



## **JOB VACANCY - DATA OFFICER**

### **INTERNATIONAL ACCORD FOR HEALTH & SAFETY IN THE TEXTILE & GARMENT INDUSTRY**

**Reports to:** Deputy Director

#### **ABOUT THE INTERNATIONAL ACCORD**

The International Accord for Health and Safety in the Textile and Garment Industry (International Accord) is a legally binding 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 (Bangladesh Accord). Over 250 garment and textile brands have signed the International Accord.

The primary objective of the International Accord is to ensure worker safety in factories that source for brands that are signatories of the agreement. The International Accord operates health and safety programs, referred to as Country-Specific Safety Programs (CSSPs) in Bangladesh and Pakistan and will expand to other countries.

For more information, visit [www.internationalaccord.org](http://www.internationalaccord.org)

#### **ABOUT THIS ROLE**

The Data Officer is responsible for data entry, processing, analysis and tracking across the International Accord's CSSPs for research, accountability, and public reporting purposes. The Data Officer will support the Data Analysis & Systems Coordinator on reporting and data related projects and will coordinate closely with colleagues in CSSP countries to ensure data accuracy and alignment of reporting obligations under the International Accord. The Data Officer will report to the Deputy Director. The Data Officer role is based at the International Accord office in Amsterdam.

#### **KEY RESPONSIBILITIES**

- Collect, enter, and review quality of data for the development of monthly reports with key CSSP program data for the Accord Steering Committee.
- Collect and analyse data for periodic public reporting, including Annual, Quarterly Aggregate Reports and Signatory Monitoring Reports.
- Support the Data Analysis & Systems Coordinator on remediation data analysis and identifying data management priorities for Accord signatories.
- Provide data reports as requested by Accord colleagues and other stakeholders related to Accord signatories, Accord covered factories and other aspects of Accord program implementation.
- Monitor data accuracy across CSSPs and liaise with other CSSP departments to resolve anomalies
- Assist with research on vertical and horizontal mapping of Accord brand supply chains.
- Support the Head of Signatory Engagement to monitor factory listings by Accord signatories.
- Support the Policy & Accountability Coordinator with data collection and analysis pertaining to the monitoring of signatory obligations.

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- Perform any other data and administrative related assignments as delegated by the Management Team.

## **SKILLS & EXPERIENCE REQUIRED**

### ***Essential***

- Bachelor's degree or equivalent
- 0-2 years related experience
- Advanced user of Microsoft Excel
- Excellent data processing skills and attention to detail
- Ability to translate data into summarised and visual reports
- Clear and concise writing skills
- Fluency in written and spoken English
- Commitment to the goals of the International Accord

### ***Desirable***

- Experience working with Salesforce
- Knowledge of business & human rights standards and/or occupational health & safety
- Fluency in written and spoken Dutch

## **EMPLOYMENT TERMS**

The International Accord Foundation offers a dynamic, internationally oriented work environment and competitive salary dependent on experience. This position is offered as a one-year renewable contract, subject to successful completion of a one-month probation period. The position is based at the International Accord Secretariat in Amsterdam. Full time and part time work solutions will be considered. The applicant must have the right to work in the Netherlands.

## **HOW TO APPLY**

Please send your CV (max 1 page) and a cover letter (1 page) explaining your motivation for this role and demonstrating how you fulfil the required skills and experience for this role to [recruitment@internationalaccord.org](mailto:recruitment@internationalaccord.org).

## **RECRUITMENT PROCESS**

**The deadline for applications is 31 March 2025.** Shortlisted applicants will be invited for an initial interview (in Amsterdam or online) between 8-10 April 2025.