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International Trade Union Confederation
Confédération syndicale internationale
Confederación Sindical Internacional
Internationaler Gewerkschaftsbund

Job vacancy

Permanent contract

Department: Just Transition Centre

Post: **Director**

The International Trade Union Confederation (ITUC) represents the world's working people through 338 member organisations in 168 countries and territories. 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, and the Just Transition Centre leads our practical work on ensuring that measures to deliver a just transition are included in national, sectoral and global plans and policies. It works closely with the Economic and Social Policy Department on climate policy and with the ITUC's internal donors committee on external funding arrangements as well as with all other policy and operational departments.

JOB MISSION

The Director is responsible for the strategic direction of the ITUC in these areas and managing the Centre and its staff, as part of the Management Team of the ITUC. The Director reports directly and is accountable to the ITUC General Secretary, and manages a team (currently five 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; to monitor the budget and mobilise resources; and to create and implement required working methods, instruments and methodologies incl. integration in global/regional structures.
- To lead and manage day-to-day running of the Centre, its staffing, its activities, programmes, projects, resources and delegated budgets and to provide leadership and guidance to the team; to allocate roles and responsibilities; to supervise work in progress and encourage the team to obtain required outcomes; to evaluate results achieved and performance; to organise team meetings and to support team spirit; and assist in problem solving.
- 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.



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- 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.

PERSON SPECIFICATION

- Commitment to trade union values including equality, diversity and inclusivity, solidarity and social justice.
- Experience in 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 strategy, policy formulation, global political, economic, trade, legal, labour, social and cultural context
- University-level education in labour studies, equality 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;
- 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 writing 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;
- Availability to undertake international travel as required, and once appointed to live within daily commuting distance of the ITUC headquarters.
- Integrity and discretion

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: 27 March 2023, 17:00 Brussels time

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