

VACANCY
(Senior) Coordinator Commerce
Nyon, Switzerland
Grade C / E (80-100%)

UNI Global Union is seeking a (Senior) Coordinator - Commerce to assist the Commerce Department with the implementation of a strategic action plan.

About UNI Global Union

UNI Global Union is the voice of 20 million service sector workers around the world. Working with our affiliated unions, UNI represents workers in over 150 countries in industries such as Cleaning & Security, Commerce, Finance, Telecommunications, and Tech. Our Head Office is based in Nyon, Switzerland with over 50 staff.

Our mission is to build power for working people through growing strong unions and to change the rules of the game in the global labor market to ensure respect and dignity in the global workplace.

About the job

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

As (Senior) Coordinator - Commerce, your main responsibilities 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 International 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.

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

Experience & Competencies

The successful candidate will have :

- At least 5 years experience working on campaigns (organising, collective bargaining, or legislative).
- At least 5 years trade union experience at a national or international level.
- Research experience relating to trade unions or international workers' rights.
- Proven communication skills and strong writing abilities.
- Strong personal commitment to the goals of UNI Global Union, the trade union and labour movement.
- 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.
- Fluency in spoken and written English is essential, knowledge of other language(s) is an advantage.

In addition, the successful candidate works collaboratively with colleagues and maintain a positive attitude in the face of demands and obstacles to achieve organisational goals and will have:

- The ability to think creatively and work independently within the framework of the assigned tasks.
- The ability to plan strategically and administratively.
- The flexibility to adapt to fast moving events that require a rapid response.
- The ability to adapt to irregular and unusual hours and occasional travel.

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

We offer

- Excellent benefits and terms as part of a collective agreement.
- A competitive salary, payable in thirteen instalments, Grade C or E.
- Flexible work policies in terms of core hours and working from home.
- Excellent Pension scheme and healthcare insurance benefit.

UNI is committed to diversity and strongly encourages applications from women, those with a BIPOC background, the LGBTI community and people with disabilities to apply for this position.

How to apply

If you recognize yourself in the profile sought and if you share the values of our organization, <https://uniglobalunion.org/about/>, we invite you to apply for this position at jobs@uniglobalunion.org. Applications should include:

- An application form (available from <https://uniglobalunion.org/jobs/>)
- CV, relevant work certificates and diplomas

Application deadline: February 29th, 2024. Interviews will take place in Nyon as from March 2024.

Data management

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 <https://uniglobalunion.org/jobs/>.