



A powerful
and balanced
voice for business

5 March 2019

Job Opportunity: IOE Policy Adviser (Ref. IOE-Adviser-2019)

The International Organisation of Employers (IOE), based in Geneva, seeks a highly motivated and dynamic policy adviser to assist and support the organisation's member federations by engaging in discussions and leading guidance on topics such as industrial relations, labour laws, the future of work, International Labour Standards, and related issues as required.

Description of Duties:

The position is based in Geneva and requires some travel (<50%), as well as engagement with a range of members around the world. Specific regional responsibilities might be assigned to the candidate in relation with his/her skills and the IOE needs. The successful individual should be able to engage with members with diverse needs and expectations, and effectively promote the IOE's policy voice on behalf of employers in the International Labour Office (ILO), as well as other agencies and organisations across the United Nations and multilateral system, such as BIAC/OECD, or in other relevant fora such as the Council of Europe.

Qualifications:

The ideal candidate will have:

- Solid oral and written communication skills in English, French and Spanish on the areas of employment, International Labour Standards
- Extensive knowledge of the ILO supervisory system and of the functioning of the ILO Committee of Experts on the Application of Conventions and Recommendations. Special attention will be paid to this criteria
- An understanding of the role of employers' organisations and the business sector, and how they relate to international institutions and governments
- Significant experience in engaging with ILO constituents
- An educational background and qualifications ideally in law, international studies, industrial relations, or labour economics
- Business sensitive approach on ILO matters and UN initiatives
- The ability to work to tight deadlines

- The ability to work across a range of policy areas, and be capable of independent research and analysis
- Proven negotiation and influencing skills
- Well-developed political understanding and sensitivity
- Experience in presenting to and writing for an international business audience
- Experience of working in a multicultural team

Remuneration

A competitive remuneration package is offered.

Conditions:

- Starting date: ideally starting per 15 May 2019
- Based in Geneva
- Full-time schedule of five days (40 hours) per week
- Duration: 1 year (with possibility of extension towards a permanent position)

The IOE offers a unique opportunity to gain insights into global policy development - how this works from a technical as well a political perspective, how this influences business and how business interacts with social partners, governments and NGOs. The IOE team consists of highly-skilled professionals who have different backgrounds, both educational and cultural.

How to Apply

Interested parties should submit their CV and letter of motivation, and addressed to Ms Chiara Cirelli, Human Resources Manager, International Organisation of Employers, by email to recruitment@ioe-emp.com. Applications should be submitted by 2 April 2019.

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- Adviser-2019* is mentioned in the e-mail object.