Trade Union
Advisory Committee
to the OECD
*Commission
syndicale consultative
auprès de l'OCDE*

BASED IN PARIS 2018
FOUNDED IN LONDON 1948

Job opening
TUAC Policy Adviser on Responsible Business Conduct
Paris, 14 January 2019

The Trade Union Advisory Committee to the OECD (TUAC) is an independent international trade union organisation which has consultative status with the OECD. Funded by national trade union confederations from OECD countries, the TUAC represents the views of the labour movement with the OECD and its various committees. The TUAC operates through a permanent secretariat, based in Paris, led by a General Secretary and assisted by several policy advisers and administrative assistants. The TUAC Secretariat reports back to the TUAC Plenary – the general assembly comprising representatives of the national confederations affiliated to the TUAC.

The TUAC Secretariat is looking for a Policy Adviser to work on corporate accountability issues. The selected person will report to the General Secretary of TUAC and will assume responsibilities in overseeing the OECD Responsible Business Conduct policy agenda, including: (i) the OECD Guidelines for Multinational Enterprises and (ii) the OECD Due Diligence Guidance for Responsible Business Conduct.

Main Responsibilities

Analysis, research and drafting
- Draft submissions to the OECD and thematic briefing notes and analytical reports that include trade union policy recommendations;
- Contribute to the development of practical tools, including toolkits, guidance and training materials to build the capacity of trade unions to use the above-mentioned OECD instruments;
- Facilitate the sharing and dissemination of information through ICT tools;
- Prepare briefings for the General Secretary upon request.

Liaison, representation and outreach
- Represent the TUAC and coordinate the trade union participation in relevant OECD Committees, Working Groups and ad hoc consultations;
- Organise and participate in meetings at the OECD and abroad, including trade union capacity-building events;
- Represent the TUAC in trade union and civil society events/meetings;
- Provide support to affiliated national trade union confederations, other trade unions and international trade union partner organisations, including in filing cases before the National Contact Points (NCPs) of the OECD Guidelines for Multinational Enterprises and in OECD peer reviews processes of NCPs;

- Liaise with the relevant OECD Directorates, Member State permanent delegations and other international institutions;
- Deliver project funding proposals, project design and implementation and liaise with relevant funding partner organisations.

Ideal Candidate Profile

Academic Background:
- An advanced university degree or equivalent qualification in law, human rights, industrial relations, economics, business administration, or political science.

Professional Background:
- At least five years' working experience conducting policy advocacy, research and analysis;
- First-hand experience of working with or within the trade union movement and excellent knowledge of the range of policy and political economy issues that concern trade unions and the labour movement in various OECD country contexts;
- Excellent knowledge of authoritative international instruments governing the conduct of enterprises, including the above-mentioned OECD instruments, and of relevant complaints mechanisms;
- Experience of conducting training;
- Ability to present highly technical subjects, in writing as well as orally, to high-level officials, political and opinion leaders in a compelling manner.

Languages:
- Fluency in one of the two OECD official languages (English and French) and knowledge of the other, with a commitment to reach a good working level;
- Very good knowledge of Spanish or another language would be an advantage.

Contract duration
- Two year fixed term appointment, with the possibility of renewal.

How to apply
- On-line application https://bit.ly/2SUcWHZ
- Deadline 4 February 2019, midnight (Paris time)