

Vacancy notice

Temporary employment contract (one year renewable)

Department: Equality
Post: **TUDCN Policy Advisor**

The International Trade Union Confederation (ITUC) represents the world's working people through 340 member organisations in 169 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.

Under the direct supervision of the TUDCN Coordinator, 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. The Policy Advisor might carry out representational tasks of the organization 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 will include:

- Contribute to the successful implementation and delivery of the [Trade Union Development Cooperation Network \(TUDCN\)](#) programme of the ITUC;
- Engage in policy processes, elaborate strategies and undertake continued advocacy of trade union priorities vis-à-vis the EU and global institutions (e.g. Policy Forum on Development, EU Global Gateway, UN Agenda 2030);
- Develop and maintain relations with officials in institutional bodies, experts and civil society networks, building further alliances, and advocating workers priorities;
- Contribute to the overall coordination of ITUC Regions and affiliates on the areas covered by the TUDCN program notably on EU development/external relations policies and the UN Agenda 2030;
- Carry out research work, prepare policy statements, policy papers, information briefs for internal use with ITUC affiliates, as well as, for external advocacy;
- Contribute to grant strategic visibility of results/progress achieved to ITUC membership and to the wider public;
- Contribute to communication and campaigning activities of the TUDCN programme in line with ITUC priorities;
- Deliver narrative reports in line with donors requirements, including programme's external evaluations, and ensuring coordination with relevant ITUC departments;
- Contribute to the overall work of the Equality department.

Skills required

- Advanced university degree in political science, social and economic development, human/labour rights or other relevant fields.
- Experience in and/or demonstrated knowledge of the trade union movement.
- Relevant working experience on EU development policies, the SDGs and the UN social agenda
- Strong research, presentation, and advocacy skills.
- Fluency and excellent writing and verbal skills in English and French are essential. Good knowledge of one additional official ITUC language (especially Spanish) will be an 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.
- To fulfil other responsibilities and tasks related to the position as necessary for the organisation, as mandated by the General Secretary.

We offer an attractive salary and benefits package.

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: 10 March 2024, 17:00 Brussels time

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