



FWF audit team member

[Fair Wear Foundation](#) (FWF) is looking for new audit team members to support the work of FWF in Romania.

Background

FWF works with locally recruited auditors. Very often these auditors work with labour-oriented NGOs whose day to day work it is to gather information about working conditions in the factories based on different sources of information.

FWF teams assess four primary sources of information about compliance with the FWF Code of Labour Practices and on communication, consultation and grievance procedures:

1. Interviews with factory management and staff;
2. Interviews with factory workers;
3. Review of documents, especially those regarding labour issues such as employment, salaries and working time;
4. Visual inspection, especially regarding occupational health and safety.

A fifth source of information is interviews with local stakeholders such as trade unions, NGOs, business associations and local authorities. These interviews are usually conducted by FWF or by a local contact person and are reported on in the relevant country studies. The information is updated through regular contact and exchange with stakeholders. Audit team members are encouraged to share their views on the labour standards with FWF in order to integrate their expertise in the country study

Invitation to apply

In line with the above mentioned information, FWF is looking for six new members as individuals/freelancers that can respond to the following listed positions of the FWF audit team.

- a) Workers interviewer (2 people)
- b) Documents Inspector (2 people)
- c) Occupational Health and Safety inspector (2 people)

Due to the diversity of skills needed to deal with the different sources of information, audit teams are normally composed of various experts. Some skills can be combined by one person. Within every team, each of the four tasks mentioned above should be allocated to one of the team members. Team members are also expected to assist each other if circumstances require so. One of the team members will be appointed supervisor. The supervisor represents the audit team externally. This entails maintaining communication with FWF and contacting the audited factory. During the audit, the supervisor acts as team leader. He/she is responsible for the composition of the audit report.

General Requirements:

Audit team members should:

- Have expert knowledge about local labour relations;
- Have a sophisticated understanding of the way in which gender discrimination impacts female, low skilled and often migrant garment workers;
- Be aware of international standards on gender discrimination, equal pay, pregnancy and maternity protection and health and safety issues specifically pertaining to women workers;
- Be knowledgeable about local law and regulations in his/her field of expertise. The auditor must assess the labour situation against the FWF Code of Labour Practices but also against local laws and regulations, as the audited companies must comply with both.



- Have the social skills to easily relate to the different parties involved: management, workers, unions, NGOs and local authorities. They must also have a balanced view of the interests that are at stake.
- Be able to understand the views of both workers and management. Especially the auditor who performs worker interviews should have previous experience interacting with workers.
- Be committed to improve the situation for workers.
- Be able to communicate, preferably in English so as to facilitate communication with FWF and its affiliates. The writer of the audit report must be able to write in English.
- Be reliable and respect the confidentiality of the facts and data to which they will have access. Under no circumstances can any piece of information be given out, other than through the reporting as prescribed in FWF manual.
- A conflict of roles must be prevented. Thus, inspectors should not have any other formal or informal relation with the factory that they inspect. Audit team supervisors and members should inform FWF of any relevant communication between them and the audited company in the 18 months before and after the audit and shall not take on any work for or assignment with this company, without prior consultation with FWF.

Specific professional requirements:

a) Workers interviewer (2 people)

- Have a thorough understanding of the local labour relations
- Have the social skills to easily relate to the workers, unions, NGOs and local authorities. She/he must also have a balanced view of the interests that are at stake.
- Previous experience interacting with workers.

b) Documents Inspector (2 people)

- University degree in economics, financial management, law or relevant
- Have expert knowledge about local labour relations and financial matters: e.g. taxes regulating the work of the Romanian industry;
- Be reliable and respect the confidentiality of the facts and data to which they will have access.

c) Occupational Health and Safety inspector (2 people)

- Faculty degree in OHS/ certificates in the OHS are highly desired
- Proven experience in delivering H&S services to the businesses preferably in the garment sector;
- Have expert knowledge about local labour relations and technical matters

FWF invites individuals who are already skilled in one or more of the required fields to apply and after the selection process selected local auditors will be invited to attend a seminar which is designed to familiarise these potential audit team members with FWF working methods and reporting. Those participants that are selected as new auditors then conduct a minimum of three audits in the geographical region to which their training applies. These audits are overseen by a designated staff member of FWF. This staff member will be present during audits to provide guidance and feedback to the team – without taking over the supervisor role. On satisfactory completion of this process, the trained individuals will receive a second certificate stating that the auditor has conducted three FWF audits. They will also be provided with a FWF identity card and blank FWF business cards on which they could specify their role in the FWF audit team.

The new team members will be engaged on the consultancy base system and their assignments will be regulated in line with the financial terms for service providers.

If you are interested to apply please send your CV and express your interest via e-mail to Rosan: vanwolveren@fairwear.org or Biljana: solakovska@fairwear.org, not later than 31 October 2018.