

Job Opening
Programme Officer
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

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Job title: Programme Officer

Reports to: Programme Manager/Coordinator

Duty station: Dhaka, Bangladesh

Main Purpose: The Programme Officer will lead, coordinate and implement interventions at workplaces; under Social Dialogue, Green Social Dialogue and Gender Sensitive Workplace Programmes including planning, organising and managing programme-related activities as well as developing and delivering training courses and facilitating workshops and consultations.

Reporting line: Programme Officer will work under the leadership and management of Programme Manager. However, some relevant tasks will be managed by MEL Specialist and other programme coordinators, as applicable.

Key Responsibilities:

Ensure delivery of workplace level programmes

- Develop workplan and ensure timely implementation of the plan in consultation of clientele organizations.
- Prepare activity-wise/component wise budget, budget management and event management including logistic in coordination with admin and finance team.
- Assessment of workers' needs as well as their awareness of labour rights.

Design, deliver and document training, workshop and consultation events

- Deliver training under the Social Dialogue Programme, Green Social Dialogue Programme and Gender Sensitive Workplace Programme at the workplace.
- Support Develop training tools and guidance documents, IEC/ BCC materials.
- Design, organize and facilitate consultation events at workplace level as well as relevant sectoral level events.
- Support other colleagues and stakeholders with insights and resources in delivery of training and other activities.
- Develop event reports as well as programme reports.
- Organize learning dissemination events.

Alignment of activities

- Work coherently with the Programme Manager, senior management, other strategic goal leads as well as Administration and Finance Lead to make sure that the programmes and projects contributes to the holistic purpose of the organization.
- Work closely with Programme Manager, other strategic goal teams such as climate change and just transition, and senior management for ensuring that the principles of social dialogue is embedded in the programmes and projects.
- Support the senior management in developing a framework that support the ETI strategy to promote the economic and social empowerment of women in Bangladesh.

Stakeholder engagement

- Identify, coordinate and network with stakeholders relevant to the programme for the implementation of activities at every level outlined in the programme framework.
- Regular engagement with a broad range of stakeholders (factories, brands, LROs); support the planning and coordination of local multi-stakeholder events; regular data collection and reporting.
- Liaising with other programme partners to coordinate joint efforts.
- Forge partnerships with relevant individuals / organisations who can help to strengthen ETI Bangladesh work in this area, who can add value to their own work (through access to ETI supply chains) and where there is mutual opportunity for learning and collaboration.
- Engage with relevant trade union representatives to explore opportunities to strengthen collaboration around ETI's work.

PMEL and documentation

- Work closely with PMEL Specialist to ensure that data collection and analysing as part of contributing toward preparing overarching reports for donors and other key stakeholders.
- Provide timely reports and update on the progress and finances of the programme according to donor guidelines.
- Develop event reports as well as programme reports.

Communication

- Play proactive role in organization's external and internal communication efforts for better coordination and dissemination of the activities under this pillar.
- Write relevant contents for website.

Others

- May also be expected at times to contribute to other areas of work based on availability and organization need.

Qualifications

- Master's degree preferred.
- Minimum three years' relevant work experience, preferably in international development, local NGO, Trade Union, LRO and/or responsible business.
- Experience of delivering training and working in/ with readymade garment sector is advantage.
- Training of Trainers' programme completion is desirable.

Competencies

- Strong project and team management skills, including managing teams and projects distributed in multiple locations
- Knowledge of, or experience in, supply chain issues and labour rights.
- Ability work effectively in a team as well as lead a team.
- Good command in Bangla and English writing.
- Good command in Microsoft office especially MS Word, PowerPoint and Excel

- Strong time management and organizational skills, including the ability to meet stringent deadlines, communicate progress on projects or event planning.
- 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.