



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

Job opening

TUAC Policy Adviser on Economic, Employment & Social Policies

Paris, 3 May 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. 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 Economic, Employment and Social Policy issues. The selected person will report to the General Secretary of TUAC and will assume responsibilities in overseeing relevant OECD Committees.

Main Responsibilities

Policy analysis and research

- Prepare 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;
- Facilitate the sharing and dissemination of information through ICT tools;
- Prepare briefings for the General Secretary upon request.

Liaison, representation and outreach

- Support and coordinate the relevant TUAC Working Groups;
- Represent the TUAC and coordinate the trade union participation in relevant OECD Committees, Working Groups and ad hoc consultations and in trade union and civil society related events and meetings;
- Provide ad hoc support to affiliated members of the TUAC, other trade unions and international trade union partner organisations;
- Liaise with the relevant OECD Directorates, Member State permanent delegations and other international institutions;

Ideal Candidate Profile

Academic Background:

- An advanced university degree, Master's degree or PhD, relevant to Economic policy and/or Employment and Social Policy.

15, rue La Pérouse – 75016 Paris – France
Tél. (33) 01 55 37 37 37 – tuac@tuac.org

Professional Background:

- A minimum of three, preferably at least five years' experience 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 relevant international forums on Economic, Employment and Social Policy issues;

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 German would be an advantage.

Core Competencies:

- For this role, the following competencies would be particularly important: Analytical thinking, Drafting skills, Flexible thinking, Teamwork, Influencing, Negotiating, Strategic Thinking.
- Please refer to the full list of [OECD Core Competencies](#) and the level 3 indicators.

Contract duration

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

How to apply

- On-line application <https://bit.ly/2Ve7Taq>
- Deadline 16 July 2019, midnight (Paris time)