

Vacancy notice

Permanent contract

Department: Economic and Social Policy / Trade Union Development Cooperation Network (TUDCN)

Post: **TUDCN Project Officer**

Job description:

Ensuring the overall operational implementation and budget management of the TUDCN program in accordance with the requirements of the donor, and under the guidance and supervision of the TUDCN Coordinator.

Specific tasks:

- Monitoring and drafting reports on the operational status of the programme:
 - oversee the delivery of agreed outputs, including partners reporting requirements
 - identifying difficulties and ensuring they are addressed in time
 - summarize progress in overall delivery of agreed outputs/outcomes, and budget expenditure on a regular basis
- Drafting narrative and financial planning documents;
- Compiling narrative and financial reports (working with the FIN department of the ITUC), including budget reallocation procedures;
- Conceptualising and drafting narrative and budget amendments proposals to donors;
- Overseeing the narrative and budget plans as well as reports from ITUC regional networks in Latin America, Africa and Asia-Pacific;
- Follow up with relevant staff of regional organisations the operationalisation of the programme and management of budgets;
- Supporting capacity of relevant staff of regional organisations in planning and reporting.

Qualifications required:

- Solid knowledge and experience in complex programme management, especially in development cooperation with EC DEVCO
- Excellent knowledge of the rules and requirements of the EC and experience in financial management of EC programs
- Ability to work autonomously and to take initiatives
- Solid planning and coordination skills
- Excellent command of English and French and/or Spanish. Working knowledge of Spanish will be considered an asset
- Familiar with and interested in working in a trade union environment.

We offer an attractive salary and significant extra-legal benefits. We are an Equal-Opportunity employer and we encourage appropriately-qualified women, candidates from developing countries and members of minorities to apply.

Closing date: 9 October 2016

Applications: Applications should be sent, together with CV,
to Vik Meeuws, Human Resources Director
vik.meeuws@ituc-csi.org