



Enterprise Assessment Consultant

Better Factories Cambodia (BFC) is an innovative program which seeks to improve working conditions in the export garment industry in Cambodia. It is based on a model of improvement that includes monitoring for compliance with the Cambodian labour law and core international labour standards, and remediation training and capacity building activities. The program emphasizes the link between improving working conditions and the competitiveness of the industry, with a focus on quality and productivity. *Better Factories Cambodia* works closely with its partner organisations (Ministry of Labour and Vocational Training, Garment Manufacturers Association in Cambodia and unions) and other stakeholders such as NGOs and international buyers.

The project is looking for Enterprise Assessors who will work on a consultancy basis through the end of 2010, with a possibility of renewal. This work will suit a candidate with established skills in the required areas who has a willingness to learn new skills and take on increasing responsibility as the project evolves.

Enterprise Assessor

Function

To assist with the implementation of enterprise assessment services for *Better Factories Cambodia*.

Duties

Under the overall guidance of the project Chief Technical Advisor and under the direct supervision of the National Programme Manager the consultant will undertake the duties mentioned below.

1. Collect data and assess working conditions in factories in accordance with project policies and procedures;
2. Establish, maintain and update information, relevant databases and records on assessment and other activities;
3. Independently produce high standard written assessment reports and suggestions for improvement in English for approval by the CTA;
4. Review the reports of other assessors as part of the peer review quality assurance system;
5. Encourage, support and advise on improvements in working conditions at the factory level based on developed tools and procedures;
6. Provide information on the project, including the assessment and training components to a range of stakeholders.
7. Contribute to the preparation of periodic implementation reports, work plans, and reports;
8. Assist with monitoring and evaluation of project implementation;
9. Other duties as required by the supervisor.

Education and Experience

- Completion of secondary level school education supplemented by technical level or university course in a related field and preferably a post-graduate qualification
- At least five years' work experience in a related field.

Languages

Excellent knowledge of English and Khmer languages, Chinese language skills are considered an advantage

Competencies

1. Very good communications skills, both oral and written;
2. Good analytical skills;
3. Understanding of enterprise level human resource, production and quality systems;
4. Good understanding of corporate social responsibility and labor compliance issues in global supply chains;
5. Knowledge of basic computer software such as e-mail, Microsoft word and excel, and information management systems;
6. Good knowledge of the Cambodian labour law and regulations;
7. Strong understanding of principles of gender equality and how it can be promoted through this work;
8. Ability to work independently as well as contributing to the work of a team;
9. Capacity to liaise and network with a range of stakeholders including staff, donors, buyers, government officials, management, unions and NGOs

The ILO is an equal opportunity employer. Women are particularly encouraged to apply. All applicants must attach a two page statement addressing their claims against the required competencies. The statement should explain to the interview panel how your skills and experience show you have the relevant competency. Applicants who do not attach this statement will not be considered for interview.

Only short listed applicants will be contacted. Applications should be sent to Miss. Ath Socheat at socheat@ilo.org or to *Better Factories Cambodia* Office at # 9 Street 322, Boeung Keng Kang 1, Phnom Penh.

Closing date for application is 25 June 2010