



A powerful
and balanced
voice for business

7 February 2020

Job Opportunity - IOE adviser Business & Human Rights (Ref. IOE-Adviser-Business&HumanRights-2020)

The International Organisation of Employers (IOE), based in Geneva, seeks a highly motivated and dynamic policy adviser to assist and support the organisation's on the topics of Business & Human Rights and CSR.

For the IOE as the global voice of business the topics of Business & Human Rights and CSR have grown in importance over the last years.

Description of Duties:

Reporting to the Deputy Secretary-General the successful individual will support the IOE's mission and be responsible for engaging in discussion, and elaborating and leading guidance and information as well as influencing global policy development regarding Business & Human Rights and CSR in many fora such as the ILO, EU Commission, OHCHR, UN Working Group on Business & Human Rights, Human Rights Council, Council of Europe, Business Europe. Moreover, he/she will collaborate with many other organisations such as ICC, WBCSD, GBI and GRI.

As part of his/her portfolio the candidate will be responsible for the (co-) organisation of events such as the 2 annual IOE Business & Human Rights conferences bringing together topic experts and opinion makers. Capacity building and developing guidance for the IOE members is another key focus, this includes seeking funding to maximise IOE's impact.

Qualifications:

The ideal candidate will have:

- An educational background and qualifications in International Human Rights, International Law or similar
- Proven track-record in the field of Business & Human Rights and CSR
- Strong existing network with relevant Business & Human Rights and CSR organisations and institutions as well as with governments
- An understanding of the role of employers' organizations and of the world of business and how it relates to the international institutions and governments
- Fluency in written and spoken English. Additional languages are welcomed
- Proven negotiation and influencing skills
- Well-developed political understanding and sensitivity
- 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
- Experience with EU and other funding demand requirements
- Experience in presenting to and writing for an international audience
- Experience of working in a team environment
- Experience of working in a multicultural environment

The position is based in Geneva and requires some traveling (< 50%)



A powerful
and balanced
voice for business

Remuneration

A competitive remuneration package will be offered.

Conditions:

- Starting date: 1 April 2020
- Based in Geneva
- Full-time schedule of five days (40 hours) per week
- Duration: 1 year (with possibility of extension towards a permanent position)

How to Apply

Interested parties should submit their CV and letter of motivation by email to recruitment@ioe-emp.com. Applications should be submitted by 15 March 2020.

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 based on merit.

Please make sure the Ref. IOE-Adviser-Business&HumanRights-2020 is mentioned in the e-mail object.

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