Job vacancy
Permanent contract

Department: Just Transition Centre
Post: Co-Director

The International Trade Union Confederation (ITUC) represents the world’s working people through 337 member organisations in 167 countries and territories with nearly 200 million members. We are the largest democratically elected movement in the world.

The ITUC is committed to protect and promote the interests of working people and unions in the transition to a low or no carbon economy to tackle the climate crisis. In 2016, the ITUC and partners established the Just Transition Centre, to bring together workers and their unions, businesses and governments in social dialogue and stakeholder engagement with communities and civil society, to ensure that labour has a seat at the table when planning for a Just Transition to a low-carbon world.

The Centre requires one full-time co-Director. One part-time co-Director is already in place.

JOB MISSION
The two co-Directors are responsible for the strategic direction of the ITUC in these areas and managing the Centre and its staff. The co-Directors report directly and are accountable to the ITUC General Secretary through one of the Deputy General Secretaries, and manage a team (currently four staff and contractors).

JOB DESCRIPTION
• To ensure implementation of ITUC strategic priorities as determined by the ITUC Congress and General Council and to submit proposals for goals, targets, strategy and activities through the ITUC management structure and in accordance with the rules of the Centre.
• To translate these policies into result-oriented actions and take into account demands or needs of affiliates and external partners including preparing reports to ITUC Governing Bodies; and develop synergy with relevant research organisations, promoting positive, trustful and respectful relations.
• To ensure the fulfilment of the Centre’s mission and the delivery of its strategy and workplan; to oversee the planning, coordination and supervision of programmes, projects and events; and to create and implement required working methods, instruments and methodologies incl. integration in global/regional structures.
• To report to and advise the General Secretary and Management Team regarding events that occur, strategic issues, trouble shooting, including on relations with affiliates and external organisations, and ensure and monitor political content of ITUC statements, reports, publications etc. in compliance with ITUC strategy and policies.
• To promote ITUC priorities and represent the Centre publicly.
• To fulfil other responsibilities and tasks related to the position as necessary for the organisation, as mandated by the General Secretary.
Relationship between Co-Directors

The part-time Director is responsible for international policies and industrial/sectoral policies, and the full-time Director is responsible for national policies and also for the detailed management of the Centre, eg

- Lead and manage day-to-day running of the Centre, its staffing, its activities, programmes, projects, resources and delegated budgets; to monitor the budget and mobilise resources including playing a key role in fund-raising and reporting; and to evaluate results achieved and performance;
- As part of the Management Team of the ITUC, liaise closely with the Economic and Social Policy Department and other parts of the ITUC working on climate change, just transition and environment initiatives;
- Supervise work in progress and encourage the team to obtain required outcomes; to organise team meetings and to support team spirit; to provide leadership and guidance to the team; and to allocate roles and responsibilities.

PERSON SPECIFICATION

- Commitment to trade union values including equality, diversity and inclusivity, solidarity and social justice;
- Experience and/or demonstrated knowledge of the role and function of the international trade union movement and awareness of institutions such as the ITUC, ETUC, national unions, GUFs and ILO;
- Understanding of emerging trends, strategy, policy formulation, global geopolitical, economic, trade, legal, labour, social and cultural context;
- University-level education in labour studies climate or similar fields, or a combination of relevant experience and training;
- People management, leadership and listening skills
- Ability to work autonomously and in small teams, to develop new areas, adaptability and flexibility to cope with multi tasks and urgency, reacting quickly to resolve challenges;
- Ability to work under pressure and in crises, to develop new areas of expertise and pick up new areas of work;
- Good understanding of the project management process and donors’ guidelines and procedures; program cycles, legal aspects and budgeting;
- Fluency and excellent written and verbal skills in English is essential. Knowledge of other ITUC official languages (French and Spanish) is a strong asset;
- Relationship building and political networking, advocacy and mobilisation skills (co-ordinating, influencing, lobbying, diplomacy);
- Proficiency in public speaking and presentation, including media skills;
- Knowledge of and familiarity with using the Microsoft Office suite of ICT and experience of effective use of social media;
- Strong research, presentation, writing and proof-reading skills;
• Integrity and discretion;
• A secondment arrangement from a union organization could be considered.
• Availability to undertake international travel as required, and once appointed, the full-time co-Director must live within daily commuting distance of the ITUC headquarters.

We offer an attractive salary and benefits package.
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: 31 August 2023, 17:00 Brussels time
Applications: CV and cover letter should be sent in English to HR @ jobs@ituc-csi.org