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August 2022

We're Hiring

Job Post

Championing Responsible Business in Africa
www.partnerafrica.org



Partner Africa is hiring!

1. Portuguese Speaking Lead Social Auditor

2. Portuguese Speaking Trainee Social Auditor

Partner Africa is a leading 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 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.

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.

Who are we looking for?

An energetic individual who is passionate about improving working conditions in Africa, self-driven and a team player.

We are currently recruiting for 2 positions as Lead social auditor and / or Trainee social auditor.

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Lead Auditor - Portuguese

For the Terms of Reference for the Trainee Auditor position, see page 6

Job Description

Job Title:	Lead Auditor – Portuguese speakers
Reporting to:	Quality and Training Manager
Area of work:	Social Audits Department
Place of work:	Angola, Mozambique, Cape Verde
Contract:	Freelance

1. Purpose:

The purpose of this role is to deliver ethical audits and assessments and support the efficient functioning of the Audits and Assessments department as directed by the Head of Audits.

The Lead Auditor is responsible for ensuring effective pre-audit planning and delivery of services that meet client requirements, adhere to Partner Africa quality standards and achieve value for money. The holder of this position works closely with the Audit Coordinators on all aspects of audit logistical planning and implementation.

The Lead Auditor is responsible for the delivery of audits as per client contract, ensuring associate auditors have the appropriate competence and skill to undertake assignments. Under the guidance of the Head of Audits and Quality & Training Manager, the Senior auditor will contribute to the continuous improvement of Partner Africa Audit process, policy, procedures and documentation to meet APSCA requirements.

Key Accountabilities include:

- a. Delivery of high quality ethical audits and assessments.
- b. Manage assigned small supplier assessment projects, tracking progress and compiling reports as per scope of work.
- c. Supporting the Quality and Training Manager with the development, documentation and implementation of training and other capacity building activities.
- d. Providing support to the Head of Audits to ensure efficient operations and service improvement.

2. Competency Requirements of a Lead Auditor:

Candidates should meet the following competency and experience requirements:

- + Relevant tertiary qualification (for example: Human Resource Management, Social Sciences or Law) and training on at least one of the social auditing systems (SA8000, BSCI, WRAP etc.)
- + Minimum of five years' experience in the Human Resources, Apparel, Agriculture, Manufacturing, Health & Safety or Ethical/Social Compliance sector.
- + Detailed knowledge of relevant national and local laws, International Human Rights and Labor Standards and collective agreements that apply to the organization being audited, with reference to the areas listed under social compliance, depending on the audit scope.
- + The Auditor should have excellent reading, writing and verbal proficiency in English.
- + Completed 20 Social Compliance audit days

Preference would be given to candidates who have successfully completed the below:

- + Successful completion of all 3 APSCA exams.
- + Successful completion of a Basic and Advanced Auditor training program (including an assessment) that covered training in audit methodology, such as interviews.
- + Hold APSCA Auditor Membership as a Registered Auditor as a minimum requirement and must preferably be registered as a Certified Social Compliance Auditor.
- + Signed the APSCA Code of Professional Conduct.

3. Role of Lead Auditors

- + Conducts audits independently and/or as part of a team.
- + Organizes, directs and manages audit team members in preparation, during and after the audit.
- + Supervises Associate Auditors.
- + Approving and signing-off on the audit report; and,
- + Adhering to APSCA's Code of Professional Conduct.
- + Brief Translators on the sensitivity of interviews and on the social audit context.

