Job Opportunity: IOE Junior Adviser for the legal team  
(Ref. IOE-Junior Adviser-Legal-2018)

The International Organisation of Employers (IOE), based in Geneva, seeks a highly motivated and dynamic Junior Adviser to assist and support the legal team and the Adviser for Asia in the development of specific activities in the region. The selected candidate will support the IOE’s mission and will be elaborating research material on International Labour Standards, industrial relations, work regulation, the Future of Work and related issues as required.

Description of Duties:
Your tasks will involve, but will not be limited to:
- Support the Adviser for Asia in the organisation of activities related to the Future of Work in Asia;
- Legal research on ILO International Labour Standards, the ILO Supervisory Mechanism, international industrial relations and national legislation;
- In-depth analysis of ILO International Labour Standards from a business perspective;
- Drafting and/or assisting in the drafting of a wide range of documents in the areas of ILO International Labour Standards, international industrial relations and other relevant areas when needed;
- Analysis of trends related to the changes in the world of work, new business models and new skills requirements;
- Support the organisation of the biannual meetings of the IOE Industrial Relations Policy Working Group;
- Support other Advisors when needed.

Qualifications:
The ideal candidate will have:
- Fluency in written and spoken legal English.
- Chinese and/or Japanese desirable, French and Spanish a plus.
- Experience in legal writing for an international business audience is a must.
- An educational background and qualifications ideally in international law, industrial relations and/or international studies.
- Familiarity with and an interest in international labour standards
- An understanding of the role of employers’ organizations and of the world of business and how it relates to international institutions and governments.
An understanding of the “future of work” discussion and how the changes in the world of work are affecting businesses and employers’ organisations.

− The ability to work under pressure with tight deadlines and with strong attention to detail.
− The ability to work across a range of tasks and be capable of independent research and analysis.
− Well-developed political understanding and sensitivity.

Conditions:
− Starting date: 1 September 2018
− Based in Geneva
− Full-time schedule of five days (40 hours) per week
− Full-time open-ended contract
− A starting position remuneration will be offered

How to Apply
Interested parties should submit their CV and letter of motivation, addressed to Ms Chiara Cirelli, Human Resources Manager, International Organisation of Employers, by email to recruitment@ioe-emp.com. Applications should be submitted as soon as possible and no later than 30 July 2018. Please note that should the right candidate be found before the deadline, the recruitment process will close earlier than foreseen.

The IOE is an equal opportunities employer and the successful candidate will be selected on the basis of merit.

Please make sure the Ref. IOE-Junior Adviser-Legal-2018 is mentioned in the e-mail subject line.