



VACANCY

Director for UNI Europa Commerce

Brussels, Belgium
Grade D (100%)

UNI Europa, is seeking a Director for UNI Europa Commerce to:

Lead and manage the operational, policy and campaigning activities of our commerce sector.

1 About UNI Europa, the European Services Workers Union

UNI Europa is the voice of 270 trade unions with 7 million members across Europe. Our office is based in Brussels, Belgium with about 25 staff.

UNI Europa's strategy is to build power for working people through strong unions and collective bargaining. We work towards a social Europe with quality jobs and fair working conditions for everyone. UNI Europa promotes and advocates workers and trade union interests towards EU institutions, governments, employers' associations and multinational companies. UNI Europa is part of UNI Global Union.

2 About the Job

As Director for UNI Europa Commerce, you are in charge of our largest sector. Key areas of activities include: EU institutions and EU policymaking, employers and multinational companies, social dialogue and collective bargaining, relations with affiliates, organising, project management, campaigning, communication and research.

The focus of the job is on initiating, planning, running, supervising and coordinating activities in your fields of work.

Main tasks comprise in particular:

- Contributing proactively to the definition and implementation of relevant UNI Europa policies, strategies, action and projects as well as providing policy advice; this includes preparing and/or coordinating the preparation of relevant policy, research and project documents.
- Representing your fields of work and UNI Europa within internal bodies as well as *vis-à-vis* affiliates and external actors; this includes organising and leading meetings, advocating UNI Europa positions, and negotiating with employers.
- Supporting affiliates in organising and campaigning on company, sectoral and international level; a special focus is multinationals and capacity building in order to grow unions and leverage.
- Promoting the visibility of UNI Europa, in particular by communicating on activities effectively to affiliates and other relevant parties, including via the UNI Europa website and social media.
- Bringing affiliates together and guiding them towards the attainment of common objectives by coordinating their activities and using their competencies in the most effective way.

- Establishing, developing and maintaining networks; efficient co-operation, good relations and contacts with all relevant internal and external parties (including all parts of UNI Europa, UNI Global Union and affiliates).
- Providing input into UNI Europa's mid- to long-term strategic planning, from both the perspective of your fields of work and a wider UNI Europa perspective, thereby contributing to UNI Europa's strategy and vision.

You will also be part of the global commerce team led by the Head of UNI Commerce.

3 The successful candidate

The successful candidate has:

- At least 7 years of experience in policy and campaigning work, preferably with a European dimension, in an organisation/institution comparable to UNI Europa.
- Strong leadership skills; good inter-personal and partnership skills, in particular the ability to motivate colleagues and work in a team.
- Ability to work strategically, take initiatives and react flexibly to new challenges on specific dossiers – often under pressure.
- Effective planning and time management skills, with the ability to prioritise and manage multiple tasks as well as a track record in achieving targets.
- Ability to adapt to strenuous travel commitments.
- Excellent written and spoken English (of at least C1); knowledge at a similar level of at least one other working language of UNI Europa (French, German, Italian, Swedish).

Distinct advantages are experiences in trade union work at national or international level and experiences relating to the commerce sector.

4 Remuneration and conditions

UNI Europa offers attractive conditions with a competitive salary and an attractive package of fringe benefits in line with seniority and work experience. This includes complementary hospital insurance and pension scheme.

5 How to apply

Applications to the position must be sent to Veronique Ernoult, Director Office Management and Human Resources, at ho.unieuropa@uniglobalunion.org with the subject heading "UE_Vacancy Director Commerce" no later than **4 June 2019** and include:

- An application form (available from www.uniglobalunion.org/about-us/jobs).
- Cover letter focusing on how your experiences, skills and competencies will benefit the project.
- Relevant work certificates and diplomas.

6 Data management

In order for us to comply with data protection laws, UNI Europa 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>.