

Job Opening

Programme Coordinator

Ethical Trading Initiative Bangladesh

Overview

Duty Station: ETI Bangladesh, Dhaka, Bangladesh.

Contract Type: Fixed - term appointment

Duration: One year (Renewable)

About Ethical Trading Initiative (ETI)

ETI is a ground-breaking alliance of companies, trade unions and voluntary organisations, working in partnership to improve the working lives of people across the globe who make or grow consumer goods – everything from tea to T-shirts, from flowers to footballs. Our vision is a world where all workers are free from exploitation and discrimination, and work in conditions of freedom, security and equity.

Corporate members include many high street names, from fashion outlets like Zara and Next to department stores and supermarket giants like Tesco and Asda; from ethical retailers such as The Body Shop to global food brands like Finlay's and Chiquita.

Our voluntary sector members bring specialized knowledge of labour rights and international development, while our union members represent nearly 160 million workers around the world in every country where free trade unions can operate.

With nearly 80 member companies, our collective influence is growing every year; our member companies' ethical trade activities already cover some 40,000 suppliers, reaching more than 8.6 million workers.

About ETI Bangladesh

ETI Bangladesh Ltd is an independently registered subsidiary of ETI which has been established with the aim of designing and delivering programmes and activities in Bangladesh to achieve ETI's global vision and strategy. As part of that vision, ETI Bangladesh is delivering multiple programmes within the export-oriented factories of Bangladesh including the Social Dialogue Programme, Occupational Health & Safety Programme, Gender Sensitive Workplace Programme (GSWP) and Green Social Dialogue (GSD) programme. Since its inception in 2015, ETI Bangladesh has worked with around 200 factories through its programmes and has increased the well-being of more than 2750,000 workers. ETI intends to work on many other thematic areas extending its involvement with stakeholders at multi-levels to produce more tangible and sustainable outcomes.

ETI Bangladesh's Organizational Strategy focuses on four strategic goals:

1. Contribute to improved environmental sustainability in the supply chain
2. Contribute to improved HRDD in the supply chain
3. Contribute to improved gender sensitivity and female empowerment in the supply chain
4. Contribute to improved industrial relations in the supply chain

ETI Bangladesh is looking for enthusiastic and qualified candidates to contribute to implementation of programme activities in its strategic goals stated above.

For more information about the ETI and our project please visit <https://www.etibd.org> , www.ethicaltrade.org

Job Title: Programme Coordinator

Report to: Senior Manager-Programme, Evidence & Learning

Job Statement: The Programme Coordinator will oversee the coordination and administration of all aspects of the ETI Bangladesh programmes including planning, organising, implementing, staffing and managing all programme-related activities.

Main Purpose: Working closely with the Sr. Manager-Programme, Evidence & Learning and Country Manager, the role is intended to lead successful implementation and growth of ETI's Programme in Bangladesh. The Programme Coordinator will be responsible for planning and managing implementation of Joint Ethical Trading Initiatives' (JETI) programme activities in Bangladesh, which involves developing and maintaining strong and positive relationships with our member brands, companies, industry associations, trade unions, donors, and other key stakeholders.

Key Responsibilities:

Program management:

- The Programme Coordinator will be responsible for planning (monthly, quarterly and annual work plan, programme-related procurement plan) and managing implementation of ETI Bangladesh program activities, including JETI's workplace-based flagship programme, in Bangladesh and working with our member brands, companies, industry associations, trade unions, donors, and other key stakeholders
- Establish smooth coordination with various programme components and the finance department to ensure activities/interventions are planned and implemented according to the budgetary provisions of various projects/programmes. Support with innovative ideas and strategies to utilize the budget for maximizing impacts with value for money
- Provide advisory /technical support to the programme team for managing consultancy contracts (with individual consultants and/or institutional consultants) and ensure expected outputs/outcomes are delivered

- Participate in and provide the update to the project/programme coordination meetings to be organized by the respective donors, consortium, partner organization or ETI secretariat
- In coordination with the individual pillar/component leads, ensure necessary progress reports are timely prepared and submitted to the respective donors and partners as applicable.

