



VACANCY

Coordinator – Commerce

Grade C (100%)

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 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.

Objective

UNI Commerce is a large, exciting and dynamic sector within UNI Global Union. We have an ambitious program to grow unions, improve working conditions and build global labour relations with the leading multinationals in the industry.

We have developed a strategic action plan which unites and aligns efforts in all UNI regions for coordinated and integrated action. As the new Coordinator within our Commerce department, you will have a key role in assisting with the implementation of this program. Some of these activities will include preparing documents and research for meetings, communicating with UNI Commerce affiliates on important developments, promoting the work of UNI Commerce through social media, and providing strategic input.

The Coordinator will report to the Head of UNI Commerce and work with UNI Head Office and Regional staff as required.

Core Responsibilities

The main tasks of the Coordinator will be to:

- Assist in the planning and running of Global Alliance and Multinational Network meetings.
- Assist with the development of effective relationships with employers and UNI affiliates.
- Provide input and assistance on developing or implementing strategic corporate campaigns.
- Produce research, analysis and advocacy materials, including corporate and country profiles to support the work of UNI Commerce and its affiliates.
- Assist with UNI Commerce's role in implementing the Bangladesh Accord & other supply chain related initiatives.
- Support regional activities of UNI Commerce in cooperation with the regional offices.
- Liaise with the ITUC, GUF's, the ILO, employer's organisations, multinational companies, the OECD, the WTO, UN agencies and other organisations.
- Assist with writing speeches, press releases, web articles, and social media.

Requirements

- Trade union experience at a national or international level.
- Prior experience working on organising campaigns.
- Research experience relating to trade unions or international workers' rights.
- Proven communication skills and strong writing abilities.
- Fluent English, spoken and written is essential. Knowledge of any other languages is an advantage.
- The ability to plan strategically and administratively.

- Understand contemporary labour problems, the challenges facing unions and the role comprehensive and strategic campaigns play in supporting union objectives in organising, negotiations and policy matters.
- The ability to adapt to fast-moving events that require a rapid response.

The successful candidate will have a strong personal commitment to the goals of UNI Global Union and the labour movement and will demonstrate the ability to work in a team and maintain a positive attitude in the face of demands and obstacles that naturally occur in today's exciting and challenging environment for global unions.

This position requires occasional travel and the flexibility to work outside normal business hours and occasionally on weekends.

Candidates with a strong work history in labour relations, negotiations, and strategic campaigning may be considered for a higher-level position.

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

Any candidate wishing to apply should complete the application form (available from www.uniglobalunion.org/jobs) and return it with a recent colour photo and other relevant information to:

Damaris Baeuchle, Human Resources Manager, UNI Global Union
Email: jobs@uniglobalunion.org

APPLICATION DEADLINE: 14.04.2018