



PSI Regional Secretary, Africa and Arab Countries

Location : PSI Regional Office, Lomé, Togo

Overall Summary

Under the direction of the PSI General Secretary, the Regional Secretary will lead the regional team in developing plans and implementing the regional strategy to meet PSI's objectives, in a strong relationship with the region's affiliated unions.

Main responsibilities

- Coordinate the development and implementation of annual action plans to achieve global and regional strategic objectives in conjunction with affiliates, allies, PSI head office and regional staff
- Coordinate regional and country-specific organising and growth plans
- Lead, manage and develop regional and sub-regional staff to achieve PSI objectives including organising, growth, campaigns, projects, communications, research, advocacy and lobbying
- Manage PSI offices, budgets and all the teams across the region
- Act as secretary to the Regional Executive Committee, support committee members, prepare meeting agendas and minutes, coordinate sub-regional advisory committees, ensure compliance with PSI constitution and oversee implementation of relevant decisions
- Provide regular briefings to PSI General Secretary and other PSI staff, as required
- Oversee regional solidarity, trade union development and project work with head office and regional staff, including participating in the planning, monitoring and evaluation of trade union development projects
- Represent PSI to external organisations such as the African Development Bank, the African Union, ECOWAS, SADC, and others, as appropriate
- Develop and maintain relationships and co-ordinate joint work with other Global Union Federations, national union centres and civil society allies

Required skills and experience

- Experience in, or knowledge of, the African and Arab trade union movement and public sector
- Broad knowledge of the region's political issues preferably with a focus on public sector issues
- Experience working at a leadership level in a trade union, civil society or affiliate based organisation
- Ability to lead and manage staff across a range of locations and in differing cultural and political contexts
- Experience in strategic planning and program implementation in a complex organisation preferably membership based
- Broad understanding of organising campaigns, advocacy and lobbying
- Ability to manage budgets and offices in multiple countries
- Experience or ability to manage projects over the project lifecycle (application, managing, reporting etc)
- Good written and spoken English is essential, French is highly desirable and Arabic and Portuguese would be a distinct advantage
- Experience in international activities with cross-border networks of unions, CSOs or international organizations
- Understand and reflect PSI global values and political agenda including commitment to QPS, trade union rights and inclusion
- A high level of initiative, judgment and interpersonal skills

Desirable qualifications

- University level degree in a social science, developments studies, economics, industrial relations or related field or equivalent experience
- Additional management qualifications are an advantage
- Qualifications or experience in Trade union training, organising or other union training