



## SOCIAL COMPLIANCE MANAGER

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| <b>JOB TITLE:</b> Social Compliance Manager   |                          |
| <b>TEAM:</b> Programmes   | <b>LOCATION:</b> NAIROBI |
| <b>FAIRTRADE AFRICA PURPOSE:</b> To improve the socio-economic conditions of African Fairtrade producers through increased access to better trading conditions.   |                          |
| <b>REPORTING LINES</b><br><br><b>Post holder reports to:</b> Programme Director<br><br><b>Staff reporting to this post:</b> Gender Advisor  |                          |
| <b>BUDGET RESPONSIBILITY:</b> Yes   |                          |
| <b>BACKGROUND:</b><br><br>Fairtrade Africa (FTA) is the umbrella network organisation representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern & Central Africa; Southern Africa; Western Africa; and the Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade system and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organisation.                         |                          |
| <b>JOB PURPOSE AND REPORTING:</b><br><br>The Social Compliance Manager shall be responsible for supporting Fairtrade Africa to contribute to gender equality and women’s empowerment through promoting women’s active participation in the operations of Fairtrade certified producer organizations.<br><br>He/She will also lead in facilitating the development and implementation of Social Compliance to all relevant Fairtrade standards which include but not limited to protection policy for children and vulnerable adults, agreements made on worker’s rights and trade unions and code of conduct. |                          |
| <b>KEY PERFORMANCE AREAS</b><br><br><b>1. Build and strengthen capacities on Gender and Child Protection for Fairtrade</b>  |                          |

Fairtrade Africa

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## **Africa**

- Facilitate knowledge building on social compliance and mainstreaming of gender aspects across Fairtrade Africa and all its members.
- Develop tools and approaches towards strengthening Fairtrade Africa's capacities to support its members on promoting gender equality and women's empowerment through Fairtrade and other social, political and economic activities.
- Specifically, support Fairtrade Africa to:
  - Provide information, raise awareness and build capacity on gender across producer organizations
  - Produce and disseminate materials that make the case for gender justice

### **2. Effective Management of the gender specific and Social Compliance portfolio with a focus on quality control and learning**

- Based on the existing gender strategy and in close collaboration with other programme areas (e.g. Workers' Rights), co-design and formulate a gender based programme, translating Fairtrade Africa's priorities into interventions.
- Effective application of Results Based Management tools, establishment of management targets and monitoring achievement of results. Coordination of implementation.
- Complete gender assessments in each region with a focus on selected value chains, constant monitoring and analysis of the programme environment, timely readjustment of programme interventions.
- Provide regular reports on activities, outputs and outcomes to different audiences.
- Work closely with the Fundraising and Strategic Partnership Unit to enable the successful design of gender and child protection-related project and programmes for which external funding is required.
- Proactively feed into unit planning and manage relevant budget lines in line with financial management procedures and requirements
- Work effectively and collaboratively with various units/functions through joint planning, training and monitoring of compliance to relevant Fairtrade Standards.
- Maintain accurate, confidential and up-to-date documentation on all relevant and available information pertaining to cases of protection of workers' rights, children and vulnerable adults identified or alleged by any individual or organization.
- Coordinate and support assessment follow-up and decide with relevant producer organizations' management on course of actions to ensure protection of impacted children and/or vulnerable adults including workers, proven to be at harm
- Ensure there are operating assurance mechanisms in place to monitor, review and assess all instruments and processes involving protection of children and vulnerable adults and workers which are applicable to all visits to producer organizations. This encompasses Fairtrade Africa, Fairtrade International, and National Fairtrade Organisations, consultants, media, researchers, FLOCERT and others.

### **3. Create and Manage Strategic Partnerships**

- Mapping and development of partnerships with local/global partners which have context-specific expertise on gender equality and women's empowerment (in line

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with global partnership approach).

- Coordinate partnerships ensuring efficient and transparent communication and exchange with partners.

#### **4. Mainstreaming gender into Fairtrade Africa's approach to development and implementation of Social Compliance**

- Work closely with Senior Advisors for Workers Rights and Social Compliance, Producer Network Staff and FLOCERT in order to assimilate gender components into, policies, standards, advocacy, producer support, certification/auditing practices, communications, marketing and business engagement. Advice on possible areas for support or adjustments in existing operations.
- Work closely with other thematic areas and standards to fully address gender related matters appropriately.
- Identification of good (gender empowerment) practices and dissemination of findings across Fairtrade Africa through guidelines and/or manuals to be disseminated widely across the Producer Network (especially among Producer Organizations).
- Lead in organizing relevant events, attend seminars or conferences as required.
- Assist producer organizations in the design, development and implementation of relevant policies, codes of conduct, including the establishment of self-governing systems pertaining to monitoring and remediation systems with regard to protection of children, vulnerable adults and workers.
- Identify, respond, receive reports and manage issues involving non-compliance of Producer Network (Fairtrade Africa) Code of Conduct and/or PN Agreement as they pertain to children, vulnerable adults and workers.
- Perform other duties and tasks, consistent with the skills and expertise as needed

### **SKILLS AND KNOWLEDGE JOB DEMANDS**

#### **Education required:**

- University degree in gender/women's studies, international development, social science or relevant study field.

#### **Other Specialist Training or Certifications**

- Gender and Child Protection

#### **Knowledge and Experience:**

- Minimum three years' work experience in multi stakeholder environments
- Familiar working with government institutions and international organizations
- Proven experience combining formal expertise on gender mainstreaming and gender equality with experience of applying these concretely to sector operations, plans, policies and business processes
- Proven experience leading action learning processes, developing gender training tools, and delivering trainings on gender responsive programming

#### **Professional Skills:**

- Ability to communicate ideas in a manner conducive to their practical application and comfortable working as part of a team to add value to collective results
- Understanding of agricultural commodity markets and value chains will be an added

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- advantage
- Excellent report writing skills and presentation skills

### **Personal Qualities**

- Strong understanding of and commitment to gender mainstreaming.
- Excellent communication skills and well-developed interpersonal skills.
- Highly developed social skills and ability to listen as well as communicate in different environments ranging from rural producers to officials representing government institutions
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability

### **Competencies**

#### **The following are core competencies required for the role:**

- Passionate commitment - This competency shows you have a passion, dedication, and proactively can show your support for FTA.
- Embracing change - This competency is about you showing you are flexible and responsive to changing needs. It is about innovating, doing something new or differently
- Working together - This competency is about how we all relate to one another – either as Line Manager and Team, the Team itself, or colleague to colleague.
- Delivering results - This competency is about achieving a high quality of measurable results while at the same time maintaining or even raising, the quality of work.
- Knowledge management - This competency is about working in a way that promotes, information and knowledge sharing to the team and our broader network.

### **APPLICATION DEADLINE 22<sup>nd</sup> November 2018**

An application form (CVs will not be accepted) can be found on the jobs and volunteering page of our website <http://www.fairtradeafrica.net/about-us/jobs-and-volunteering/> Completed applications should be **saved in the applicant's name**, and the position **Social Compliance Manager**. All applicants should state how they meet essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form and email to [recruitments@fairtradeafrica.net](mailto:recruitments@fairtradeafrica.net). If you have any queries, please call +254202721930 and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as condition of employment.

This job description is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievements of the key responsibilities in accordance with the Performance Review Process.

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