



Vacancy at the ITUC-Africa Head Office
Position: *Policy Officer*- African Trade Union Development Work within the Global Trade Union Development Cooperation Program of ITUC
Fulltime employment Contract

The African Organisation of the International Trade Union Confederation (ITUC-Africa) is looking to recruit an experienced ***Policy Officer*** to lead its regional and global work on development processes. Reporting to the coordinator of the Africa Trade Union Development Network (ATUDN), the candidate shall be expected to engage in policy development processes at the Africa regional, sub-regional levels and global levels. The ideal candidate should have a strong knowledge/experience in development issues and keen interest in development cooperation policies and processes.

Job Description

The candidate shall be expected to be:

- Monitor and participate in development processes at the regional and international levels (including contributions to TUDCN global meetings);
- Develop ITUC-Africa policy positions and ATUDN responses highlighting member priorities;
- Develop and implement campaigns, organise and mobilise affiliates around core issues of development;
- Build alliances and coalitions including the development and delivery of trade union training on development issues and processes on the continent;
- Produce briefings and reports to the members;
- Facilitate thematic work-streams of the regional development network, grant coordination and coherence with the TUDCN at global level;
- Organise and coordinate research on relevant themes relating to development policies;
- Coordinate the ATUDN newsletter and submit news to the TUDCN newsletter;
- Inform the affiliates and other stakeholders about the work of the ATUDN;
- Contribute to the narrative and evidenced-based reporting to the funder.

Key Qualifications criteria:

- Strong understanding of and key interest in regional and global development policy processes;
- Strong interest in development policies of key regional institutions and the global agenda 2030;
- Demonstrated experience in dealing with trade union or any other constituency/umbrella-set up;
- Strong oral communication skills;
- Strong and demonstrated writing & analytical skills;
- Research experience and evidence of research work produced;
- Fluent in the use of basic and relevant office software;
- Excellent command of English and French will be an added advantage;
- Familiar with and strong interest in working in a trade union environment.

Interested candidates are invited to:

- Produce a cover letter (of no more than a 1000 words) demonstrating why they are best suited for the position;
- Attach a detailed Curriculum Vitae;
- Include at least two references
- Send their application by **on or before Friday 18th April 2016** by email to: *The General Secretary of ITUC-Africa: info@ituc-africa.org and copy: the Coordinator, Africa Trade Union Development Network (ATUDN) (hilma.mote@ituc-africa.org)*