



Terms of Reference (ToR)

Position: Panel lawyer – Dispute Resolution Wing

Organization: Workers Resource Centre (WRC)

Location: Uttara, Dhaka.

Duration: one year with possibility of renewal

Reporting to: Programme Officer, Dispute Resolution Wing, Workers Resource Centre.

Background

The Workers Resource Centre (WRC) is a joint platform between two leading worker organizations – the National Coordination Committee for Workers Education (NCCWE) and the IndustriALL Bangladesh Council (IBC). It aims to build the capacity of trade unions in the Bangladesh Ready Made Garment (RMG) sector, helping them operate more effectively and offer better services to their members. The WRC provides various services including advocacy, awareness raising and capacity building on workers' rights, dispute resolution, grievance handling, negotiation and collective bargaining.

The initiative is supported by International Labour Organization, and places noteworthy attention on developing the labour market institutions, particularly institutions dealing with grievance handling, dispute settlement and resolution. One of the Project's outputs calls for the for improvement in the process and outcomes of dispute resolution.

The Dispute Resolution Wing at Workers Resource Centre will enhance access to justice for workers organisation. The Wing will provide training and education programs to paralegals and federation leaders on conflict resolution techniques, labour law, and understanding rights and responsibilities in the workplace, as well as offer legal assistance and representation to workers and workers organisation involved in disputes with employers. The Dispute Resolution Wing will serve as the depository for data and case management.

The Panel Lawyer will be responsible for providing legal services to clients/workers who seek legal remedial services from the Dispute Resolution Wing of the WRC. The panel lawyers will be responsible to physically attend office for 2 days in a calendar month on a rolling basis and provide legal services to workers on a case-by-case basis. The panel lawyers will work in collaboration and coordination with paralegal as part of the dispute resolution process. This initiative aims to facilitate access to justice for workers through legal advice, representation, and dispute resolution services.

Scope of Work:

The selected panel lawyers will be responsible for:

- i) Providing legal consultations and advice to workers on employment and labor-related disputes.
- ii) Representing workers before labor courts, tribunals, and relevant authorities.
- iii) Assisting in mediation and conciliation proceedings.
- iv) Drafting legal notices, petitions, and other legal documents as required.
- v) Conducting legal awareness sessions for workers on their rights and obligations.
- vi) Preparing periodic reports on cases handled and outcomes achieved.

Qualifications:

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- i) LL.B (Hon's), degree from an UGC approved local or reputable foreign university. Candidates with LL.M / Bar-at-Law /PhD or any other higher degree on law will be given preference.
- ii) Enrollment as an Advocate with the Bar Council

Experience:

1. At least 3–5 years of experience in dispute resolution, especially practice in labour and employment law.
2. Demonstrated experience in handling cases before Labour courts, high court and other relevant forums.
3. Demonstrable Experience in advising clients on labour compliance, employment matters and industrial disputes.
4. In-depth knowledge of labour laws, mediation processes and dispute resolution mechanisms.

Key Competencies

1. Commitment to workers' rights and access to justice.
2. Knowledge of the labour justice system.
3. Proficiency in managing digital tools for case tracking and data analysis.
4. Strong organizational, communication, and interpersonal skills.
5. Maintain confidentiality and ethical standards in managing sensitive case information.

Terms of Employment

The position is based at the Workers Resource Centre with occasional travel as required. The payment rate is competitive and will be made at a fixed rate on a per-case basis.

Application Process

Interested candidates should submit their CV, a cover letter, and contact information for two references to wrcbd.hq@gmail.com by 7th April 2025