

Public Services International

JOB DESCRIPTION

Title: Regional Secretary, Asia-Pacific Region
Location: PSI Regional Office, Singapore.

Closing Date for Applications: 30th November 2009
Starting Date: ASAP

Overall responsibilities:

The Regional Secretary will be responsible for developing and implementing PSI's strategic objectives in a strong relationship with the region's affiliated unions and monitor activities as regards to the Asia-Pacific region.

Role and duties:

1. Ensure a proper administration of the PSI activities and regional and sub-regional offices in accordance with the PSI guidelines.
2. Supervise and assessment of PSI staff in the region.
3. Direct PSI activities in the Asia-Pacific region, organising and running regional and sub-regional activities within the framework of the regional programme of action and in conjunction with the sub-regional staff.
4. Act as secretary to the Asia-Pacific Regional Executive Committee, organising meetings, agendas, minutes and implementation of decided activities.
5. Ensure effective liaison with the sub-regional advisory committees.
6. Plan, monitor and follow-up the implementation of sponsored activities within the region, in cooperation with the PSI Head Office.
7. Report to the General Secretary and other PSI officers on developments in the region including writing articles for the PSI publications, web-sites and blogs.
8. Maintain relationship with PSI affiliates by ensuring that activities and actions respond to their needs and expectations.
9. Intensify recruitment of new affiliates in the region.
10. Co-ordinate research on developments in the region in conjunction with relevant institutions.
11. Represent PSI to external organisations undertaking lobby activities in institutions like for instance the IMF and the World Bank, ASEAN.

Skills and Competences required:

1. Significant experience in the Asia-Pacific trade union movement preferably in the public sector. Other international experience in the trade union movement would be an advantage.
2. Wide experience in organising campaigns, advocacy work and lobbying, as well as knowledge and experience in gender, equality and equity issues.
3. A high administrative capacity including human resources development.
4. Excellent written and oral communication skills in English, proficiency in other PSI official languages would be an advantage.

5. Ability to lead a multicultural team of staff.
6. Well-documented knowledge about political issues in Asia-Pacific countries.
7. Proven competences in managing human and financial resources and strategic planning at an international level.
8. A high level of initiative, judgement and interpersonal skills.
9. Team building skills.
11. A good understanding of current policy issues for the public sector and the international trade union movement.
12. Commitment to equal opportunity principles.

Supervision and relations:

The Regional Secretary will report directly to the General Secretary and will be expected to work closely with staff both in the Head Office and in the regional/sub-regional offices.

Terms and conditions of employment:

PSI offers competitive terms and conditions of employment and is an equal opportunities employer.

Candidates are requested to:

- Complete the attached application form;
- Produce a statement of their skills and competences for the position, based on the selection criteria listed in the job description, of not more than 1,000 words in English;
- Attach a full Curriculum Vitae with photo;
- Provide the name and contacts of four referees.

Please submit application to the PSI General Secretary, Peter Waldorff, peter.waldorff@world-psi.org and the Deputy General Secretary, Alexandre Kamarotos, alexandre.kamarotos@world-psi.org

For more information write to pauline.chase@world-psi.org

Public Services International
45 Avenue Voltaire, BP 9,
01211 Ferney Voltaire, CEDEX, France
Tel: +33 450-406464
Fax: +33 450-407320
Web: www.world-psi.org