussion with high-level committees and/or groups of experts Provide advice to colleagues on labour standards under the incumbent's responsibility.

2. Prepare legal opinions and interpretations on a variety of legal questions or in a specialised field.

3. Prepare notes, reports and documents concerning questions of international law or labour standards, including requests for interpretations on complex legal questions, for consideration by governments, the Governing Body, the International Labour Conference and the Director-General. Develop strategies for follow-up to decisions made by policy bodies.

4. Analyse draft labour legislation submitted by governments to the ILO for comments prior to adoption.

5. Undertake research and write studies on complex problems (i.e. judging compatibility between legislation and practice) relating to international labour standards, labour law and labour relations, as well as prepare general surveys, manuals and articles. Supervise the preparation of statements on questions of public international law relevant to the work of the ILO. Advise on the position to be taken by the Organization on these issues.

6. Review and approve instruments of ratification.

7. Provide technical support to special tripartite committees established by the Governing Body or commissions of inquiry to examine alleged infringements of ratified Conventions.

8. Represent the work unit at meetings, including Conference committees and industrial committees, to provide advice on legal questions or questions concerning international labour standards or labour relations. Act as adviser to Conference committees and assist in the drafting of international legal instruments and participate in preconference work, including drafting committees. Represent the Office at meetings of other international organisations.

9. Develop, plan and implement technical advisory and promotional activities, including tripartite seminars, workshops, lectures and discussion groups. Represent the Office on missions which may be of a sensitive or controversial nature and before judicial bodies. Represent the work unit on internal committees or at inter-agency meetings.

10. Participate in the secretariat of various committees dealing with legal issues or labour standards, including preparation of background material and documents, drafting records of meetings, drafting reports, etc.

## Required Qualifications

### Education

Advanced degree in law, preferably with specialization in labour law and labour relations.

### Experience

Minimum of eight years' practical experience at the national level or at least five years at the international level in labour law and labour relations, including experience in one or preferably more of the following areas: collective representation, dispute settlement, termination of employment, workplace compliance, and OSH. Proven experience in cross-disciplinary research and demonstrated capacity to publish research results.

### Languages

Excellent command of one working language of the Organization (English, French, Spanish). Working knowledge of a second working language. One of them must be English.

### Competencies

In addition to the ILO core competencies, this position requires:

ILO International Labour Standards principles and procedure; and Current developments and research in labour market governance and regulation.

It also requires the ability to:

Design research studies and conduct comparative analyses involving the application of principles of law to the analysis of administrative, substantive and procedural problems of substantial intricacy;  
 Represent the Organization and provide authoritative advice and guidance.  
 Deal with colleagues and constituents with tact and discretion;  
 Work under pressure and meet tight deadlines;  
 Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

#### Additional Information:

Evaluation (which may include one or several written tests and a pre-interview competency-based assessment centre) and the interviews will tentatively take place between April and July 2017. Candidates are requested to ensure their availability should they be short listed for further consideration.

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APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR WRITTEN TEST.

APPLICANTS WILL BE CONTACTED DIRECTLY IF SELECTED FOR AN INTERVIEW.

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#### APPENDIX I

Angola	Antigua and Barbuda	Armenia	Austria	Azerbaijan	Bahamas
Bahrain	Bangladesh	Barbados	Belize	Brazil	Brunei Darussalam
Cabo Verde, Republic of	Cambodia	China	Congo	Cook Islands	Cyprus
Czech Republic	Democratic Republic of Timor-Leste	Djibouti	Equatorial Guinea	Eritrea	Gabon
Gambia	Georgia	Grenada	Guatemala	Guyana	Haiti
Iceland	Indonesia	Iraq	Japan	Kazakhstan	Kiribati
Kuwait	Kyrgyzstan	Latvia	Liberia	Libya	Maldives, Republic of the
Malta	Marshall Islands	Mozambique	Namibia	Nicaragua	Oman
Palau	Panama	Papua New Guinea	Paraguay	Poland	Qatar
Republic of Korea	Russian Federation	Saint Kitts and Nevis	Saint Lucia	Saint Vincent and the Grenadines	Samoa
San Marino	Saudi Arabia	Seychelles	Sierra Leone	Singapore	Slovakia
Solomon Islands	Somalia	South Sudan, Republic of	Sri Lanka	Suriname	Swaziland
Tajikistan	Tonga	Turkmenistan	Tuvalu	United Arab Emirates	United States of America
Uzbekistan	Vanuatu	Venezuela	Yemen		

#### APPENDIX II CONDITIONS OF EMPLOYMENT

- Any appointment/extension of appointment is subject to ILO Staff Regulations and other relevant internal rules. Any offer of employment with the ILO is conditional upon certification by the ILO Medical Adviser that the person concerned is medically fit to perform the specific inherent requirements of the position offered. In order to confirm an offer from the ILO the successful candidate will be required to undergo a medical examination.
- The first contract will be issued for a twelve-month period (for Geneva-based positions) and a twenty-four month period (for non-

Geneva based positions).

- A successful external candidate will be on probation for the first two years of assignment.
- Any extension of contract beyond the probation period is subject to satisfactory conduct and performance.

**Grade: P.4**

Salary and post adjustment		US\$
Salary	Minimum	70647
	rising to Maximum	89091
Post adjustment for Geneva	Minimum	57012
	Maximum	71896

Please note that the above salary levels are determined according to the criteria established by the International Civil Service Commission. The ILO is international public sector employer and salary and other employment conditions are not negotiable.

Other allowances and benefits subject to specific terms of appointment:

- Family allowance
- Children's education grant (per child per year)
- Pension and Health Insurance schemes;
- 30 working days' annual leave;
- Settling-in Grant;
- Entitlement to transport expenses of personal effects;
- Repatriation Grant (if applicable);
- Home-leave travel with eligible dependants every two years;
- Rental subsidy (if applicable).

Recruitment is normally made at the initial step in the grade.

Salaries and emoluments are exempt from taxation by the Swiss authorities and, on the basis of international agreements or national law relating to presence or residence abroad, are generally exempt from taxation by other governments. In the absence of exemption, in most cases tax paid will be reimbursed in accordance with an ILO document which will be supplied upon request.

**While the successful candidate will be initially working in Geneva Geneva, he/she may be assigned to any duty station designated by the Director-General of the ILO.**

Please note that all candidates must complete an on-line application form.

To apply, please visit ILO's e-Recruitment website at: [erecruit.ilo.org](http://erecruit.ilo.org). The system provides instructions for online application procedures.

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.

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.



ILO has a smoke-free environment