3.1 Lead Auditors' Tasks in a Social Audit may include:

- + The Lead Auditor to follow the guidelines in the Partner Africa Social Audit Guideline (Annexure I) which includes requirements on the pre-audit arrangements, audit conduct and reporting.
- + Coordinating the audit, including communicating with the other team members the meeting point on the day of the audit and ensuring that all the team members are there on time.
- + Applies good time management in the audit, to ensure all areas of the audit scope are covered within the time frame.
- + Lead Auditors are required to carry cameras and laptops on site to adequately document the on-site audit activities.
- + The Lead Auditor to have an understanding of all disciplines within the scope of the audit and unless otherwise specified, conduct the health and safety site visit and/or the labor assessment as well as record details of the audit process in line with the specific protocol for the audit.
- + The Lead Auditor is responsible for supervising the Associate Auditors during the audit. This will include monitoring data gathered by Associate Auditor and also of the group interviews when possible, ensuring adequate interviews are undertaken as per the audit scope and ensuring that the Associate Auditor fulfils all the interviews to Partner Africa requirements.
- + The Lead Auditor is also responsible for conducting the opening and closing meeting and ensuring that the facility signs the Corrective Action Plan or Assessment Summary Report, a signed copy (signed by both the designated facility management and Partner Africa Associate) must be left onsite and a copy must be submitted with completed reports to audits@partnerafrica.org and the relevant regional co-ordinator / manager to copied in all communication.
- + The Lead Auditor is responsible for compiling the information gathered during the audit day into the required reporting structures and submit this within the required timeframe referenced below.
- + Assist in reviewing associate auditor reports.
- + Review corrective action plans submitted by clients and ensuring that these are closed off on the SEDEX system or any other relevant system within the agreed client timeframe.
- + Provide additional ongoing support (pre-audit planning, access to benchmarked documents, interpretation of standards requirements, reporting requirements etc) to associate teams when required.

3.2 Impact and Small Supplier Assessments:

- a. Work with the Head of Audits and/or Advisory Project Manager to manage impact and small supplier assessments by providing input into planning, implementation, and reporting of results.
- b. Work with the Head of Audits and Audits Coordinator to provide information and documentation required to ensure the efficient delivery of impact and small supplier assessments and services to clients.
- c. Plan and schedule small supplier assessments as per scope of work.
- d. Carry out the on-site and off-site (telephonic) impact and small supplier assessments. Collect and collate the data and information gathered to generate the assessment findings and report.
- e. Prepare the full assessment report and submit to audits@partnerafrica.org for review and sign off to the agreed deadline.

3.3 General training and Capacity Building of Associates.

- a. Work with the Quality & Training Manager to deliver some or part of the supplier training as well as capacity building of associate auditors and generate the data to provide feedback to the Head of Audits.
- b. Provide support in the coordination of the training and capacity building of associate auditors' teams.

3.5 Document and legal library

- a. Maintain a well-organized and user friendly database of codes and standards, labour laws, clients' documents and other material of value to promoting ethical audits and assessments for the organization.

4. Travel:

Extensive local and international travel will be required.

5. Key Relationships:

- + Head of Audits
- + Quality and Training Manager
- + Audit Coordinators
- + Finance Team
- + Other auditors

6. Area of responsibility:

All activities relating to Partner Africa Audits and Assessments services.

7. Expectations:

It is expected that you will:

- a. Carry out these accountabilities within the operating and process frameworks that apply to the organization of Partner Africa.
- b. Work together with all the key internal and external stakeholders within and outside of the organisation.
- c. Exemplify Partner Africa's core purpose & values in practice.

8. Profile: Behaviours:

The post holders should:

- + Demonstrate an ability to plan, implement and generate high quality audit reports
- + Demonstrate a good ability to multi-task
- + Be a team player
- + Be able to act on their own initiative and be self-motivated
- + Be able to demonstrate good command of oral and written English and Afrikaans
- + Have planning and organizational skills
- + Be able to demonstrate high levels of honesty and integrity.
- + Be proficient in computer skills and major application software.
- + Have experience in working in a multinational and multicultural environment
- + Excellent command of the English language, especially in the written form
- + Fluency in Portuguese

To apply for this position please send a 1 page motivation letter in English outlining why you feel that you are suitable for this position and submit this with your CV and subject line: "Lead Social Auditor - Portuguese" to evanschalkwyk@partnerafrica.org

Please apply for this position before 30 September 2022 . If you have not heard from us, please consider your application as unsuccessful.

Trainee Auditor – Portuguese

Job Description

Job Title:	Trainee Auditor – Portuguese speakers
Reporting to:	Quality and Training Manager
Area of work:	Social Audits Department
Place of work:	Angola, Mozambique, Cape Verde
Contract:	Freelance

1. Purpose

The purpose of this role is to be a trainee social auditor with the intent of becoming a lead social auditor within an agreed timeframe and obtain the skills to be able to assess the working conditions of workers in Africa within different industries, i.e. agriculture, fisheries, manufacturing etc.

