

Vacancy notice

Permanent contract

Department: **Just Transition Centre**

Post: **Project Officer**

The International Trade Union Confederation (ITUC) represents 191 million workers in 169 countries and territories and has 340 national affiliates. We are the largest democratically elected movement in the world.

JOB MISSION

The mission of the ITUC's Just Transition Centre is to help unions and their allies achieve concrete policies, plans and collective agreements for a Just Transition as defined by the ILO Guidelines. The JTC works with national federations, unions, Global Union Federations, and others to help initiate and develop social dialogue for Just Transition at different scales – national, sub-national, company-level and sectoral.

The JTC offers support to affiliates (member organisations) along three main axes: 1) capacity-strengthening (including through trainings and targeted coaching); 2) learning (via peer-to-peer exchanges and other tools); 3) project and grant management.

The JTC is currently deepening its engagement with the ITUC Regional Offices and affiliates in Africa, the Arab States, the Asia-Pacific, and the Americas.

The JTC department has two Co-Directors who divide their tasks geographically and by sector, as well as overseeing donor outreach. The Development Advisor handles overall grant and donor management. The successful candidate will work closely with the development advisor and will report to the Co-Directors.

JOB DESCRIPTION

The Project Officer's primary duties will be to:

- Implement JTC projects under the supervision of the Co-Directors and in coordination with the Development Adviser, who ensures overall grant management. This includes delivering on activities to be implemented directly by the JTC as well as supporting member organisations that receive sub-grants and/or partner organisations collaborating on projects to carry out activities.
- Assist in the day-to-day management of donor grants, including developing specific work plans; keeping track of reporting deadlines; reviewing sub-grantee reports; and liaising with the ITUC Finance Department to monitor budgets.
- Help develop training and other tools on grant management to support member organisations.
- Work alongside team members to organise round tables, workshops, peer-to-peer exchanges, and other events and activities.

- Support in the development of a new, accessible and comprehensive JTC database of union good practices and learnings on the Just Transition from across the world, working alongside a specialised consultant and subsequently helping to conduct the outreach to member organisations as well as then overseeing, updating and editing the database.
- Support the Development Advisor and Co-Director in fundraising efforts.
- Help strengthen engagement with ITUC Regional Offices and member organisations.
- Work with the two Co-Directors in their respective sectoral engagement, working together with Global and European Union Federations as well as other organisations.
- As agreed with the JTC Co-Directors, carry out other activities for the JTC, including helping to organise logistics and travel for events.
- Fulfil other responsibilities and tasks related to the position as necessary for the organisation, as mandated by the ITUC General Secretary and/or the Deputy General Secretaries.

Profile and competencies required

Education and experience

- Master's Degree (or equivalent work experience) in project and grant management.
- Experience of working for an international or global organisation.
- Experience and knowledge of working within or with the trade union movement.
- Experience of fundraising is an additional asset.
- Fluency and excellent writing and verbal skills in English are essential. Knowledge of other official ITUC languages (French and/or Spanish) as well as Arabic would be a strong asset.

Specific competencies

- Good understanding of social dialogue institutions and practices.
- Keen interest in and knowledge of climate change and related issues, as well as familiarity with the concept of Just Transition.
- Networks within the international trade union movement and other social movements, as well as contacts in the donor community are a plus.
- Experience of working in an international context and across cultures and regions is an asset.
- Sectoral experience in one or more of the following sectors will also be favourably considered: construction, transport, textiles, public and private services, and/or care.
- Proficiency with MS Office systems. Familiarity with database management as well as social media skills are a plus.
- Comfortable working in a partially virtual team (but expected to adhere to the ITUC staff collective bargaining agreement for Belgium-based staff as pertains to telework policies, etc.).

Other competencies

- Team player and relationship-builder with colleagues, partners and stakeholders.
- Takes initiative, comes up with solutions and proposals, follows up, works methodically and plans ahead. Capable of working under pressure, but also of requesting help when needed from a team committed to mutual support.
- High personal integrity.
- Excellent inter-personal and communication skills within a multi-national context, including diplomacy, discretion and confidentiality as well as respect for diversity, and a commitment to equity and inclusion.

We offer an attractive salary and benefits package.

The position may be suitable for a full-time secondment from an ITUC member organisation, but is open to all candidates who match the requirements and job description.

The ITUC is an equal opportunity employer, and we encourage appropriately qualified candidates, especially women, candidates from the Global South and minoritised groups to apply.

Only shortlisted candidates will be contacted.

Once appointed, the postholder must live within daily commuting distance from the Brussels' office. The ITUC will facilitate relocation for the successful candidate, if based abroad.

Closing date: 15 April 2024, 17:00 Brussels time

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

Personal Data Disclaimer: ITUC ensures a GDPR-compliant treatment of your personal data.