

## Vacancy notice

Fixed term contract (1 year), subject to renewal dependent on donor funding

Department: **Equality**  
Post: **Migration Policy Advisor**

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

### JOB MISSION

The Policy Advisor reports to the Director of the ITUC Equality Department.

The Policy Advisor at the ITUC Equality Department is responsible for advising on policy formulation, developing research, and drafting policy positions, as well as, engaging affiliates on relevant policy areas. Under the supervision of the Director, the Policy Advisor might carry out representational tasks of the organisation in policy-setting fora. The Policy Advisor is responsible for drafting strategic internal and external communication and for implementing projects and delivering reports to relevant donors.

### JOB DESCRIPTION

#### Responsibilities:

- Support the Director of the ITUC Equality Department with the ITUC strategic engagement on migration policy and programs all from a rights-based perspective.
- Engage in policy debates and undertake advocacy with international institutions and in experts' meetings and fora.
- Elaborate strategies for continued engagement on global migration governance (i.e., UN Global Compact on Migration) advocating trade union movement demands.
- Engagement with the International Labour Organisation (ILO) to forge relevant policy demands and strategies in line with trade union priorities.
- Develop and maintain relations with officials in international bodies, experts in relevant institutes and non-governmental and civil society organisations and networks.
- Research and prepare policy statements, policy papers, information briefs for internal use with affiliates, as well as, for external advocacy.
- Draft strategic communication documents on relevant policies and activities of concern to trade unions.
- Coordinate and strengthen the engagement of the ITUC affiliates on migration policy, fostering affiliates engagement with country governments and UN country systems.
- Facilitate actions and initiatives on migrant workers protection and integration at national level, i.e. exchange of practices, experiences and lessons learned.
- Facilitate the dialogue and cooperation across the trade union regional migration networks, steering joint objectives and strategies.

- Coordination with the Global Union Federations (GUFs) participating in the council of global union working group on migration.
- Contribute to the overall work of the equality department, supporting other areas of engagement such as equity seeking groups of workers, the ITUC Women Committee, and other relevant areas or tasks related to the implementation of the whole departmental planning.
- Implement donor's projects and programmes and deliver reports on achievements.
- To 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.
- Relevant experience in the migration policy area, and global governance on migration.
- Strong research, presentation, advocacy and negotiation skills.
- Fluency and excellent writing and oral skills in English and French or Spanish is essential, other languages are an asset.
- Ability to present highly technical subjects, in writing and verbally, to high-level officials, political and opinion leaders.
- 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.

We offer an attractive salary and benefits package.

Position based in Brussels.

This is for a full time, 35 hours a week, flexible working time in force.

The package also includes (non-exhaustive list):

- Vouchers: eco cheques (250€/year), gift voucher (40€/year), culture et sport cheques (79.72€/year), luncheon vouchers (8€/working day)
- Other benefits: transportation costs, hospitalisation insurance, extra pension fund, etc
- Holidays: 23 days the first 2 years and then 1 extra day every year until the maximum of 28 days + annual office closure between Christmas and the New year
- Annual gross salary of EUR 74,021

Once appointed, the postholder must live within daily commuting distance from the Brussels' office.

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:** 11 April 2022, 17:00 Brussels time

**Applications:** CV and cover letter should be sent in English to HR – [jobs@ituc-csi.org](mailto:jobs@ituc-csi.org)