



## Job description

<b>Job Title:</b>	<b>Global, People Manager</b>
<b>Team:</b>	Senior Management Team
<b>Location</b>	PSI Head Office - Ferney-Voltaire (France)
<b>Report to:</b>	General Secretary
<b>Responsible for:</b>	Human Resources Manager – Head Office
<b>Travel:</b>	Occasional international travel

### Summary:

Reporting directly to the General Secretary, the position is responsible for developing and implementing strategic and operational people policies, procedures and tools of PSI's global operations to support the achievement of PSI's political objectives, including overseeing strategic personnel planning, continuous improvement and employee engagement, performance and wellbeing. It will play a key role also in the organizational design and foster a PSI culture.

---

### Main Responsibilities:

#### **People 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 and processes, including recruitment and on boarding of new staff, compliance with employment laws ( globally, in all the regional and country offices) and regulations, compensation and benefits..
- Develop policies and processes to promote health, safety and wellbeing at work, provide training and professional development, support staff performance assessments
- Support PSI staff in regions and head office for their staff management functions, including supervision, professional development, and performance management  
As part of the SMT, participate in all the internal negotiations with staff representatives.  
Contribute to finance reports and budget preparation ( globally)with Finance.
- Oversee day-to-day personnel management at head office
- Actively engaged with the change management process and organizational design to increase operational effectiveness.

---

**[WWW.PUBLICSERVICES.INTERNATIONAL](http://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](mailto:privacy@world-psi.org), if you want to view, update or delete any of your contact details. Subscribe to our [mailing lists](#)

- Act as Global People Business partner for all the regional offices, in all matters related with People.

## **Requirements:**

### **Education, knowledge and experience:**

- College or university degree related with HR 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 at management level.
- At least 5 years' experience in team coordination staff management
- Demonstrated capacity to coordinate with different stakeholders ( Geographically remote)
- Experience with information tools for staff management, as HRIS

### **Skills:**

- Excellent organisational and coordination skills including the ability to multi-task, respect deadlines and manage competing priorities in a complex environment.
- 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 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