



VACANCY

Executive Assistant to the General Secretary

Grade E - (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. The General Secretary's responsibility is to lead UNI's strategy 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

The Executive Assistant is responsible to provide comprehensive support to the General Secretary in accomplishing his or her mandate and is critical to the overall success of the organisation. He or she will play an important role to support the GS in his or her preparation for speaking events, meetings with affiliates and other stakeholders.

The position is also key in ensuring proactive organization and management of information, fluid communication with affiliates, with special attention to the World Executive Board (WEB) and Management Committee (MC), consistent preparation of meetings and events, high quality documents as well as meticulous follow-up.

The Executive Assistant will report to the General Secretary but is expected to work closely with others at UNI's Head Office as well as with the UNI's Regional offices. He or she will also interact with affiliates and other contacts considered necessary by the General Secretary.

Core Responsibilities

The Executive Assistant shall have responsibilities in three key areas as described below.

a. Policy support to General Secretary (GS)

- Is aware of key political and policy developments of interest to the GS and UNI affiliates and is able to provide or identify basic policy support and advice for the GS in preparation for his or her participation in meetings and events.
- Performs directed research as requested; prepares and presents findings in the form of memos, reports or presentations.
- Provides input to the development of areas of special interest to the General Secretary.

b. Meetings and Events

- Performs a lead role in the organisation of the meetings of the WEB and MC.
- Assists the GS with the preparation and communication of agendas for the meetings; anticipates necessary reminders for preparations of meetings; flags any area of special concern to the GS.
- Coordinates the preparation of supporting documents for the meetings, including the final edit.
- Prepares a briefing for the Chair of the meetings, focusing on key messages and desired outcomes.
- Tracks and follows up on action items and other commitments identified at meetings to ensure follow up is completed according to meeting agreements.

- Ensures minutes and summaries of action points are written for meetings and that minutes are approved and communicated to appropriate affiliates within the established timeline.
- Contributes to the planning and execution of Regional Conferences and other major statutory events, such as the World Congress. This will include the preparation of scripts and briefings.

c. Communication

- Acts as the point of contact for the General Secretary's diverse stakeholders.
- Manages the communication with the members of the WEB and MC concerning meeting schedules, agendas and follow-ups.
- Prepares communications in the form of circular letters or messages on behalf of the General Secretary.
- Monitors and drafts responses to emails and correspondence addressed to the General Secretary.
- Maintains up-to-date filing and office systems.

May be requested to undertake other tasks as requested by the GS.

Requirements

- At least 5 years' successful experience in a similar role or with other relevant experience.
- Genuine interest in, understanding of and commitment to the principles, mission, operations, and challenges of UNI Global Union.
- Sound political judgement and sensibilities.
- Basic awareness of the policy matters of importance to UNI and its affiliates.
- Solid drafting experience with a demonstrated ability to express ideas, thought and concepts clearly in writing, using correct and appropriate grammar, organisation and structure (articles, policies, presentations or speeches etc.).
- Computer literate (MS Office, Sharepoint).
- Fluency in English; knowledge of other languages is an advantage.
- The ability to build and maintain a strong network of relationships within UNI.
- Outstanding organisation skills; ability to complete multiple tasks within short deadlines, while maintaining priorities and quality.
- Tact, diplomacy, discretion and confidentiality.
- Autonomous, proactive and self-motivated problem-solver.
- Ability to work as part of a team in a multi-lingual, multi-cultural environment.
- Previous work with senior management.
- Trade union or NGO experience an advantage.
- Bachelor / postgraduate degree desirable.

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

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

Applications for this vacancy will be accepted until the 28th of February 2018. Any candidate wishing to apply should send a CV with motivation letter by email to: Damaris Baeuchle, Human Resources Manager, UNI Global Union, Email: jobs@uniglobalunion.org

APPLICATION DEADLINE: 28.02.2018