



TERMS OF REFERENCE

Individual Secretariat Coordinator – ATUNET Secretariat Coordinator

1. Title of Assignment

ATUNET Secretariat Coordinator (Part-Time, Economics/Related Field)

2. Type of Engagement

Individual Secretariat Coordinator (Part-Time Assignment)

This is a junior / entry-level position. Candidates with a trade union background are highly preferred. The position is open to candidates based in Africa.

3. Duty Station

The assignment is **home-based** – based in Lomé, Togo (ITUC-Africa Headquarters) / **could be remote**. The selected Secretariat Coordinator may perform the functions fully remotely and will engage regularly through virtual coordination platforms, with occasional travel where required.

4. Duration of Assignment

From **15 May 2026 to 31 December 2026**

5. Background and Context

The Africa Trade Union Network for Economic Transformation (ATUNET), hosted by the Africa Labour Research and Education Institute (ALREI) of ITUC-Africa, is a continental platform established to strengthen the role of trade unions and workers in shaping Africa's economic transformation agenda. ATUNET operates across key policy areas, including sovereign debt, taxation, illicit financial flows, trade, and industrialisation, with the objective of promoting inclusive growth, decent work, and social justice. The Network brings together trade union representatives, economists, and stakeholders across the continent. To advance its mandate, ATUNET is among other things, implementing a two-year workplan (a Debt Campaign Action Plan) focused on evidence-based advocacy, alliance-building, and capacity development. Given the multi-country nature of the Network and the need for continuous engagement with members, ALREI/ITUC-Africa seeks to engage a part-time Secretariat Coordinator with a strong background in economics to ensure effective coordination and functioning of the Network.

6. Objective of the Assignment

The objective of the assignment is to provide dedicated coordination, organisational support, and technical input to the ATUNET Secretariat, with a primary focus on driving communication, engagement, and implementation of activities across the Network. The role is central to ensuring that ATUNET functions as an active, responsive, and well-coordinated continental network.

7. Scope of Work

Under the supervision of the Executive Director of ALREI and Chief Economist of ITUC-Africa, the Secretariat Coordinator will serve as the focal point for coordination of ATUNET activities. The Secretariat Coordinator will ensure continuous and structured communication with ATUNET members, including trade union representatives across the continent, by providing regular updates

on activities, opportunities, and programme developments. This includes informing members in a timely manner and ensuring their active participation in Network initiatives.

The following describe the scope in detail:

- The Secretariat Coordinator will liaise closely and on a continuous basis with the ATUNET Co-Chairs and leadership, supporting them in steering the direction of the Network and driving implementation of agreed priorities.
- The Secretariat Coordinator will organise and coordinate meetings of the Network, including virtual, face-to-face or hybrid meetings, ensuring proper scheduling, preparation of agendas, circulation of documents, and follow-up actions. This includes sending timely reminders to members and ensuring effective participation.
- The Secretariat Coordinator will support the planning and implementation of ATUNET programmes and activities, ensuring alignment with the workplan and maintaining coherence across different workstreams.
- The Secretariat Coordinator will prepare and disseminate relevant materials to Network members, including educational and policy materials, ensuring that members are informed and equipped to engage effectively in economic policy discussions.
- The Secretariat Coordinator will support resource mobilisation efforts by contributing to the preparation of concept notes and proposals aimed at securing additional funding for ATUNET activities.
- The Secretariat Coordinator will facilitate coordination among stakeholders, including trade unions, civil society organisations, and partners, ensuring that ATUNET maintains strong and active collaborations.
- The Secretariat Coordinator will support basic monitoring and reporting functions, including documentation of activities and tracking progress under the workplan
- The Secretariat Coordinator will maintain content social media presence and engagement of the Network.

8. Expected Deliverables

- The Secretariat Coordinator will provide regular updates on coordination activities and engagement with Network members.
- The Secretariat Coordinator will ensure timely organisation and documentation of meetings and Network activities.
- The Secretariat Coordinator will contribute to periodic reports and summaries of programme implementation.
- The Secretariat Coordinator will support the preparation of simplified and user-friendly materials for dissemination to Network members.
- A brief end-of-assignment report summarising key achievements and recommendations will be submitted.

9. Level of Effort

This is a part-time assignment, estimated at approximately 2-3 days per week, delivered through a combination of remote (online) coordination and, where necessary, in-person engagement.

10. Institutional Arrangements

The Secretariat Coordinator will report to the **Executive Director of ALREI** and will work in close coordination with ATUNET Co-Chairs, members, and partners.

11. Qualifications and Experience

- A university degree (Bachelor's or higher) in Economics/related field is required.
- Relevant professional experience in economic policy, research, or programme coordination will be considered an advantage.

- Strong skills in network coordination, stakeholder engagement, communication and programme organisation is essential.
- Strong interest in African economic issues, particularly in areas such as debt, trade, taxation, or development finance.
- Willingness to work in remote or multi-country coordination environments.

12. Languages

Fluency in **English and French (both written and spoken)** is required.

13. Competencies

The Secretariat Coordinator is expected to demonstrate strong coordination and organisational skills, effective communication, and the ability to engage and mobilise stakeholders across diverse contexts. The ability to work effectively in a remote or hybrid environment is essential.

14. Remuneration

Remuneration will be commensurate with qualifications and experience and will reflect the part-time nature of the assignment.

15. Ethical Considerations

The Secretariat Coordinator shall perform duties in accordance with the highest standards of integrity, professionalism, and respect for diversity. All outputs produced under this assignment shall remain the property of ALREI/ITUC-Africa.

16. Application Process

Interested candidates are invited to submit the following documents:

- A detailed curriculum vitae (CV)
- A motivation letter

Applications should be submitted electronically to: alrei@ituc-africa.org.

17. Deadline for Applications

The deadline for submission of applications is **26 April 2026, 23:59 GMT**