



PROJECT MANAGER

Turkish Garment Industry Project: Improving Conditions and Generating Lessons on Implementation of Codes Labour Practice

Six multistakeholder organisations, each of which specialise in the implementation and/or enforcement of standards that aim to improve the rights and conditions of workers employed by suppliers of global retailers and brands, have come together in a joint trial project. The purpose of the project is to explore opportunities for collaborative efforts to improve workplace conditions and generate learning in the implementation of labour codes of conduct. The organisations involved are: the Ethical Trading Initiative (UK), the Clean Clothes Campaign and FairWear Foundation (Netherlands), the Fair Labor Association, Social Accountability International and Workers Rights Consortium (USA).

We are looking for an exceptional individual based in Istanbul to manage the implementation of the project, which began in mid-2004 and will run until the end of 2007 (possibility of extension).

You will develop, manage and oversee the effective implementation and administration of the project ensuring progress is made and lessons are documented and shared. Activities will include organising meetings, managing and recruiting project staff and stakeholders to organise field tests of different approaches. You will ensure policy documents are written for publication, analyse results and draw conclusions. Finally you will ensure all participants are regularly updated on developments and will represent the project at international fora.

At least 3 years' international project management experience with diverse stakeholder groups working through consensus; excellent organisation, communication and administration skills; 3 years' experience of labour issues and an understanding of corporate codes and international labour practice are all required. Fluency in Turkish is highly desirable as is a working knowledge of the Turkish Garment Industry.

A salary starts at \$65,000 plus benefits (more available for outstanding candidate). The post is based in the JO-IN project office in Istanbul.

Send CV to JHwang@sa-intl.org by 14 July. Interview dates to be announced.

Access the job description, person specification at www.ethicaltrade.org

See full information on the Joint Initiative on Workers' Rights and Corporate Accountability (Jo-In) www.jo-in.org



JOB DESCRIPTION

- Job Title:** Project Manager
- Responsible to:** Jo-In Project International Steering Committee
- Responsible for:** A Project Co-ordinator in Turkey. An Assistant Project Manager (International). Short term consultants as required.
- Purpose of Job:** Overall management of the JO-IN Project and facilitation JO-IN Project, a collaborative project among six project partner organisations, each of which specialise in the implementation and/or enforcement of standards that aim to improve the rights and conditions of workers employed by suppliers of global retailers and brands. Specifically, the aims of this project are:
- a. To maximize the effectiveness and the impact of the multi-stakeholder organizations by ensuring that resources are directed efficiently to improve the lives of workers and their families.
 - b. To explore possibilities for closer co-operation among the multi-stakeholder organizations and ensure that resources are directed as efficiently as possible through shared learning.
 - c. To assess whether, and in what manner, “labor codes” actually contribute to better workplace conditions.

KEY RESPONSIBILITIES

- 1 Steering Committee and Stakeholder engagement**
 - 1.1 Prepare, attend and record minutes of Jo-in Project Steering Committee meetings in Turkey, Europe and USA. This will involve close co-operation with the Chair in order to set the agenda and the preparation and circulation of papers and proposals to ensure that the Steering Committee considers and makes informed decisions.
 - 1.2 To facilitate decision-making of the project partner organisations between Jo-In Project Steering Committee meetings, ensuring that all necessary consultation is carried out and that the agreed actions progress. This will involve regular email and telephone communications and monthly conference calls.
 - 1.3 To ensure that international stakeholder organizations are kept regularly informed of project developments, and are consulted and committed to key

project decisions. In liaison with project staff, you will ensure that international business, trade union and non-government organizations as well as the International Labor Organization are invited to two project advisory meetings a year.

- 1.31.4 Ensure engagement of the project and its staff with key stakeholder organizations in Turkey, to maintain their awareness and effect effective involvement. Maintain a two-way flow of communication between the Jo-In Project Steering Committee and the local stakeholder organisations. This will involve setting up and attending regular meetings with business, trade union, government and non-government organizations in Turkey in order to consult them about project decisions and inform on progress.
- 1.31.5 Were a complaint is made about the labour practices of a supplier that falls within the scope of the JO-IN complaints mechanism, write a short report about the nature of this complaint in order that it can be dealt with by the appropriate organisation.

2 People and Resource Management

- 2.1 Manage and support the work of a Project Co-ordinator who is responsible for co-ordinating project activities in Turkey.
- 2.2 Recruit and manage the work of a part-time Assistant Project Manager who will support the International Project Manager in organizing stakeholder consultation, communicating progress and project administration.
- 2.3 In liaison with other project staff, plan and implement agreed project activities in Turkey. These activities will aim to achieve greater respect for labor rights and lasting improvements in workers' conditions in the garment industry, and will be designed in such a way to enable the project partners to draw conclusions about future best practice. (The key focus areas are Freedom of Association and the Right to Collective Bargaining, Working Hours and Living Wages).
- 2.4 Design terms of reference for, recruit and manage the work of short-term consultants as required.
- 2.5 Write additional funding proposals should they be required. Ensure that regular progress and financial reports are provided to donors and other interested parties.
- 2.6 Manage the expenditure of the project against agreed budgets and ensure that all appropriate financial records are kept.
- 2.7 To ensure the project is implemented on time and within budget.

3 Communicating Progress

- 3.1 Ensure the Project web-site is maintained with up-to-date information.

- 3.2 In liaison with project staff, ensure that regular project updates are disseminated and that project partners are provided with information to communicate with their consistencies.
- 3.3 In liaison with project staff to plan and deliver seminars and conferences that communicate the lessons from the project and engages key stakeholder organizations in debate about these outcomes.
- 3.3 Represent the six project partner organisations at conferences, seminars and meetings, in order to inform interested parties of the progress and learning emerging from the work.

4 Policy Development

- 4.1 Oversee the development of substantive papers.. Facilitate a process of dialogue between the different code initiatives and stakeholder organizations that result in agreement to common guidelines and principles of implementation.
- 4.2 Oversee the implementation of the trial methodology, analysis and write up of project results including reports or project findings, drafting guidelines and policy documents for publication.

Revised May 2006

PERSON SPECIFICATION

SKILL & EXPERIENCE	ESSENTIAL	DESIRABLE
	At least three years experience in all aspects of project management, at a senior level of responsibility.	Experience in a multi-stakeholder environment, or of working with diverse stakeholder groups.
	Experience of managing the work of others.	
	Three years experience of labour issues, either in manufacturing or supply chain management or of championing better labour practices.	Relevant experience in Turkey/garment sector. Has conducted research on labour conditions in garment industry.
	Efficient in all aspects of administration and financial management.	
	Has a flare for organising people and events. Experience of organising conferences or seminars.	
	Exceptional oral and written communication skills (Report-writing, minute taking and public speaking).	Turkish Language.
	Computer literate.	
PERSONAL QUALITIES	Positive, service orientated and motivational inter-personal communication style. Used to working cooperatively with diverse project partners Readiness to live and work in Istanbul for the duration of the project.	
	Highly motivated by the vision and aims of the six project partner organizations.	
	Sufficient assertiveness to follow-up and chase project partners to ensure agreed progress is achieved.	
	Ability to work in a team and take responsibility for group decisions.	
KNOWLEDGE	International Labour Standards and related development issues. Should be aware of the framework for setting and supervising international labour standards and of the trade union movement.	Knowledge and strong analysis of international garment industry.
	Current debates on monitoring and verification of corporate codes of labour practice in the garment sector.	