
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: Training 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 Training Specialist – Safety Training Department

The Workplace Programs Training 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 staff Workplace Program Training 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 staff Workplace Program Training Specialist shall mainly implement the Accord Safety Training Program, but may also contribute to implementation of the Accord Safety Complaints Mechanism.

Duties and Responsibilities:

Establishment and development of the Accord Workplace Programs:

- Play a key role in the set-up of the Pakistan Accord Safety Training Department.
- Manage the review and adaptation of the existing Accord Safety Training program and materials.
- Cooperate with the Accord Complaints Mechanism team on developing training materials on the Complaints Mechanism and other materials.
- Develop management information systems, including for scheduling factory training.
- Lead the review and adaptation of processes and the development of Standard Operating Procedures for the Safety Training Department.
- Develop the internal 'training the trainers' program for the Safety Training Team.
- Develop and deliver an orientation program for new recruits.

Implementation of the Safety Training Program:

- Manage the implementation of the Safety Training Program.
- Visit factories, as required.
- Maintain timely and accurate internal reporting on the Safety Training Program.
- 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 Safety Training Team.

Other responsibilities:

- Liaise with Complaints, 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, social science, safety and health or other relevant discipline.
- Excellent written and spoken English.
- Extensive experience of training program development.
- Experience of delivering large-scale training programs.
- Proven experience of managing a team.
- Ability to motivate a team.
- Knowledge of occupational safety and health.
- Knowledge of the textile and garment sector.
- Experience of developing/using data management systems.
- Excellent knowledge of Microsoft Office.
- Ability to develop and use spreadsheets.
- Experience of dealing with a diversity of stakeholders including workers, trade unions, employers.
- Excellent inter-personal, communication, organizational and documentation skills.
- High level of professionalism, integrity, honesty, strong work ethics, and commitment to the goals of the Pakistan Accord.