

VACANCY

Senior Policy Advisor

Nyon, Switzerland
Grade E (100%)

UNI Global Union is seeking a Senior Policy Advisor to:

support the work of UNI in various key policy areas aimed at enhancing workers' ability to organize and bargain, general economic and other policy priorities relevant to campaigns and organizational priorities. Responsibilities will also include UNI's solidarity work in connection with democracy and human rights and the broad area of Business and Human Rights.

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 Senior Policy Advisor for the General Secretary's Department.

UNI's policy work is aimed at support for policies that which will enhance workers' ability to organize and bargain, for example through tools of corporate accountability. The person will also have responsibility for general economic policy (specifically as it relates to addressing income and wealth inequality) and other policy priorities which may arise, (for example, health and safety measures or access to vaccines) and particularly those relevant to campaigns and organizational priorities. Responsibilities will also include UNI's solidarity work in connection with democracy and human rights and the broad area of Business and Human Rights.

The successful candidate will report to the General Secretary.

The Senior Policy Advisor will have the following responsibilities:

- Research and prepare strategic guidance, policy statements, and public communications on policies of concern to UNI, with a particular focus on cross-sectoral issues or issues which present themselves in key campaigns.
- Support the development of strategy and implementation of campaigns in the area of business and human rights and corporate accountability, which includes monitoring trends and developments in this area and responsibility for the preparation of submissions and interventions.
- Advise sectors on the use of relevant tools in their campaigns involving multinationals and on appropriate resources.
- Produce briefings, speeches and presentations for the General Secretary and Deputy General Secretary

- Support the Congress Resolutions Committee through the drafting of motions and the Resolutions Committee Report.
- Represent UNI at the appropriate international body in key policy areas, for example, working groups of the OECD, CGU or ILO.
- Draft solidarity statements or calls for action addressing political emergencies and crises in coordination with appropriate partners such as the ITUC or CGU and UNI sectors and manage follow up activities where necessary.
- Draft news articles on the identified policy issues for the UNI website and for distribution on social media.

3 The Successful Candidate

The successful candidate has:

- A minimum of eight years' experience in international trade union policy.
- Experience and/or demonstrated knowledge of the role and function of trade union movement, particularly at the international level, including the range of policy and political economy issues that concern trade unions.
- Demonstrated knowledge about and/or policy experience concerning international mechanisms for corporate accountability/business and human rights.
- University level education or a combination of relevant experience and training.
- Strong skills in research, writing, presentation, and advocacy.
- Good analytical and problem solving skills and the ability to digest and summarise complex information.
- Experience working with international organisations, non-union actors, and governance bodies.
- A strong personal commitment to the ideals and goals of UNI Global Union.
- Ability to adapt to irregular and unusual hours and some international travel commitments.
- The capacity to represent UNI to international institutions and to 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 written and spoken English, good knowledge of other languages is an asset.

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

The successful candidate will be expected to relocate to the Head Office region near Geneva, Switzerland and to take up the position as soon as possible after the interview.

4 How to apply

Applications to the position must be sent in English to Céline Tremblet, Human Resources Manager, at jobs@uniglobalunion.org no later than **May 20th, 2021** and include:

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

First interviews will take place online, beginning of June.

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>