

Technical Experts/Enterprise Advisor positions on social compliance, industrial relations and environmental performance in the manufacturing sector

(up to 6 positions available)

(Several entry-level positions and at least one mid-level position available; fixed term basis up to 3 years)

sequa gGmbH, an international organization headquartered in Germany with global project implementation experience in supporting private sector development and responsible trade, is seeking to expand the reach of our enterprise advisory unit. We seek motivated individuals to join our Myanmar branch office. The focus of such work is on conducting technical factory assessments, guiding remediation efforts of the participating firms and coordinating and sometimes directly conducting training workshops with company managers and workers.

These positions are with the **Multi-Stakeholder Alliance for Decent Employment in the Myanmar apparel industry**, a 4 year project funded by the European Union and co-funded by private sector retailers. The **MADE in Myanmar** project focuses on social and environmental performance of factories operating in Myanmar's textile, clothing and footwear sector and builds on the work and experience of the prior **SMART Factories** projects. Hundreds of factory managers, staff and workers from at least 200 enterprises will be trained and coached and sustainable production practices promoted through the **SMART Factories Programme**, one of three components of the MADE project.

The **SMART Factories Programme** runs in 2023 with 6 teams of technical experts, 4 teams are focused on social compliance and workplace relations and 2 teams focus on environmental management. Each team of 3-4 persons has at least one senior leader, a mid-level position and a junior position. The current vacancies are for the junior and entry level positions, although mid-level candidates with demonstrated and highly relevant experience will also be considered.

Position starting date

Positions will start as soon as feasible during August with latest possible starting date of Sept. 11th, 2023.

Major responsibilities (90%):

- Using the social compliance assessment and environmental performance evaluation tools and methods of the **SMART Factories Programme**, conduct

- assessments of factory labour standards, management systems and environmental performance;
- Produce high quality reports in English language on (i) assessment findings, (ii) recommendations for improvement, (iii) enterprise improvement plans and (iv) progress reports on implementation;
 - Review the reports of other technical experts as part of the SMART peer review quality assurance system;
 - Provide high quality, factory level advisory services designed to improve enterprise performance. These services will include such tasks as general management coaching, occupational safety and health (OSH) technical consultancy, coaching to build trust and confidence between workers and managers for cooperative actions, providing technical advice on environmental management and conducting training which is tailored to the identified needs of the factory;
 - Develop, adapt, coordinate and sometimes directly deliver **SMART Factories** training services.
 - Liaise with other international development cooperation projects on OSH, social compliance and environmental management and ensure best practices are being shared with constituents in Myanmar.
 - Input factory assessment data into the **SMART Factories** Database and cooperate with colleagues using the client resource management tools of the project.
 - Actively contribute to the project's monitoring and evaluation strategy, research agenda and knowledge management systems.
 - Perform other duties as required by the Team Leader or Project Manager.

Minor responsibilities (10%)

- Coordinate programmes with visiting international and external local experts and consultants, both in-person and via digital meetings. Assist world-leading subject experts in contributing their knowledge to the local team and community.
- For some staff, participate in factory assessments and/or conferences in the Southeast Asia Region in such countries as Vietnam, Thailand or Cambodia with regional stakeholders.

- As necessary, assist in project administration with regards to procurement of equipment, booking of hotels or travel arrangements for factory visits and workshops and related administrative tasks.
- Assist in the development of publications related to work in the factories.

Education

University degree in human resource management, industrial engineering, enterprise development, law, electrical engineering, environmental sciences or other relevant fields.

Required experience

Experience or study in at least two of the following areas is essential: occupational safety and health (OSH), social dialogue/industrial relations, capacity building in the private sector, adult education, industrial engineering, corporate social responsibility, environmental consultancy, social audits or human resources management.

Further experience requirements for different program levels is mentioned below. Those working on environmental management should be suitably experienced in environmental sciences, textile industry chemical management, energy audits or a related subject area. Those applying for social performance positions should be suitably experienced in social compliance, human resource management, social dialogue, occupational safety and health or a related subject area.

Technical experts - At least 3-4 years experience consulting enterprises, especially garment and footwear factories, on areas related to social and environmental performance and strong bi-lingual ability in Myanmar and English.

Junior technical experts - At least 2 years of experience consulting or training enterprises on environmental management or social compliance, conducting social audits or conducting energy audits or else relevant experience working within the CSR or HR department of a factory or similar enterprise.

Technical assistants (TA) - Relevant university degree, strong subject interest and language skills **OR** 1-2 years of related experience in social and/or environmental consultancy in lieu of a relevant degree or else relevant experience working within the CSR or HR department of a factory or similar enterprise.

SMART provides extensive coaching, mentorship and practical experience to elevate TA's to higher level positions.

Languages

Candidates must be fluent in Myanmar and possess a strong command of English language. Conversational abilities or fluency in Chinese or Korean would be an asset.

Desired competencies

- Good analytical skills;
- Good knowledge of the Myanmar labour-related laws and regulations, OSH laws and/or environmental laws and regulations
- Good group facilitation, interpersonal and conflict resolution skills and proven experience of delivering classroom and virtually based training;
- Understanding of enterprise level human resource management, production and quality systems;
- Good understanding of corporate social responsibility and labour compliance issues in global supply chains;
- Ability to monitor the effectiveness of training and capacity building initiatives undertaken by partner organizations/ consultants;
- Knowledge of the office's financial rules and regulations
- Self-motivated and ability to work independently in an outcomes-based work culture as well as contributing to the work of a team;
- Strong analytical skills and ability to justify requirements and approaches to problem resolution and good drafting skills
- Good drafting skills and demonstrated ability to prepare reports;
- Capacity to sensitively liaise and network with a range of stakeholders including staff, donors, international buyers, factory management, factory unions and NGOs;
- Ability to work with word processing and computer software packages required for work and other software packages for producing information materials;

How to apply:

- Applications will be considered in two rounds. The first deadline is: **26th July 2023 at 17.00 MMT** for first round consideration, and a second deadline of **Aug. 4th, 2023** to fill any remaining positions.
- Interviews for the first round of selected candidates will take place from July 27th to July 29th. Interviews for the second round of selected candidates will take place the week of August 7th.
- Please send a CV and a short cover letter in which you describe your suitability for the role and why we should hire you.
- Due to an expected high interest in positions, we will only be able to contact candidates that have been selected for an interview.

Direct supervisors for the positions are the Senior Technical Experts of the MADE in Myanmar project.

Position duration:

These are fixed term positions of varying duration ranging from 1 year to 3 years.

Compensation:

Competitive and based on prior qualifications and experience.

How and when to apply:

Email your CV and cover letter to:

jobs@smartmyanmar.org

Other relevant details:

The sequa country office is located in Mayangone Township at 7.5 Mile. Our technical experts spend approx. half of their time on-site in factories or at training workshop venues. Work from home is possible to a limited extent. Staff are expected to work from the office in Mayangone on the majority of days when not in the factories or workshops.

sequa is an equal opportunity employer and encourages candidates to apply regardless of gender, race, religion or sexual orientation. sequa conducts background checks on job candidates. A history of sexual harassment violations or similarly egregious conduct with previous employers will result in exclusion from consideration. All staff are expected to adhere to the sequa code of conduct.