

VACANCY

Director of Professionals and Managers (P&M) & Digital Policy Advisor

Nyon, Switzerland
Grade E (100%)

UNI has a vacancy for the role of Director of Professional & Managers combined with the role of Policy Advisor on Digital Technology.

1 About UNI Global Union

UNI Global Union is the voice of 20 million service sector workers around the world. Through its affiliated trade unions, UNI represents workers in 150 countries and in every region of the world. Our Head Office is based in Nyon, Switzerland, with nearly 50 staff.

UNI's strategy is to build power for working people through strong unions and to change the rules of the game in the global labour market in order to ensure justice and equality for working people.

2 About the job

UNI Global Union is seeking a Director of Professional & Managers (50%) and Policy Advisor on digital technology (50%).

The responsibilities of the Director of P&Ms will be to continue UNI Global Union's work for Professionals and Managers, as well as exploring union innovations and new approaches to the organisation of Professionals and Managers. The developments in the area of digital technology are of extreme importance for Professionals and Managers and the Director of P&Ms will therefore coordinate closely with all UNI sectors on this topic, in particular with UNI ICTS and UNI Finance.

In addition to the responsibilities described above, the person will be responsible as Policy Advisor on digital technology to monitor developments and develop policy guidance in the areas of digital technology, and advise UNI affiliates on best practices in relation to collective bargaining.

The Director of Professional & Managers and Policy Advisor on Digital Technology works under the general direction of UNI's General Secretary.

As **Director of P&Ms**, your main responsibilities will be to:

- Secure the implementation and further development of the strategic plan for UNI Professionals and Managers' at regional and global levels
- Explore and promote best practice and initiatives to assist affiliates in their organising efforts to grow their membership among Professionals and Managers and develop their union structures
- Research and develop policy proposals for Professionals and Managers on issues such as skills development, digitalisation etc
- Maintain and further develop Professionals and Managers networks

- Cooperate with other parts of UNI Global Union, particularly the UNI Sector Global Unions for Information and Communication Technology and Services (ICTS), Finance as well as Media & Entertainment.
- Monitor developments relevant to Professionals and Managers.
- Represent UNI Professionals and Managers to external stakeholders such as Eurocadres.

As **Digital Policy Advisor**, your main responsibilities will be to:

- Monitor developments in the areas of digital technology, and specifically track developments in bargaining and regulation (both within UNI sectors and externally)
- Advise affiliates on best practices in bargaining on digital technologies
- Coordinate efforts on digital technology and policies across sectors
- Provide support as needed to campaigns on multinational companies where the application of technology features as a prominent issue
- Provide input and represent UNI on these topics in relevant settings such as the CGU and the OECD
- Create presentations, written statements and policy guidance

3 The Successful Candidate

The successful candidate has:

- A strong personal commitment to the ideals and goals of UNI Global Union
- A minimum of 8 years of leadership experience with a union organisation, at the national or international level
- Experience working in multiple countries would be an advantage
- University-level education, or a combination of relevant experience and training
- Demonstrated knowledge about and/or extensive experience in researching and writing policy documents in the areas of digital technologies and/or labour issues
- Proven Advocacy and analytical skills
- Understanding of new technological developments
- The capacity to represent UNI with international institutions, companies and affiliates
- The ability to plan strategically and administratively, as well as a track record in achieving targets
- The flexibility to deal with fast-moving events that require a rapid response
- Excellent writing and verbal skills in English. Knowledge of any other language is an advantage. Strong MS Office skills, including Word, Power Point and Excel as well as ease with social media (FB, Twitter, Instagram, web-page).

This position requires some travel.

The terms and conditions of employment are according to the collective agreement existing between UNI, its employees in Nyon and their trade union.

4 How to apply

Applications to the position must be sent to Céline Tremblet, Human Resources Manager, at jobs@uniglobalunion.org no later than April 19th, 2021 and include:

- An application form (available from www.uniglobalunion.org/about-us/jobs)
- Relevant work certificates and diplomas

First interviews will take place on-line, between May 3rd and May 7th 2021.

5 Data management

In order for us to comply with new data protection laws, UNI Global Union does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>