Job title: Project Officer – Union Development

Location: PSI Head Office, Ferney-Voltaire

Team: PST – Policy and Strategy Team

Required travel: 30% minimum

Overall responsibilities

The Projects Officer is responsible for designing, planning and monitoring the sponsored projects, at the sub-regional, regional and global level in conjunction with PSI political and sectoral officers and with the project coordinators in the field worldwide. The Projects officer oversees fundraising and reporting both to PSI management and to sponsors. The Projects officer is part of the Policy and Strategy Team and aims at achieving the global political priorities of PSI.

Duties

Not exhaustive.

1. Projects management (designing to MEAL)
   - Projects designing, planning, budgeting, monitoring, from Head Office and around the world.
   - Development of projects guidelines, monitoring and evaluation tools.
   - Projects budget management: budget construction, follow-up, control and reporting.
   - Coordination and organisation of working groups, workshops, trainings etc.
   - Liaison with the Finance department, to ensure a proper budgeting, budget follow-up and finance report, as per PSI calendar and as per the sponsors calendars.

2. Fundraising and representation towards sponsors (Solidarity Support Organisations and other donors)
   - Prepare the applications for sponsorships/fundraising
   - Liaise with the sponsors/donors before and during the application process.
   - Represent PSI towards any relevant stakeholder.

3. Reporting
   - Monthly report to PSI management about projects applications, monitoring, etc.
   - Annual report on projects and updates (bi-yearly)
   - Monthly briefs or updates for PSI Communications (web posts, etc.)
   - Timely prepares the required reports, on the adequate template for each sponsor/donor

4. Management and training
• Trains, and supervises or supports the Projects Coordinators, Projects Administrators and Projects Assistants.
• Staff training on projects database management

Carry out any other task requested by PSI management.

**Required Qualifications, Experiences and Skills**

**Qualifications:**
- Advanced degree in social sciences, labour laws, political science, management or related areas.

**Knowledge and experience:**
- A minimum 5 years’ experience in projects management
- Experience in managing trade unions projects
- Experience in fundraising and relationship with sponsors/donors
- Experience in designing activity reports, reporting and relationships with donors.
- Capacity building and mentoring skills
- Very good communication skills (oral and written) in English and Spanish

**Essential skills:**
- Excellent organisational skills including the ability to multi-task, produce to daily deadlines and manage conflicting priorities under pressure;
- Understanding of the role and values of trade unions and civil society organisations
- Ability to deliver within quality standards and within deadlines;
- Strong analytical and problem-solving skills;
- Excellent interpersonal skills, ability to manage relationships in a multicultural environment;
- High level of integrity and commitment to professional responsibilities and trade union principles;
- Ability to prioritise;
- Capacity to question one’s work, seek continual improvement in the services, systems or one's knowledge.

**Desired Qualifications and Skills**
- French or other official PSI languages an asset (German, Swedish)

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**Line Management**
The Projects Officer reports to the PSI’s General Secretary.

**Supervision**
Together with the second project officer, s/he will supervise the work of the Project Administrators/Assistants.
The Projects Officer might be responsible for the Project coordinator(s) based in Head Office, if relevant.

**Cross-cutting management**
The Projects Officer works in close collaboration with PSI Management team, with the regional and sub regional officer and with the sectoral and political officers.