



## **PARTNER AFRICA IS HIRING!**

Job Title: Ethical Audit Manager

Reporting to: Head of Audits

Area of work: Ethical Audit Services

Place of Work: Home based – Should be based in preferably Cape Town or surroundings and must have the right to work in South Africa

Travel requirements: Extensive travel required – 50%

Salary: Commensurate with Experience

Contract: Permanent full time contract

Start date: 1 February 2021

## **WHO WE ARE, WHAT WE DO AND WHERE WE WORK**

### **Partner Africa mission:**

- Partner Africa is a leading UK NGO whose purpose is to improve working conditions and livelihoods of workers and producers in African supply chains.
- We are client-focused and positively engage with our clients to identify, address and report on social, environmental and governance (ESG) issues in their organisation and supply chains and adopt responsible business practices.
- We work with companies, communities and government to achieve our mission.
- We employ local staff that are experts in local regulations, standards, labour laws and working practices. This ensures that the services we offer are worker accessible and culturally sensitive.
- We take a people-centered approach to our work and use participatory approaches to understand ESG issues from a worker's perspective.
- We have expertise in a number of international business and human rights standards and adopt the human rights due diligence framework of the UNGP's as the bedrock of our advice to clients.

**Our services:** We support clients to adopt responsible business practice through: -

- Conducting social audits to help identify the salient ESG issues in clients operations and supply chains.
- Providing advisory services to enable clients to address salient ESG issues, report on the impact of their ESG programmes and adopt responsible business practices. Our advisory services develop bespoke programmes for individual companies (national and international), sector-



initiatives, communities and governments.

**Our sectors of expertise:** We are committed to working in multiple sectors across Africa at all levels of the value chain, the current Partner Africa teams have expertise working in the agribusiness, fast-moving consumer goods (FMCG), apparel, cosmetics, manufacturing and cosmetics sectors.

**Our business model:** Partner Africa is managed as a social business and is committed to being financially self-reliant and resource-efficient. We are committed to growing our business in order to maximize the impact that we have on improving the working conditions and livelihoods of workers and producers in Africa. To achieve this we take a supportive, pro-active and inclusive approach to managing our business.

**Our location and team:** Partner Africa headquarters are based in Nairobi with regional hubs of staff and associates in South, North and West Africa. With a presence in over 20 countries, a strong local staff complimented by international staff and consultants, the Partner Africa team is well positioned to play a leadership role and act as a catalyst to support the growth of responsible business in Africa.

**Our impact:** Our success must be judged by our impact on improving working conditions and livelihoods. We take a results based management approach to our work so that we focus our interventions on outcomes and long term positive impacts – for both the companies that we work with and the communities that they are a part of. From 2020 Partner Africa will continue to work on improving the working conditions and livelihoods for vulnerable workers and producers in Africa and commits to doubling the number of workers' included in its program from 29,574 (end of December 2019) to 60,000.

## **WHO WE ARE LOOKING FOR: -**

We are looking for an Ethical Audit Manager who is passionate about improving working conditions in Africa, self driven and a team player.

The overall **purpose of this role** is to ensure that the PA audit function is fit for purpose, with sufficient levels of qualified auditors, that audits are delivered to international standards, within client timelines and budgets. The holder of this role is also responsible for supporting in business development and building a pipeline of new audit clients.

## **1. Key Tasks that this role involves:**

### **Management of Auditors**

- Hold regular meetings with ethical auditors to ensure that they are aware of Partner Africa's policies and procedures
- Review Auditor invoices weekly / monthly and approve for payment
- Issue yearly Service Level Agreements
- Provide support and handling of auditor queries.

### **Recruiting of new auditors**

- Identify and expand the number of Partner Africa auditors across Africa to ensure ethical auditors are present in all the key sourcing countries of our clients.

### **Training & Quality assurance**

- Working in partnership with the quality manager to ensure
  - Ensure all auditors are registered with APSCA and are booked for exams in time following APSCA procedures and guidelines.
  - Support with auditor training to ensure that their methodology is in line with best practice
  - Train auditors on new schemes and audit types
  - Support with shadowing and sign off of auditors through out Africa.
  - That all audit reports and corrective action plans are of a high quality and monitored.
  - That our internal quality policy is implemented
  - Support with monthly auditor calibration sessions
  - Implement the Sedex Quality program and ensure all deadlines are met

- Support the Head of Audits to align company policies with audit scheme requirements
- Stay up to date with audit scheme requirements

### **Representation**

- Represent Partner Africa's ethical audit team at a national and international level
- Attend external meetings including SEDEX; SLCP and client conferences worldwide, etc

### **Business Development**

- Identify and secure new business opportunities for Partner Africa's ethical audit services
- Support the Head of Audits to develop new products
- Support the Head of Audits to introduce a new IT focused audit system

### **Other:**

- Contribute to the strategic development of Partner Africa
- Further the development of our methodologies for identifying and addressing human rights impacts in business operations and value chains and work with companies to integrate findings into business practices.
- Develop further expertise in an area relevant for Partner Africa portfolio (e.g. privacy, responsible sourcing, modern slavery/forced labour, worker engagement)
- Market and communicate Partner Africa's work through different channels and assist with production of materials for the Partner Africa website

In order to succeed in this role, it is essential that the successful candidate have the following **skills and experience**:

- High levels of drive, initiative, motivation, commitment and professionalism
- Ability to work remotely, independently and an ability to work with minimum supervision
- Educated to postgraduate level in a relevant discipline
- Minimum of 5 years' experience working as an ethical auditor/ in field of responsible sourcing
- Relevant experience within the ethical trade sector and an understanding of international codes of practice and ethical standards
- Knowledge of and relationships in international value chains such as tea, coffee, vegetables, flowers, fruit etc.



- Excellent knowledge of the business and human rights agenda and recent developments related to implementing the UN Guiding Principles on Business and Human Rights
- Excellent people management skills
- Computer literate (particularly Word and Excel)
- Multitasking skills and the ability to act on their own initiative, as well as the ability to work under pressure
- Demonstrable flexibility and ability to work in a multi-cultural team
- Demonstrable commitment to working in a value-based organization
- Strong interpersonal and communication skills and excellent English written skills

To apply for this position please send a 1 page motivation letter why you feel that you are suitable for this position and submit this with your CV and subject line: "Ethical Audits Manager application" to [audits@partnerafrica.org](mailto:audits@partnerafrica.org). If you have not heard from us by 10 December 2020, please consider your application as unsuccessful.