



Job description

Job Title:	Personnel Manager - Global
Team:	Management
Location	PSI Head Office - Ferney-Voltaire (France)
Report to:	General Secretary or his/her designee
Responsible for:	Human Resources Manager – Head Office
Travel:	Occasional international travel
Date	September 2022

Overall responsibilities:

Reporting directly to the General Secretary, the position is responsible for developing and implementing strategic and operational personnel tools and practices of PSI's global operations to support the achievement of PSI's political objectives, including overseeing strategic personnel planning, continuous improvement and promoting employee engagement, performance and wellbeing.

Assigned duties:

Personnel Management

- Lead PSI's strategic personnel functions including planning, staff development, succession planning and personnel risk analysis in all PSI locations.
- Manage the operation of PSI's global personnel systems, including employment contracts, recruitment and induction of new staff, compliance with employment laws and regulations, payroll and benefits, etc.
- Develop policies and processes to promote health, safety and wellbeing at work, provide training and professional development, support staff performance assessments
- With the Manager Global Administration, ensure regional personnel and administration are coordinated
- Support PSI staff in regions and head office for their staff management functions, including supervision, professional development, and performance management
- Ensure maintenance of records
- Support management in wage and benefits negotiations

WWW.PUBLICSERVICES.INTERNATIONAL

Public Services International is a Global Union Federation of more than 700 trade unions representing 30 million workers in 154 countries. We bring their voices to the UN, ILO, WHO and other regional and global organisations. We defend trade union and workers' rights and fight for universal access to quality public services. PSI complies with European Union privacy legislation. Please refer to our [privacy policy](#) or contact privacy@world-psi.org, if you want to view, update or delete any of your contact details. Subscribe to our [mailing lists](#)

- Contribute to finance reports and budget preparation
- Oversee day-to-day personnel management at head office
- Work with Regional Secretaries on personnel issues
- Advise management team

Selection criteria:

Education, knowledge and experience:

- College or university degree in personnel management
- At least 10 years' experience in a senior personnel management position within a membership-based organisation, trade unions, civil society or equivalent with demonstrated success in developing procedures and implementing systems and tools to support the organisation
- Demonstrated experience with strategic planning and financial management
- At least 5 years' experience in team coordination staff management
- Demonstrated capacity to coordinate, lead and motivate staff and build cohesive teams
- Experience with administrative tools for managing personnel information such as HRIS

Skills and attributes:

- Excellent organisational, coordination and time management skills including the ability to multi-task, respect deadlines and manage competing priorities under pressure
- Significant experience in providing advice on complex employee relation issues
- Problem-solving, change management and decision-making skills
- Strong team player, able to communicate with colleagues from diverse backgrounds
- Initiative and ability to plan, work autonomously and in teams
- Excellent interpersonal skills, ability to manage relationships in a team and a multicultural environment
- Good judgment and political sensitivity
- Understand the role and values of trade unions and civil society organisations in an international context including PSI's political objectives

Languages:

- High level English and strong working French
- Working Spanish desirable