



CIRCULAR AF No. 4 (2012)

To all PSI affiliates in Africa and Arab Countries
To all AFREC members
To all PSI Staff

File Reference: PW/AK/vd
Contact Person: Alexandre.Kamarotos@world-psi.org
30 October, 2012

Dear Colleagues,

**PSI Vacancy:
Subregional Secretary for French-speaking Africa based in Lomé, Togo**

Public Services International is looking for a suitably experienced person to work as Subregional Secretary for French-speaking Africa. A full time employment contract will be offered to a person who should be able to work in Lomé, Togo (Regional PSI Office for Africa and Arab countries). The salary will reflect the experience and qualifications of the person, as well as PSI's employment conditions.

The Subregional Secretary is responsible for implementing PSI policies and activities in the subregion and providing relevant information to the affiliated unions in the subregion, to the PSI Regional Office and to the PSI Head Office in Ferney-Voltaire (France). Strong experience in gender and equality issues would be an asset.

Please see the job description for the position. Interested candidates are invited to:

- Produce a cover letter including motivation for the position, related skills and competences, based on the selection criteria listed in the job description, of no more than 1,000 words in English;
- Include 3 references from previous employers;
- Attach a detailed *Curriculum Vitae* with passport size photograph; and
- Send their application to recruitment@world-psi.org, and to PSI Deputy General Secretary Alexandre Kamarotos, Alexandre.Kamarotos@world-psi.org **before 30th November 2012**.

NB: Incomplete applications or applications received after the deadline will not be taken into consideration.

We encourage candidates to apply regardless of their gender, age, nationality, religion and sexual orientation. PSI welcomes in particular applications from PSI affiliates and staff.

Yours sincerely,

PETER WALDORFF
General Secretary

Encl.: Job description and skills required

PUBLIC SERVICES INTERNATIONAL (PSI)

Job Description: **Subregional Secretary**

Title: **PSI Subregional Secretary, French-speaking Africa**

Location: Lomé, Togo. International travel required. Travel involves visits to affiliates and potential affiliates in all the countries within the subregion, participation in the Regional Executive Committee meeting, the relevant subregional meetings, the relevant regional conference, which is held every 5 years, and coordination meetings at PSI Head Office.

Overall Objective

Subregional secretaries are PSI's representatives in the subregion. They are responsible for implementing PSI policies and activities in the subregion under the direction of the Regional Secretary.

Duties

The duties of a Subregional Secretary include:

1. Represent PSI in the subregion and ensure that the Regional Secretary is kept informed of developments affecting affiliates in the subregion;
2. Manage, co-ordinate and ensure the delivery of union development projects in accordance with PSI Guidelines in the subregion;
3. Convene and implement outcomes of meetings of affiliates and potential affiliates, including the subregional advisory and subregional women's committees;
4. Ensure the implementation and development of PSI's Programme of Action in the subregion;
5. Recruit new affiliates;
6. Support proper accounting in accordance with statutory requirements of the country of residence, as well as with PSI guidelines and monitor local PSI bank accounts;
7. Report on activities or news for PSI regional and general publications;
8. Any other duties as assigned by the General Secretary and/or the Regional Secretary.

Supervision

Subregional secretaries operate under the supervision of the Regional Secretary within the policy framework set by PSI constitutional bodies and within an agreed work plan. The Regional Secretary is responsible for the region and is accountable to the PSI General Secretary.

Skills, Special Knowledge and Experience

1. Proven commitment and experience in trade union work preferably with a public sector union. Preference will be given to experience with public sector unions affiliated to PSI;
2. Good initiative, judgement and capacity to work with minimal direction and as part of a team;
3. Good level of skill in planning and delivering training for trade unionists. Experience in education project design, support and evaluation an advantage;
4. Demonstrated commitment to gender equality and non-discrimination principles;
5. Experience in initiating, planning, supporting and implementing activities and campaigns;
6. Ability to work at a subregional level, including the ability to work with people from diverse cultural backgrounds. Experience at a subregional, regional and/or international level an advantage;
7. Administrative skills including the capacity to fulfil reporting and administrative requirements of PSI and sponsors for projects, and directing support staff;
8. High-level written and oral communication skills;
9. Excellent knowledge of French (written and oral); good knowledge of English (written and oral); any other language of the region, especially Arabic, would be an advantage;
10. Ability to network with public sector unions on regional and global issues of common concern.