



# VACANCY

## Deputy General Secretary (100%)

UNI Global Union is seeking a Deputy General Secretary to assist the General Secretary in the execution of her duties, which are to direct the work of UNI's staff and be responsible for the general direction, management and administration of UNI Global Union.

### MAIN RESPONSIBILITIES

- Acting for the General Secretary in her absence.
- A key role in the management of UNI Global Union, with overall responsibility for matters related to finances, budgetary control and fees' collection.
- A key contribution to the development and implementation of a strategy to take UNI Global Union into the future. This will include increasing membership and maintaining UNI Global Union's relevance and credibility with affiliates through effective and efficient work.
- Providing advice and assistance in the negotiation of global agreements.

### COMPETENCIES

- National and international trade union experience in UNI Global Union's areas of membership interest.
- Involvement in the work of UNI Global Union, whether globally, regionally or sectorally.
- A strong personal commitment to the ideals and goals of UNI Global Union.
- Ability to adapt to irregular and unusual hours and strenuous travel commitments.
- Strong leadership skills and organisational ability; honesty, integrity and trust; good inter-personal and partnership skills and the ability to motivate colleagues.
- The capacity to represent the General Secretary to outside institutions, within the UNI Global Union structure and with affiliated organisations.
- Excellent communication, advocacy and campaigning skills.
- Proven managerial skills; the experience and ability to manage the finance and administration of UNI Global Union.
- 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.
- Experience with respect to implementing a strategic plan, particularly with regard to union recruitment, negotiating agreements with employers and involvement in union campaigning work and resource allocation.
- Understanding of technological developments in relation to UNI's operational needs in information and communications technology.
- Fluency in English, spoken and written, is essential. Knowledge of any other languages is an advantage.

The Deputy General Secretary will be based in the UNI Head Office in Nyon, Switzerland, and must be in a position to take up the appointment on 19 June 2018.

Candidates wishing to apply should send a detailed CV and other relevant information by email to:

[gs@uniglobalunion.org](mailto:gs@uniglobalunion.org) with the subject heading "GS – In confidence"

**DEADLINE FOR APPLICATIONS: Wednesday, 28 February 2018 (09:00 Swiss time)**