Stakeholder engagement and advocacy:

- The Programme Coordinator will support the Senior Manager in developing and strengthening multi-stakeholder partnerships with private sector, government, trade union, research organization, academia, international development agencies, media and civil society organizations. These could be in the form of technical, financial, or implementation focused collaborations
- Facilitate various working groups/platforms with necessary intellectual and organizational inputs/support and represent ETI Bangladesh in various platforms/forums
- Design and implement the evidence-based advocacy plan with creative tools/techniques to maximize the outcomes from stakeholder engagement and advocacy interventions. Lead/facilitate organizing meetings/dialogue with suppliers, brands, trade unions, government, owners' association and other actors to popularize the issues around social dialogue/green social dialogue, gender, climate change, just transition, HRDD and industrial relationship

Communications and events:

- The Programme Coordinator will stay abreast of key events related to his or her areas of focus, and develop and execute on a communications plan to strengthen the influence of ETI Bangladesh Programme externally.

Monitoring, evaluation, and learning:

- Work closely with the Monitoring and Evaluation Unit and Sr. Manager-Programme, Evidence & Learning the Programme Coordinator will take lead in preparing overarching reports for donors and other key stakeholders.
- The Programme Coordinator will be responsible for supporting the monitoring and evaluation practices associated with the program, including capturing, analysing, and disseminating program learnings and developing new program approaches to strengthen impact.
- In association with the PMEL unit, the Programme Coordinator shall lead smooth coordination with various units to ensure timely data/information are produced, used and updated and/or reported in the relevant platforms (ETI-BD website, PODIO, PMEL tracker etc.) and interpreted properly in the reports and documents

Institutional development:

- Work with ETI-BD senior management team for development and implementation of the year-wise operational plan of the ETI Bangladesh three-year strategies
 - Contribute to the institutional development and organizational sustainability through exploring scope for revenue generation, providing innovative ideas/concepts, developing new projects/programmes and customized products/services under different workstreams
 - Lead on capacity development of the programme team by identifying existing gaps/needs and providing necessary on-job and institutional support to make sure team members are capable to produce expected deliverables on time
 - In association with Sr. Manager-Admin & Finance, initiate on-time steps to receive annual feedback from the team members, conduct annual performance review, design and implement annual staff development plan and lead on preparing inputs for ETI- Bangladesh year in Review event with JETI entities
- **Other responsibilities:** The coordinator may also be expected at times to contribute to other areas of work based on availability and organizational need.

Qualifications:

- Master's degree, preferably in sociology, anthropology, management, development studies, economics, business administration, or industrial relations.
- Minimum seven to ten years' relevant work experience, preferably in international development, NGO and/or responsible business.
- Knowledge and experience of working with business's promoting Human Rights and Decent Work.

Competencies:

- Strong project and team management skills, including managing teams and projects distributed in multiple geographies.
- Knowledge of, or experience in, supply chain issues, labour rights, Bangladesh labour law, women's empowerment, and gender equality.
- Strong time management and organizational skills, including the ability to meet stringent deadlines, communicate progress on projects or event planning, and work with Sr. Manager-Programmes, Evidence and Learning, and Country Manager to coordinate multiple projects concurrently.
- Excellent interpersonal skills for working with both internal and external stakeholders.
- High degree of self-control and self-motivation toward excellent deliverables and strong interest in sustainability issues and role of business in creating a just and sustainable world.

- Capacity to work and thrive in a growing, fast-paced, entrepreneurial organization with a collaborative environment.
- High ethical standards and commitment to ETI Bangladesh core values of leadership, respect, and integrity.

Application Process:

Interested candidates are required to submit their detailed CV (No more than 4 pages) along with a letter of interest to hr-admin@etibd.org within **12 February 2025**. You must mention the position title at subject line of your mail.

Only short-listed candidates will be communicated for selection process. Any form of persuasion in the selection process will automatically disqualify the candidacy.

ETI Bangladesh values diversity among its staff members. We welcome applications from qualified women and men, including those with disabilities.