

## VACANCY

### Project Coordinator SCORE

Nyon, Switzerland

Grade C (100%) Fixed-term (12 months)

UNI Global Union is seeking a Project Coordinator SCORE to:

**manage day to day operational aspects of UNI development projects in coordination with affiliates, sectors, regional offices and funding organisations**

#### About UNI Global Union

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**UNI Global Union** is the voice of 20 million service sector workers around the world. Through its affiliated trade unions, **UNI** represents workers in 150 countries and in every region of the world. Our Head Office is based in Nyon, Switzerland with nearly 50 staff.

**UNI's** strategy is to build power for working people through strong unions and to change the rules of the game in the global labour market in order to ensure justice and equality for working people.

#### About the job

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As Project Coordinator SCORE, your main tasks will be to:

- Review and edit project applications and ensure that they are submitted on time
- Review and edit project narrative reports and ensure that they are submitted on time
- Ensure project financial reports are completed in accordance with project funding organisation's guidelines and are audited on time
- Prepare and present relevant data for project audits
- Ensure timely and accurate accounting and monitor funds to minimise financial risks on projects
- Keep overview of project implementation
- Schedule and manage project evaluations
- Communicate with union affiliates, funders and other project partners on projects and their implementation.

The terms and conditions of employment are according to the collective agreement existing between UNI, its employees in Nyon and their trade union.

#### The successful candidate

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The successful candidate has:

- A minimum of 3-5 years of experience in an NGO;
- Prior successful experience in project proposal writing, project monitoring and evaluation;
- Previous trade union experience would be a distinct advantage;
- Fluent English and working knowledge of French. Knowledge of other UNI languages is an advantage.

In addition, the successful candidate:

- Works both autonomously and collaboratively to achieve organisational goals;
- Establishes a systematic course of action to ensure accomplishment of a specific objective, determining priorities and allocating time and resources effectively;
- Is able to handle multiple tasks and meet deadlines;
- Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved;
- Has the awareness and sensitivity of other practices and cultures, the ability to assess different cultures, how they should be properly approached and how to communicate accordingly.

### **How to apply**

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Applications to the position must be sent to Damaris Baeuchle, Human Resources Manager, at [jobs@uniglobalunion.org](mailto:jobs@uniglobalunion.org) no later than May 5<sup>th</sup>, 2019 and include:

- An application form (available from [www.uniglobalunion.org/about-us/jobs](http://www.uniglobalunion.org/about-us/jobs));
- Cover letter focusing on how your experiences, skills and competencies will benefit the project;
- Relevant work certificates and diplomas.

### **Data management**

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In order for us to comply with new data protection laws, UNI Global Union does not retain unsuccessful candidate applications. If you would like to know about future employment opportunities, please visit our employment website where all our vacancies are posted <http://www.uniglobalunion.org/about-us/jobs>