



A powerful  
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7 February 2020

## **Job Opportunity: IOE adviser Africa (Ref. IOE-Adviser-Africa-2020)**

The International Organisation of Employers (IOE), based in Geneva, seeks a highly motivated and dynamic **Adviser** to assist and support the organisation's member federations in the **African region**. The selected candidate will support the IOE's mission and be responsible for engaging in discussion and elaborating and leading guidance and information on topics such as employment policy, industrial relations, business development, work regulation, entrepreneurship, labour migration and related issues as required. Every Advisor of the IOE serves as a knowledge expert on specific topic areas.

### **Description of Duties:**

The position is based in Geneva and requires some travel (<50%), as well as engagement with a range of members, in Africa and around the world.

Reporting to the Secretary-General the successful candidate will be able to engage with individual members with diverse needs and expectations as well as with Business Africa and will promote the IOE's policy voice on behalf of business in the International Labour Office (ILO), and other agencies and organizations across the UN and multilateral system, such as BIAC/OECD, the World Bank, the European Commission, the African Development Bank as well as relevant fora such as the G20 and B20.

Capacity building for the IOE members and networks and developing guidance for them is another key focus.

### **Qualifications:**

The ideal candidate will have:

- Fluency in written and spoken English and French.
- Experience in or with the African region
- An educational background and qualifications ideally in labour economics, industrial relations or alternatively in international studies or similar
- An understanding of the role of employers' organisations and of the world of business and how it relates to the international institutions and governments
- 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
- Well-developed written and oral communication skills: in particular experience in presenting to and writing for an international business audience
- Experience of working in a multicultural team



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## 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)

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 NGO. The IOE team consists of high skilled professionals that have different backgrounds, both educational as cultural.

## How to Apply

Interested parties should submit their CV and letter of motivation by email to [recruitment@ioe-emp.com](mailto: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.

Please make sure the *Ref. IOE-Adviser-Africa-2020* is mentioned in the e-mail subject.

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

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