TERMS OF REFERENCE

Programs officer for accountable, participatory and result based certification in the floricultural sector

**Project Title:** Results based social certification systems: certify satisfy (RBSC)  
**Post Title:** Lead implementing officer for the RBSC project  
**Job Title:** Influencing the cut flower sector to adopt systems that support monitoring of actual results to workers, rather than compliance based audits.  
**Organization:** Workers’ Rights Watch  
**Implementing Partners:** Kenya Human Rights Commission

**Project Duration:** January 2019 – January 2020  
**Contract Duration:** 1 year with possible extension  
**Contract Type:** Employment  
**Application Deadline:** 30th January 2019

**Background:**  
Through donor funding, Workers’ Rights watch (WRW) has formed and strengthened relationships suitable for fostering collaborative dialogue between workers and actors who affect and those affected by their work in the Kenyan horticultural sector. In order to effect this process, WRW believes in the complimentary roles that exist between non-governmental organizations and other stakeholders in ensuring that workers are well represented and their leaders at the shop floor level and neighboring communities have an opportunity to engage in discussions and consultations that promote corporate citizenship and good working conditions.

For this reason, WRW has partnered with the Kenya Human Rights Commission (KHRC) and Hivos in a project designed and funded by the Hivos foundation under the women @work campaign to ensure that certification bodies and other relevant stakeholders in the horticulture sector adopt systems which support and promote results that accurately reflect the actual situation and position of workers. This is the basis of the Results Based Social certification System: Certify Satisfy project.

Although all project partners have had diverse experience in the sector; working with different stakeholders to promote human rights based governance,
corporate responsibility, and compliance to the social standards requirements, lobbying and advocacy of systems and policies, the main role of WRW in the RBSC project is on awareness raising and training of workers.

**The project’s objectives are:**

1) To develop and implement a results based social certification framework.
2) To strengthen the capacity of workers, management and evaluators to implement results based certification system.
3) To document, promote and disseminate innovations and best practices for implementing the RBSC system
4) To initiate policy conversations towards the integration of key RBSC systems and practices

**Tasks and Responsibilities:**
The Project Officer’s tasks and responsibilities will include but are not limited to the following:

- Implementation of the project, ensuring that activities outlined in the project Work Plan (PWP) are executed in a timely manner
- Coordination of the development of the project’s training manuals.
- Assist in the management of the activities of the project
- Act as a desk officer for the project and lead in the coordination of proposed project meetings.
- Support the implementing partners and project staff including the Programs’ coordinator (PC) in reporting, training development, including assisting in the identification of and outreach to potential implementing partners, the conducting of needs assessments with target beneficiaries and relevant stakeholders and subsequent analysis of findings to identify most pressing training needs
- Organization of meetings and co-ordination with relevant stakeholders; attend all meetings and events as requested by the PC and ensure all meetings are minuted and final minutes disseminated to relevant persons.
- Compile background information on project to support the development of curriculum and provide other desk research support to the implementing team where necessary
• Support possible M&E processes through compiling and collecting data generated from training as well as compiling information on subject matter experts and trainees for rostering purposes
• Drafting and follow-up of correspondences with relevant parties in preparation for trainings and workshops and submit final participant and trainers lists to the FO; responsible for all logistics and procurement needs of training under the guidance of the PC, including the development and procurement of all training related roll ups, banners and stationery
• Responsible for drafting training agendas, orientation briefs and compiling relevant documents for participant information packs
• Submit project briefs to the PC on completion of the training courses and assist in the drafting of donor reports where necessary
• Provide support to the research teams if/where necessary
• Under the guidance of the PC, ensure that the project follows correct financial and administrative documentation procedures in line with donor guidelines
• Prepare and submit financial, procurement and administrative requests to the financial department and PC, for activities related to the output.
• Work as a team with other employees in the organization to facilitate project planning and fundraising for future projects.

Competencies:
Professionalism:
• Shows pride in work and in achievements; Demonstrates professional competence and relevant subject matter knowledge
• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results
• Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations

Teamwork
• Works collaboratively with colleagues to achieve organizational goals
• Is willing to learn from others; Places team agenda before personal agenda
• Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit
for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing**
- Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments
- Adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently.

**Communication:**
- Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience;
- Demonstrates openness in sharing information and keeping people informed.

**Information Technology:**
- Proficiency in Microsoft Office Suite

**Education**
- University degree in social sciences, international relations, international development, political science and other relevant qualifications

**Work Experience**
At least 1 years’ experience in a related field.

**Languages**
Mastering of English and Swahili is required.

**Assessment Method**
Evaluation of qualified candidates for this position will include a substantive assessment conducted subsequently with a competency-based interview.

Please address applications to info@workersrightwatch.org by COB on 30th January 2019.
Applications should include a full CV and cover letter.