

Job Description

Job Title:	Sub-regional Secretary (SRS), North America
Location	Canada or USA
Reports to:	Regional Secretary Interamericas region
Internal Relationships:	As a senior member of the Inter Americas regional team works closely with relevant global officers for sectoral and cross-cutting issues

Overall responsibilities:

The Sub-regional Secretary (SRS) is responsible for implementing PSI's policies and activities in Canada and the United States to achieve PSI's political objectives in accordance with the Program of Action and Constitution and in close collaboration with PSI affiliated unions ,This includes representing PSI in the sub-region, liaising with PSI staff outside the sub region, supporting participation in constitutional bodies, and overseeing the operations of the sub-regional office.

Key responsibilities

Regional strategy and activities

- Develop and implement the regional strategy for implementation of PSI's Programme of Action in North America with a focus on increasing affiliate engagement and growth.
- Work with affiliates to co-ordinate and implement PSI activities, mobilise and co-ordinate affiliate actions in PSI priority areas including sector, trade union rights and cross cutting work.
- Represent PSI in the subregion and keep the Regional Secretary, General Secretary and relevant PSI officers informed of developments in the sub-region.
- Advocate, and support affiliates to advocate, for PSI positions to relevant national, regional and international decision makers.
- Lead the establishment and implementation of the sub regional new affiliates growth plan in co-ordination with the regional plan.
- Support PSI constitutional and non-constitutional meetings including the sub-regional advisory and sub-regional women's committees.
- Help coordinate and participate in Regional and Global meetings (including international travel) and contribute to regional and global work.
- Initiate, develop, organise and where necessary deliver relevant trade union training.
- Support PSI affiliates in the sub region in PSI activity outside the region.

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](#)

Communication and representation

- Support PSIs communications strategy in the sub region including production of periodic updates to affiliates in the sub region, and providing content for PSIs global publications about the sub region.
- Maintain good relations with GUF's, non-affiliated unions, national union centres, civil society organisations, funding organisations and other allies relevant to the sub region.
- Strengthen the current engagements and initiate new ones with international organizations, specifically the United Nations and its agencies located in New York and the international financial organizations in Washington DC.

Finance Management and Administration

- Manage the operation, activities and finances of the sub-regional office, including the occasional supervision of projects and staff in the subregion, where required.
- Overall the responsibility for retention and recruitment of member organizations. For example the nurses' union in Canada, among others.

Requirements

- Education in social sciences, development studies, economics or a relevant PSI sector
- At least 8 years' experience in a relevant senior union position in the sub region.
- Knowledge of the regional and international institutions that operate within the sub region is an advantage. Extensive knowledge of public service trade unions in the sub-region and the issues they face.
- Experience in initiating, planning, supporting, and implementing activities and campaigns, in areas such as sectoral policy, privatization, trade union rights, etc.
- Proven commitment to trade unions, preferably within public sector unions
- Demonstrated ability to develop and implement strategies for advocacy to influence decision makers.
- Demonstrated ability in planning and delivering campaigns and training for trade unionists
- Ability to network with public service unions on regional and global issues of common concern.
- Experience in international activities with cross-border networks of unions, civil society organizations and/or international organizations is highly desirable.
- Fluency in English. Knowledge of French and Spanish are an asset.

Other skills :

- Proactiveness, good sense of judgement, and capacity to work autonomous.
- High level of stakeholder relations and political acumen.
- Ability to work in close collaboration with a wide variety of staff and stakeholders including union and civil society leaders from diverse cultural backgrounds.
- Proven management skills and ability to work as part of a regional team.