



Selection Process

Deadline: November 14, 2025

Position: Organiser – Tax, Trade and Digitalisation – Latin America

Status: 1-year contract as of Jan until Dec 2026, contract renewal applicable based on availability of projects funds

Place: Sao Paulo - Brazil

Travel required: up to 20-30%

Team: Inter-America

About the Organization

Public Services International (PSI), founded in 1907, is a global union federation that brings together more than 30 million workers and represents 700 unions in 154 countries and territories across five continents. PSI has three regional centers and offices in 15 countries around the world. PSI works with the United Nations system and in partnership with labour, civil society, and other organizations. PSI is dedicated to promoting quality public services around the world, working to defend the interests of public service workers, coordinating public sector struggles to defend their rights, social and economic justice, and the quality and accessibility of public services.

We are an equal opportunity union federation committed to building a diverse and inclusive organization. We encourage all applications, including from people of all racial and ethnic backgrounds, people with disabilities, and LGBTQ+ people; we provide accommodations for workers with disabilities. We believe that a diverse workforce is essential to our success and are committed to creating a welcoming and supportive environment for everyone.

Overall responsibilities

Work with PSI staff to organise affiliates and allies in the pursuit of PSI's tax, trade and digitalisation objectives in Latin America. Carry out related work necessary to fulfil PSI's commitments to our funders. All work will maintain an intersectional approach, thus focusing on increasing young, racialized, LGBT+ and women workers' participation.

Key duties

- Plan, develop and deliver trade union training to union staff and activists
- Organise and deliver strategic events (virtual and in-person) together with FES Local Offices, PSI affiliates and PSI sub-regional staff
- Organise and mobilise affiliates around priority issues
- Resource and support advocacy
- Support unions to develop and extend their own capacity to deal with key issues
- Develop and maintain relations with key allies and civil society and co-ordinate joint action
- Contribute to PSI strategic planning and represent PSI in relevant forums.
- Guaranteeing gender equilibrium in all activities of the project and gender perspective in the material produced.
- Co-ordinate the overall tax, trade and digitalisation work in Latin America as detailed below with any PSI staff who might have specific responsibilities in these areas.

Specific responsibilities

Campaign coordination

- Identify and develop strategic organising opportunities at the national and regional level on tax, trade and digitalisation advocacy and championing to build national campaigns.
- Working with PSI affiliates and allies on national campaigns to facilitate planning, implementation, evaluation and follow up of national and regional activities on relevant trade, tax and digitalisation issues.

Global and internal coordination

- Working as part of a global economic justice team, bringing Latin American priorities and providing support in areas such as global conference calls, events, developing of training curriculums and materials and global tax, trade and digitalisation research;
- Coordinate internally to identify affiliate needs for upcoming funding cycles and write annual and triannual applications for FES funding

Capacity building

- Providing policy knowledge on national and regional tax, trade and digitalisation matters to support campaigns and build affiliate capacity, in formats accessible to trade unionists
- Assisting the main organizations and PSI affiliates to work closely with the national Parliaments, to press national governments to make changes in domestic and international trade, tax and digitalization policy
- Maintain and increase a list of people and organizations to participate and take action
- Identifying and supporting affiliate leaders to become advocates for tax and trade justice and/or fair digitalisation in their countries, the region and globally

Finance and Administration

- Oversee FES project funds and maintain required project administration in compliance with PSI and funders' rules.
- Prepare the financial reports of the project
- Prepare narrative reports for donors and PSI governing bodies

Awareness and Communication

- Develop communication strategies (including social media strategy) with PSI communications staff.
- Assisting in the preparation and adaptation of materials for regional and country activities and to be used for supporting national and regional advocacy
- Organize translation of materials as needed

Required Qualifications

Education and experience

- A broad understanding of Latin American geopolitical issues
- Understanding of global trade issues, and/ or tax justice and/or digitalisation would be an advantage or, if not, a demonstrated ability to learn quickly and understand complex political and economic ideas is essential
- Understanding of public service trade union priorities

Skills

- Demonstrated ability to identify organising issues and strategic organising and campaigning opportunities
- Ability to identify and develop union activists and partners
- Sophisticated campaign planning and execution including research, writing and production of materials
- Research and materials development to support advocacy including contributing to development of political influence plans and messaging
- Ability to develop and deliver worker and union training
- Ability to support unions to build their own capacity to deal with key issues
- Ability to learn quickly and be flexible
- Strong in handling multiple tasks and priorities
- Ability to, or demonstrated ability to learn how to, operate in a multicultural environment
- Ability to work independently and in close collaboration with a wide variety of staff and stakeholders
- Ability to draft reports for internal and external accountability
- Extensive travel required

Experience

At least 5 years' experience of high level or cutting-edge worker/ community organising/ educating and/or mobilising within the trade union movement, political party, civil society or similar, preferably in regional context.

Languages

Strong written and verbal Spanish and working English are essential. Portuguese is desirable.

Supervision

The position will work on a day-to-day basis with the Regional Secretary , overall supervision by PSI Staff responsible for global coordination of the Tax, Trade and Digitalization

Employment conditions

The salary will be compatible with the responsibilities described above. The working week will be 40 hours. Employment will be on a CLT (Consolidação das Leis do Trabalho) as per the local Brazilian applicable law.

Submission and review of applications

Send a cover letter explaining your motivation for applying for this position, your skills and competencies related to the job, based on the criteria listed above, attach your resume, and send it by November 14, 2025, to the email: psi.interamerica@world-psi.org

São Paulo, October 21, 2025