

JOB ADVERT / JOB VACANCY

PROJECT MANAGER at the FES Trade Union Competence Centre for Sub-Saharan Africa (starting 15th of January 2019)



Trade Union Competence Centre
for Sub Sahara Africa

ABOUT FES

The Friedrich-Ebert-Stiftung (FES) was founded in 1925 as the political legacy of Germany's first democratically elected president, Friedrich Ebert. The FES supports building and strengthening civil society and public institutions. Central to its work are the promotion of democracy and social justice, economic and social development, strong and free trade unions, and the advocacy of human rights and gender equality. The FES Trade Union Competence Centre for Sub-Saharan Africa (TUCC) is based in the premises of the FES South Africa country office in Johannesburg and committed to the support of the international labour movement. The TUCC is the regional trade union project for Sub-Saharan Africa and with numerous activities in South, East and West Africa.

FES Trade Union Competence Centre Sub-Saharan Africa,
34, Bompas Road, Dunkeld West, Johannesburg, South Africa
Phone: +27-11 341 0270 / Fax: +27-11 341 0271

DUTIES AND RESPONSIBILITIES

Activities will include, but not limited to:

A. Research, Presenting and Publishing

1. Assessment, analysis and reporting of socio-political developments and trends in the African Trade Union Movement, regional Labour and Trade Policy Fields.
2. Identifying new areas of policy advocacy, research or training and education needs in various fields of the Trade Union Movement in Sub-Saharan Africa and beyond the continent (globally).
3. Scientific research in the respective fields. Documenting and archiving research results, information and data as well as training and education manuals.
4. Presenting oral and written briefing reports.

B. Planning, Implementation, Monitoring and Evaluation of Projects

1. Special focus on: Global Labour University (GLU), trade union responses to climate change, Socio-Ecological Transformation, organising informal economy workers and trade union transformation.
2. Conceptualising, planning and assessing of projects as suggested by partner organisations and the FES network.
3. Coordinating and organising conferences, workshops, seminars, trainings, study and scholarship programmes, visitor programmes and field trips in Sub-Saharan Africa.
4. Providing input/updates/briefings for internal processes such as planning sessions, meetings, strategy development processes and as per request by the director.

5. Writing activity reports after the completion of a project; and contributing to the annual progress report.
6. Continuously updating the regional Trade Union Monitor (in-house FES Publication). Developing communication strategies for the respective programmes and contributing to social networks (Facebook and FES TUCC Homepage) and writing press releases and public reports.
7. Budget Management for the portfolio responsible for.
8. Familiarise yourself with existing FES regulations and programmes as well as the FES mission and strategy of the TUCC; and communicating these at FES and/or partner events.
9. Attending project-related events and giving inputs (introductions, speeches, facilitating sessions and workshops, etc.) Continuous project evaluation and recommendations within FES and to the project partners.

C. Networking

1. Establish local, national, sub-regional, regional and international partnership networks and liaise with Trade Unions and Trade Union Organisations at the national, the sub-regional, the regional and international level as well as with governments, civil society, think tanks and business representatives.
2. Establish, maintain and develop partnership networks between African Trade Unions and Trade Unions in Germany and other countries. Enhance exchange opportunities between the African and German Trade Union movement.
3. Maintaining existing network relations in the field of the Africa Trade Union Movement and globally.
4. Liaising, communicating and working together with other FES offices/head office.

The Association will have the right to assign other reasonable tasks to the employee.

REQUIREMENTS AND QUALIFICATIONS:

- Applicants must possess a Bachelor's or Master's degree in development studies, industrial relations, labour studies or anything comparable.
- Have knowledge of trade unions and politics in Africa.
- Have experience of working in the field of African trade union affairs and policies.
- Have knowledge of FES philosophy and a strong affiliation with the labour movement. Previous knowledge working within the FES network and or Global Union Federations (GUFs) is an added advantage.
- Applicants must be fluent in English.
- Applicants must have a driver license valid in South Africa.

The FES strives to improve career advancement for women and is especially interested in applications from female candidates.

Applicants must send their application incl. the following documents to Mr. Bastian Schulz (Bastian.Schulz@fes-southafrica.org) before **28th of November 2018**:

- Detailed letter of motivation written in English
- Curriculum Vitae
- Academic certificates