



PSI Vacancy: Manager Global Administration

Read online: <https://psishort.link/vacancies>

PSI is looking for an experienced and motivated administrator to manage support services, both for Head Office in Ferney-Voltaire, France and in our 15 offices around the world.

The person we are seeking will lead our administration teams and systems and will focus on steady and gradual improvements.

As a global trade union federation, PSI operates across varied and often challenging environments and circumstances. Our administrative services need to be both rigorous and adaptable. Many regional offices are small, and the administrative tools must be simple and easy to use.

Working in a vibrant multicultural workplace, the successful candidate will possess at least 10 years' experience in administration management with demonstrated success in developing procedures and implementing systems and tools to support the organisation and have proven experience in managing a team and in coordinating activities.

S/he must have highly developed written and oral communication skills in English with the ability to draft, edit and proofread text in English together with a strong working knowledge of French.

The ideal candidate will have experience in a trade union or NGO environment and will be motivated by social change. S/he will thrive in supporting others to achieve results and be a good communicator. S/he will have problem solving, change management and decision-making skills and be capable of going beyond the cultural and linguistic divides, to easily communicate with the whole international team of PSI Head Office and in the Regions.

Interested candidates are invited to:

- Produce a cover letter including motivation for the position, related skills and competences, based on the selection criteria listed in the job description, of no more than 1,000 words in English
- Attach a detailed *Curriculum Vitae* in English with contact details for three professional referees
- Email their application to recruitment@world-psi.org subject "Manager Global Administration" by **25 September 2022**

[Click here for more information, including the detailed job description and skills required for the position](#)

NB: Incomplete applications will not be taken into consideration.

We encourage candidates to apply regardless of their gender, age, nationality, religion and sexual orientation.

The position will be based in PSI head office in Ferney-Voltaire, France (next to Geneva)

PSI offers a decent wage and benefits package, including relocation and work visa support

[WWW.PUBLICSERVICES-INTERNATIONAL](http://www.publicservices-international.com)

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 (GDPR). 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.