

## VACANCY NOTICE

### Outreach Communication Officer

#### Job description:

We are looking for an experienced Outreach Communication Officer with a strong interest and motivation in promoting sustainable development based on workers priorities such as labour rights, social dialogue, social protection, gender equality and environment.

The successful candidate will be responsible for the TUDCN (Trade Union Development Cooperation Network) communication and outreach work. This position requires solid capacities in elaborating and implementing communication strategies, outreach skills, as well as organisational abilities.

The Outreach Communication Officer will have the ability to work collaboratively with the TUDCN team and other departments of the ITUC, contributing to the wider objectives and priorities of the organisation.

#### Responsibilities:

- Promote visibility of the TUDCN's work and of the role of trade unions as development actors.
- Produce contents relevant to the TUDCN's work for use in the media, promoting readership and engagement on our priorities.
- Elaborate specialised briefs on international development cooperation debates, and on policy evolutions within relevant processes (UN, OECD/DAC, EU, Civil Society Networks).
- Edit and produce publications, policy briefs, researches findings, position papers, informative material, documentation for research and knowledge-sharing.
- Streamline and upgrade outreach and dissemination tools.
- Support specific advocacy initiatives of the Network such as delegations to international fora.
- Produce a monthly news-bulletin, manage the website, and update contact databases.
- Write reports from the network meetings and make the results visible for the affiliated organisations and other stakeholders.
- Coordinate the implementation of the work plans on communication and outreach of the regional organisations that are part of the TUDCN and support their capacity.
- Contribute to the narrative and evidence-based programme reporting to the current donors.

#### Qualifications required:

- Excellent writing and editing abilities
- Ability to understand and re-formulate complex information

- Familiarity with web-editing, social media, newsletter/emailing and on-line communication and cooperation tools. Knowledge of graphic design and layout/publishing skills will be considered an asset.
- Familiarity with development cooperation policies and debates.
- Proven capacity in self-organising, planning and reporting.
- Familiarity with working in a constituency-based/umbrella organisation.
- Flexible and available for frequent and long-distance travels.
- Excellent command of English and French and a working knowledge of Spanish. A command of all three languages will be considered an asset.
- Familiarity with and interest in working in a trade union movement.

We offer an attractive salary and significant extra-legal benefits. We are an Equal-Opportunity employer and we encourage appropriately qualified women, candidates from developing countries and minorities to apply.

Closing date: 17 August 2018

Category: VI

Applications: to Luc Vermeersch, Personnel Officer  
[luc.vermeersch@ituc-csi.org](mailto:luc.vermeersch@ituc-csi.org)