



CIRCULAR AF LC No. 3 (2016)

To all PSI affiliates in Arab-speaking countries
To all AFREC members
To all PSI Staff

File Reference: RP/AK/vt

Contact Person: alexandre.kamarotos@world-psi.org

29 June 2016

**PSI Vacancy:
Subregional Secretary for Arab-speaking countries, based in Tunis**

Dear Colleagues,

Public Services International is looking for a suitably experienced person to work as Subregional Secretary for Arab-speaking countries.

The Subregional Secretary is PSI's representative in the subregion. S/he is responsible for implementing PSI policies and activities in the subregion under the direction of the Regional Secretary.

These will be the duties of the Subregional Secretary; attached you will find the detailed job description and the skills required for the position:

General political work

1. Implement PSI's Programme of Action;
2. Develop long term strategic objectives;
3. Integrate trade union rights, fighting privatisation, sectoral and cross cutting issues into daily work;
4. Work with non-affiliated unions, national union centres, civil society organisations, funding bodies and other allies;
5. Mobilise affiliates around PSI campaigns;
6. Convene and implement outcomes of meetings of affiliates;
7. Recruit new affiliates;

Project Coordination

1. Manage, co-ordinate and ensure the delivery of union development projects;
2. Participate in meetings of project committees;
3. Monitor project implementation and report on progress.

Office Management

1. Take full responsibility for the operational governance of the sub-regional office, its activities and finances.

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 or French**;
- Include 3 references from previous recent employers;
- Attach an original writing sample, i.e. a text written by yourself, preferably about a subject related to PSI's work;
- Attach a detailed *Curriculum Vitae* with passport size photograph; and
- Send their application to recruitment@world-psi.org, and to PSI Deputy Director General, Alexandre Kamarotos (alexandre.kamarotos@world-psi.org) **before 31 July 2016 (11:59 pm French time)**.

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,



ROSA PAVANELLI
General Secretary

Encl.: Job description and skills required

PUBLIC SERVICES INTERNATIONAL (PSI)

Job Description:	Subregional Secretary
Title:	PSI Subregional Secretary, Arab Countries
Location:	Tunis. 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 advisory committee meeting, the relevant regional conference, which is held every 5 years, and coordination meetings at PSI Head Office.

OVERALL OBJECTIVE

The Subregional Secretary is PSI's representative in the subregion. S/he is responsible for implementing PSI policies and activities in the subregion under the direction of the Regional Secretary.

DUTIES AND TASKS

The duties of the Subregional Secretary include:

General political work including facilitation of subregional constitutional bodies

1. Ensure the implementation of PSI's Programme of Action in the Subregion;
2. Develop long term strategic objectives (including a growth strategy) for the subregion and implement appropriate action to achieve them;
3. Integrate advancing trade union rights, fighting privatisation, sectoral and cross cutting issues into daily work;
4. Work with non-affiliated unions, national union centres, civil society organisations, funding bodies and other allies to achieving political objectives;
5. Organise and mobilise affiliates around PSI campaigns and build useful alliances and coalitions;
6. Convene and implement outcomes of meetings of affiliates and potential affiliates, including the subregional advisory and subregional women's committees;
7. Recruit new affiliates and strengthen membership of existing ones;
8. Represent PSI in the subregion and ensure that the Regional Secretary is kept informed of all relevant developments affecting affiliates in the subregion;
9. Liaise with the national affiliates' committees, the PSI Project Coordinator and other relevant officers in PSI head office;
10. Report on activities or news for PSI publications;

Project Coordination

1. Manage, co-ordinate and ensure the delivery of union development projects in accordance with PSI and donors' guidelines;
2. Facilitate and participate in meetings of project committees, consisting of representatives of partner organisations and affiliates;
3. Monitor project implementation and report accurately and timely on progress (midterm, annual, final reports), scrupulously respecting reporting deadlines.

Office Management and other duties

1. Take full responsibility for the operational governance of the sub-regional office, its activities and finances; including:

- Ensure maintenance of correct books of account and manage all relevant bank accounts in accordance with the national laws, with generally accepted accounting principles and PSI guidelines;
 - Supervise local audits and closure of annual accounts and project accounts according to the PSI audit instructions and transmit these reports timely to the head office for consolidation in the PSI annual financial statements;
 - Supervise locally-recruited staff;
2. Carry out any other duties as assigned by the General Secretary and/or the Regional Secretary.

SUPERVISION

The Subregional Secretary will 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
2. Understanding of the political and union environment in the Arab speaking countries, preferably in the public sector
3. Ability to network with public sector unions on (sub)regional and global issues of common concern;
4. Experience in initiating, planning, supporting and implementing activities and campaigns;
5. Experience in union development project design, support and evaluation an advantage;
6. Good level of skills in planning and delivering training for trade unionists;
7. Demonstrated commitment to gender equality and non-discrimination principles;
8. 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;
9. Good initiative, judgement and capacity to work with minimal direction and as part of a team;
10. Administrative skills including the capacity to fulfil reporting and administrative requirements of PSI and sponsors for projects, and directing support staff;
11. High-level written and oral communication skills. Excellent knowledge of Arabic and English/French (written and oral); ability to speak other languages of the subregion would be an advantage.