



VACANCY

Coordinator / Organiser – UNI ICTS

Nyon, Switzerland
Grade C (100%)

UNI Global Union seeks a Coordinator / Organiser for its ICTS sector, a large, exciting and dynamic sector within UNI Global Union. The UNI ICTS sector has an ambitious program to expand organising and bargaining rights, grow unions, and improve conditions for workers in the sector, with a focus on major telecom, contact centres and ICT multinationals. The key elements of the program include developing campaigns, building organising capacity among our affiliated unions and organising workers into unions. The ICTS sector is diverse, ranging from traditional telecommunications, contact centres, information technology including professional, technical and administrative support staff.

UNI ICTS has developed a strategic action plan which unites and aligns the efforts in all UNI regions and enables coordinated and integrated action. The Coordinator / Organiser will have a key role in implementing all aspects of this program.

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

Responsibilities

- Working in a team to implement the UNI ICTS strategic plan.
- Assisting in developing and coordinating campaigns, together with affiliates, Head Office and Regional staff, to win organising rights for workers at key multinational and regional ICTS companies.
- Developing organising capacity alongside affiliates, Head Office and Regional staff.
- Coordinating work plans and activities of multinational trade union alliances in key ICTS companies, with a focus on major telecom, IT and network companies.
- Implementing the decisions of UNI ICTS meetings and conferences at company, regional & global levels.
- Preparing material, presentations and documents for UNI ICTS meetings and conferences.
- Supporting affiliates and responding to their needs and requests.
- Monitoring developments relevant to the sector, including activities of affiliates.
- Communications including writing of web articles and further developing the use of social networks and communications tools in the ICTS sector.
- Compliance with all funding requirements including proposals, reports and budget management.

Competencies & Experience

This is a demanding role that requires significant practical union experience. The required competencies for the position include the following:

- **A minimum of 5 years' experience working in a trade union** at the national or global union level.
- **Experience in leading organising and employer focused campaigns** at national or global union level.
- International trade union experience and / or working as an organiser in multiple countries is an advantage.
- Proven communication skills and strong writing ability essential, proven social media skills are an advantage.
- Understanding of contemporary labour issues, the challenges unions face, and the role of comprehensive and strategic campaigns in supporting union organising, bargaining, negotiations and policy matters.
- Proven capacity in responsible financial oversight and budget management.
- Fluency in English, spoken and written, is essential. Knowledge of any other languages is an advantage.



- Strong personal commitment to the goals of UNI Global Union and the labour movement and **demonstrated ability to work in a team** and maintain a positive attitude in the face of demands and obstacles that naturally occur in the exciting and challenging global environment for workers and unions.
- Effective time management skills, including prioritising and managing multiple tasks and demonstrated experience in developing work plans and goals. Proven ability to meet deadlines.
- The ability to adapt to irregular and unusual hours and strenuous travel commitments.

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 and to take up the position as soon as possible.

Candidates with additional trade union experience and more advanced competencies may be considered for a more senior level position focused on the same job requirements.

Any candidate wishing to apply should complete the application form (available from www.uniglobalunion.org/jobs) and return it to: jobs@uniglobalunion.org

DEADLINE FOR APPLICATIONS: 9.00 (CET) 6 August 2018