

## Vacancy notice

Fixed term contract (2 years), subject to renewal dependent on donor funding

Department: Economic and Social Policy (ESP)  
Post: **Project Officer, Economic Justice**

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### JOB MISSION

As a member of the Economic and Social Policy team, the Project Officer assists in implementing and monitoring the ITUC's work on economic justice, including notably promoting access to social protection for all workers; ensuring minimum living wages; creating quality jobs; and moving beyond GDP to measure economic progress.

As such, you contribute to our mission to make social dimensions of globalisation, including decent work and fundamental workers' rights, a priority for decision-making in the world's major global and regional institutions.

The International Trade Union Confederation (ITUC) represents its affiliates in major global governance and policy setting fora. We have affiliated organisations in 163 countries and territories that represent 200 million trade union members.

### JOB DESCRIPTION

Working under the supervision of the ITUC Economic and Social Policy Advisor, the Project Officer:

- Undertakes research on thematic topics related to economic justice, including social protection, wages, job creation and Beyond GDP.
- Prepares research reports and policy briefs for affiliates and the wider public on thematic topics related to economic justice, along with statements, submissions and other internal or external materials on issues.
- Liaises with ITUC affiliates on their policy positions and activities related to economic justice.
- Provides advice and input on policy development and programme definition.
- Organises meetings and events with ITUC affiliates and relevant stakeholders.
- Ensures internal and external communication of programme activities and outcomes (i.e. through presentations, statements/news briefs for the ITUC website, and social media, etc.) in cooperation with the Campaigns & Communications department.
- Assists with financial and donor outreach and reporting on economic justice issues.
- Carries out such other work as shall from time to time be required.

**Person specification:**

- University-level education in social policy, economics and labour studies or similar fields, or a combination of relevant experience and training;
- Strong research skills and familiarity with international level research and databases in the social policy, labour market and economic fields;
- Demonstrated knowledge about and/or research experience in social policy, labour market policy and/or economics (minimum 2 years experience);
- Excellent writing skills in English and capacity to produce clear, concise and persuasive reports, articles, and communications materials
- Ability to present highly technical subjects, in writing and verbally, to high-level officials, political and opinion leaders;
- Fluency in English is essential; good knowledge of French or Spanish and other languages an asset;
- Flexibility and ability to work in a small team and under pressure to meet tight deadlines, with strong attention to detail;
- Experience in and/or demonstrated knowledge of the role and function of the trade union movement, particularly at the international level, including the range of policy and political economy issues that concern trade unions;
- Availability to undertake international travel as required (notwithstanding COVID-related travel restrictions).

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:** 01 November 2021, 09:00 Brussels time

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