2. Accountabilities & Responsibilities

2.1 Competency and Roles

Partner Africa will only employ social compliance Auditors who demonstrate, at a minimum the relevant knowledge, skills and attributes outlined in the APSCA Competency Framework, and agree to act in accordance with the Code and the Standards.

2.2 Competency requirements of an Associate Auditor

An Associate Auditor should meet the following competency and experience requirements:

- ★ Relevant tertiary qualification (for example: Human Resource Management, Social Sciences or Law), with additional training preferred (SA8000, BSCI, WRAP etc.) and / or
- ★ Minimum of three years' experience in the Human Resources, Agriculture, Manufacturing, Health & Safety or Ethical/Social Compliance sector.
- ★ Partner Africa training program will ensure the trainee auditor meet the following requirements at the end of the training period:
 - ★ Observe 3 social compliance audits
 - ★ Basic Auditor training program (including an assessment).
 - ★ Work under the guidance of a lead Auditor for a minimum of 7 social compliance audit days.
 - ★ Registration of APSCA Auditor Membership as an Associate Social Compliance Auditor (ASCA).
 - ★ Following the above minimum requirement of 10 (3+7) audit days, a lead Auditor will provide a competency report (PA Auditor Sign off sheet) on the Associate Auditor based on an assessment of his/her foundational skills as set out in the APSCA competency overview, including relevant laws and regulations and functional knowledge areas contained in other Codes and Standards.
 - ★ Complete a minimum of 20 social compliance audits as an assistant auditor.
 - ★ Signed the APSCA Code of Professional Conduct.

2.3 Role of the Associate Auditor:

- ★ Participates in the audit as a team member.
- ★ Is supervised by a competent Lead Auditor during all audits.
- ★ Does not independently make decisions or call out findings or non-compliances.
- ★ Adheres to APSCA's Code of Professional Conduct.

2.4 Associate Auditors' Tasks in a Social Audit may include:

- ★ Conducting worker interviews (Group and Individual).
- ★ Providing feedback on interviews to the Lead Auditor.
- ★ Assisting with the translating and understanding of official documents (where the Lead Auditor does not understand the language used).
- ★ Reviewing personnel files under direction of the Lead Auditor or assisting with health and safety site inspection.

- ✦ Calculating of minimum wages and payment rates in the facility (where the Lead Auditor does not understand local currency and/or language used).
- ✦ Providing input into non-compliance decisions; however, the final decision lies with the Lead Auditor; and,
- ✦ Recording notes of worker interviews and handing these over to the Lead Auditor at the end of the audit, noting the facility name, date and the code of conduct against which the audit was carried out.

3. Reporting and Meetings

Weekly check in meeting with Quality Assistant (skype).

4. Travel

Travel in local country and international, maximum 50%

5. Expectations

It is expected that you will:

- ✦ Carry out these accountabilities within the operating and process frameworks that apply to the organization of Partner Africa.
- ✦ Work together with all your key internal and external stakeholders within and outside the organization
- ✦ Exemplify Partner Africa's core purpose & values in practice

6. Profile: Behaviors

- ✦ Keen eye for quality and attention to detail
- ✦ Excellent command of the English language, especially in the written form
- ✦ Fluency in Portuguese
- ✦ Ability to identify and provide improvement opportunities as it relates to quality controls
- ✦ Excellent computer skills (MS Office)
- ✦ Experience with SEDEX (an advantage)
- ✦ Client centric
- ✦ Must be able to work without supervision.

Candidates that complete the PA trainee programme will be expected to work exclusively for the organisation for an agreed period of time (minimum 2 years).

To apply for this position please send a 1 page motivation letter in English outlining why you feel that you are suitable for this position and submit this with your CV and subject line: "Trainee Social Auditor - Portuguese" to evanschalkwyk@partnerafrica.org

Please apply for this position before 30 September 2022 . If you have not heard from us, please consider your application as unsuccessful.