WE ARE HIRING

About the International Accord
The International Accord for Health and Safety in the Textile and Garment Industry (International Accord) is an agreement between garment brands and the global trade unions IndustriALL and UNI Global Union. The agreement builds on the 2013 and 2018 Accord on Fire and Building Safety in Bangladesh and is implemented by the International Accord Foundation based in the Netherlands. Over the years, more than 200 garment and textile brands have signed the International Accord. Since May 2013, the Accord programs have reached over 2,000 factories employing around 2 million workers in Bangladesh. In December 2022 the Accord brands and unions agreed to establish a new program in Pakistan, which will promote worker safety through independent inspections, remediation and two Workplace Programmes comprising a safety training program and a worker complaints mechanism.

About Health and Safety Accord (Pvt) Ltd:
The Health and Safety Accord (Pvt) Ltd, is a subsidiary of International Accord BV, The Netherlands, established with an objective of improving health and safety conditions in the textile and garment industry.

We are currently hiring and invite applications from suitably qualified candidates for the position of **Workplace Programs: Legal Specialist**.

Compensation and Employment Terms:
We offer a dynamic, internationally oriented work environment, fringe benefits and competitive salary based on experience. The above positions are currently offered as a one-year renewable contract. The positions are based in Karachi, Pakistan with frequent travels to industrial sites in other cities, across Pakistan (as and when required).

How to apply:
Please send your CV (maximum 2 pages with three references) and a cover letter (1 page) explaining your motivation and demonstrating how you will fulfil the required skills and experience for this role. Application deadline is **5 February 2024**. Please send your applications to recruitment@safetyaccord.pk and include the position title in the subject heading. Only potentially qualified short-listed candidates will be contacted for interview and test.

Health and Safety Accord (Pvt) Ltd. is an equal opportunities employer.
Job Description

Workplace Programs
Legal Specialist – Complaints Mechanism

The Workplace Programs Legal Specialist will serve as a part of the Pakistan Accord Workplace Programs team in Pakistan under the supervision of the Chief Complaints Officer - Pakistan Accord and Chief Executive Officer (HASA), or their assigned person.

The Accord Workplace Programs comprises two inter-related programs: the Accord Safety Training Program; and the Accord Safety Complaints Mechanism. These two programs together implement the worker awareness components of the Accord agreement: the right to refuse unsafe work, joint labour-management Safety Committees, a Safety Training Program and Complaints Mechanism.

The Pakistan Accord Workplace Programs Legal Specialist shall be based in the Accord office in Karachi. The position requires time to be spent in the field and at the workplace. The Accord Workplace Programs Legal Specialist will mainly implement the Accord Safety Complaints Mechanism, but also contribute to implementation of the Accord Safety Training Program.

Duties and Responsibilities:

Establishment and development of the Accord Workplace Programs:
- Play a key role in the set-up and development of the Pakistan Accord Safety Complaints Mechanism.
- Assist in developing the complaint management system.
- Assist in developing awareness-raising materials.
- Lead the review and adaptation of processes and the development of Standard Operating Procedures for the Complaints Mechanism.
- Develop and deliver an orientation program for new recruits.
- Lead the development of legal resources, checklists, tools and training materials.
- Support the Accord Safety Training Department develop training modules on the Complaints Mechanism and other materials.
- Provide legal expertise as required to support the Accord Safety Training Program.

Processing and reporting of complaints in accordance with Accord protocols, including:
- Manage a portfolio of complaints.
- Conduct investigations into allegations raised in complaints.
- Visit factories, as required.
- Draft notifications in English to parties at different stages of the complaint process.
- Organise Hearings/meetings with parties to complaints and prepare meeting reports.
- Draft decisions on complaints, as required.
- Provide legal support, as required, to members of the Complaints Team.
- Identify lawyers for the provision of legal opinions on matters arising in complaints.
- Maintain relevant information systems.
- Maintain timely and accurate internal reporting on complaints.
- Contribute to the preparation of internal and public reports.
**Strengthening processes and capacity of the Complaints Mechanism:**
- Contribute to identifying continuous improvements in internal processes.
- Contribute to identifying professional development needs of the Complaints Team.

**Other responsibilities:**
- Liaise with Training, Engineering and other Accord departments, as required.
- Alert the Accord leadership to any problems or challenges that arise.
- Perform any other related duties as assigned by the Accord leadership.

**Qualifications and Skills:** Ideal candidates shall have:
- Bachelor’s / Masters’ degree, in law or related discipline.
- Excellent written and spoken English.
- Ability to deal with confidential and sensitive information.
- Proven knowledge of labour law.
- Extensive experience of working on issues related to occupational safety and health/labour law/workers’ rights/human rights/industrial relations.
- Extensive experience of working for judicial or non-judicial complaints mechanisms.
- Knowledge of the textile and garment sector.
- Ability to synthesize information.
- High level of attention to detail.
- Ability to work collaboratively as part of a team and to work independently.
- Experience of developing/using data management systems.
- Excellent knowledge of Microsoft Office.
- Ability to develop and use spreadsheets.
- Excellent inter-personal, communication, organizational and documentation skills.
- Experience of dealing with a diversity of stakeholders including workers, trade unions, employers.
- High level of professionalism, integrity, honesty, strong work ethics, and commitment to the goals of the Pakistan Accord.