



**CIRCULAR GEN No. 20 (2016)**

To all PSI affiliates  
To all EB and WOC members  
To all PSI staff for information

File Reference: RP/DB/SR

Contact Person: David.Boys@world-psi.org

15 November, 2016

Dear Colleagues,

**Vacancy at PSI Head Office: Head of Human Resources, Finance and Administration**

Public Services International is looking for a Head of Human Resources, Finance and Administration, based at the PSI Head Office in Ferney-Voltaire, to support the achievement of PSI's political objectives, including overseeing strategic planning, continuous improvement and best practice in these areas.

Working in a vibrant multicultural workplace, the successful candidate will have senior management experience in HR, Finance and Administration in international organisations and an understanding of NGOs and/or trade unions.

The candidate will be hard working, highly motivated, committed to social change and have attention to detail. He/she will thrive on supporting others to achieve results, be a good communicator and have the ability to bring people with him/her across cultural and linguistic divides.

Excellent English and French required and Spanish highly desirable. Some international travel required.

Interested candidates are invited to:

- Produce a cover letter including motivation for the position, related skills and competences, based on the selection criteria listed in the job description, of no more than 1,000 words in English;
- Attach a detailed *Curriculum Vitae* with passport size photograph; and
- Send their application to [recruitment@world-psi.org](mailto:recruitment@world-psi.org) **before 31 December 2016 (00h00 Ferney-Voltaire time).**

*NB: Incomplete applications will not be taken into consideration.*

We encourage candidates to apply regardless of their gender, age, nationality, religion and sexual orientation.

Yours sincerely,

Rosa Pavanelli  
General Secretary

Encl.: Job Description

## **Job Description**

### **Overall responsibilities**

Reporting directly to the General Secretary the position is responsible for ensuring the human resources, finance and administration and functions of PSI global operations support the achievement of PSI's political objectives, including overseeing strategic planning, continuous improvement and best practice in these areas.

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### **Duties**

#### **Human Resource Management**

- Manages the operation of PSI's global human resources, including the recruitment and induction of staff, regulations and conditions of employment, professional development of administrative staff, review of staff performance and all the related legal aspects
- Leads PSI's strategic HR functions including HR strategic planning, staff development, succession planning and HR risk analysis
- Supports other PSI staff in carrying out their HR functions, including support and advice on supervision, professional development and performance management

#### **Administrative, Legal and General Services**

- Manages and leads the administrative, legal and general services of PSI including strategic planning, continuous improvement and supervision of the General Services Team
- Establishes, manages and monitors procurement procedures and contracts
- Supervises the Information technology specialist and related IT systems and information management;
- Establishes and maintains internal control systems
- Prepares membership documentation for Executive Board decisions (new affiliations, withdrawals, reductions, exemptions etc.)
- Oversees administration and management of membership database and payment of affiliation fees
- Secretary to the Management Team

#### **Finance and Budget**

- Responsible for the oversight and management of PSIs finances and provision of timely and accurate advice to assist financial decision making
- Oversees development of rigorous and effective financial and accounting systems including the management and tracking of budgets
- Prepares the annual budget and Finance Report
- Provides regular oversight and monitoring reports of income and expenditure
- Monitors PSI assets and investments and is Secretary to the Board of Trustees
- Responsible for relations with banks, external and member auditors
- Responsible for the general oversight of PSI Finance team

Any other related tasks as delegated by the General Secretary

### **Required qualifications and skills**

- Highly skilled and knowledgeable in finance, human resources and administration
- Experience managing in complex global and international organisations with multiple countries offices
- Experience managing multiple small teams
- Experience in strategic planning and continuous improvement
- Good communicator, capable of fostering cooperation and supporting others to achieve results
- Excellent written and spoken English and French – Spanish highly desirable
- Experienced in senior level day-to-day management in an international organisation

- Proven ability to meet deadlines and manage workloads
- Cultural, gender and diversity awareness

**Desirable qualifications and skills**

- Ability to speak and write other PSI languages
  - Knowledge of international policy, particularly regarding issues related to developing countries and the labour movement worldwide
  - International experience in international NGOs, organisations and/or trade unions
  - Legal training or experience
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**Supervision**

The Head of Human Resources, Finance and Administration reports to PSI General Secretary