

Vacancy notice

Permanent contract

Department: Human and Trade Union Rights
Post: **Arab Regional Officer and Project Co-ordinator**
Grade: VIII

The International Trade Union Confederation (ITUC) represents the world's working people through 332 affiliated organisations in 163 countries. We are the largest democratically elected movement in the world.

JOB MISSION

Our Human and Trade Union Rights Department leads the work to defend and promote human and labour rights across the world and ensures the definition and implementation of specific programs and projects in compliance with the decisions taken by ITUC governing bodies, in cooperation with affiliates, partners and donors.

We are looking for a talented Arab Regional Officer and Project Co-ordinator to be part of the Human and Trade Union Rights team at our Brussels headquarters. The post reports to the Human and Trade Union Rights Director.

JOB DESCRIPTION

Responsibilities:

- Advise the director of the department to ensure the definition and implementation of HTUR projects and activities in compliance with decisions taken by ITUC governing bodies, and in cooperation with national affiliates, the Arab Trade Union Confederation, partners and donors.
- To build up an advocacy network with ITUC staff, the Arab Trade Union Confederation, Global Union Federations (GUFs), affiliates, international organisations (ILO, EU, NGOs), partner organisations as well as researchers, experts, academics, activists and media.
- To act as a central contact person for affiliates, GUFs and ITUC regarding the Arab region, to provide views and input on specific developments in the region and to advise ITUC departments and interdepartmental task forces on how to implement policies, programmes and projects in the field.
- To develop, implement, monitor and oversee projects assisting unions in the Arab region.
- Organise required actions and events (conferences, workshops, seminars, trainings, including logistics).

- Coordinate multiple HTUR projects and ensure they align with overall ITUC and ITUC's donors' goals.
- Monitor the work of project partners including financial aspects and ensure consistent and accurate administration.
- Contribute to required reporting to ITUC governing bodies and donor organisations; and
- Fulfil other responsibilities and tasks related to the position as necessary for the organisation, as mandated by the General Secretary.

Qualifications, skills and experience required:

- Experience in and/or demonstrated knowledge of the role and function of the trade union movement, particularly at the international level.
- Understanding of human and labour rights, trade union values and policy making.
- Solid understanding of the political, economic, labour market, industrial relations, social and cultural context in the Arab region.
- Strong organisational skills and capacity to motivate and support others to take action through strategic thinking and ability to create synergies with other international organisations and donors.
- Relationship building and political networking skills.
- Technical expertise in managing multiple, regional projects and liaise with donors and international organisations.
- Fluency and excellent writing and verbal skills in English and Arabic is essential. Knowledge of other official ITUC languages (French and Spanish) is a strong asset.
- Flexibility and ability to work in a small team and under pressure to meet tight deadlines, with strong attention to detail.
- Availability to undertake international travel as required and live within daily commuting distance of the ITUC.

We offer an attractive salary and benefits package and a permanent employment contract.

Once appointed, the postholder must be located within daily commute distance to the ITUC head office in Brussels.

The ITUC is an equal opportunity employer and we encourage appropriately qualified candidates, especially women, candidates from developing countries and minorities to apply.

Closing date: 26 September 2022, 09:00 AM Brussels time

Applications: CV and cover letter should be sent in English to HR - jobs@ituc-csi.org