

Vacancy notice

Permanent contract

Department: Economic and Social Policy Department (ESP)
Post: **Director – Washington D.C. Office**

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

We are seeking to fill the position of Director of the Washington D.C office to represent the ITUC and global union partners in relations and policy making with the international financial institutions (IFIs). This position requires strong representational skills, demonstrated advocacy capacity, as well as analytical and management skills.

The successful candidate will be responsible for developing the analysis and policy recommendations primarily related to the World Bank, International Monetary Fund (IMF) and multilateral financial institutions at regional level as well as strengthening union influence on relevant policies and instruments.

The Director will have the ability to work strategically and collaboratively, including directing and coordinating team colleagues, maintaining relations with national affiliates and global union federation partners and representing them to the IFIs, as well joint work with other departments of the organisation. The Director will contribute to the wider objectives of the ITUC, promoting engagement with the IFIs that supports the economic and social policy priorities of global union movement premised on fundamental labour rights, social dialogue, sustainable development, the decent work agenda, just transition, social protection, and reduction of inequalities.

JOB DESCRIPTION

Responsibilities:

- Represent the ITUC and global union movement at the World Bank, the International Monetary Fund and other global and regional IFIs;
- Build relationships with the technical, leadership and governance teams of the IFIs, including key departments and offices;
- Engage in policy-making processes at the international and regional level: provide orientation for the purposes of policy formulation and advocate trade union priorities;
- Represent unions and deepen engagement with the IFIs by ITUC and its affiliates. Support affiliates in strengthening relevant advocacy and lobbying activities, including by organizing joint meetings with the IFIs to broaden dialogue with trade union leaders and experts, and increase IFI relations with trade unions at the national level;
- Ensure coordination and complementarity to other relevant advocacy areas prioritised by the global union movement;
- Supervise Washington Office staff and consultants, oversee administrative operations of the Office, and ensure timely reporting of financial matters to headquarters;

- Liaise with other international organisations especially the ILO and OECD, as a part of a policy strategy for forwarding labour standards, worker's rights and decent work objectives;
- Plan and implement work plans with strategies to reform the IFIs;
- Oversee the production of position papers, statements, and research advocating the priorities of the unions;
- Produce briefings, country, regional and global reports;
- Support unions in expanding their evidence base, reporting and complaints cases for submission to various labour standards and other IFI complaints or grievance procedures and instruments, and presenting effective policy recommendations to IFIs and national government officials negotiating with IFIs;
- Manage communications strategies with unions and external relations for relevant activities and institutional and public outreach;
- Build relationships with foundations, seek and oversee the implementation of grants, projects, and other financial support;
- Establish and maintain effective working relationships with development and policy focused NGOs, academic and CSO platforms to strengthen alliances and networks;
- Such other tasks as may exceptionally be necessary.

Qualifications, skills and experience required:

- Excellent working knowledge of IFI and development policies, programs, instruments and debates;
- Strong background in economic, social and development policy areas relevant to the programs and strategies of IFIs;
- Excellent verbal communication and presentation skills;
- Strong analytical and writing skills – for a technical, policy and general audience (newsletter, policy documents and social media);
- Proven organisational skills with a demonstrated capacity in sound and effective financial and organisational management, planning and reporting;
- First-hand knowledge and experience working in a union, constituency-based/umbrella organisation;
- Experience and ability managing employees and consultants, and overseeing research;
- Willingness and availability to undertake international travel, adapt to different environments and work in a multicultural, multilingual setting;
- Collaborative spirit and commitment to solidarity, equality and social justice;
- Excellent command in English and ideally either French or Spanish. The coverage of all these three languages will be considered as an asset;
- Indicate if you have legal authorization to work and reside in the United States.

We offer an attractive salary and benefits package.

Once appointed, the postholder must live within daily commuting distance from the Washington 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: 9 May 2022, 10:00 AM Brussels time

Applications: Applications should be sent, together with CV to jobs@ituc-csi.org