Job Description

Programme Officer

Ethical Trading Initiative Bangladesh

Ethical Trading Initiative (ETI) is the leading alliance of businesses, NGOs, and trade unions working together to advance human rights in global supply chains. ETI provides practical advice, guidance, and implementation support, with an approach firmly aligned to the UN Guiding Principles on Business and Human Rights and relevant legislation. It convenes stakeholders in a trusted, safe space to address salient human rights challenges, fostering collaboration and collective action to drive meaningful change across supply chains.

ETI Bangladesh is an independently registered subsidiary of the Ethical Trading Initiative; established in 2014 with the mission to enable the most vulnerable workers in Bangladesh to address Decent Work challenges in complex supply chains, focusing on social dialogue, gender-sensitive workplaces, occupational health and safety, and behavioural change. In a sector historically affected by labour rights risks, ETI Bangladesh continues to build capacity to promote good employment practices, apply the ETI Base Code, and address cross-cutting challenges faced by vulnerable workers.

The organisation works closely with businesses, associations, brands, workers and federations, LROs, development partners, and government stakeholders. It also promotes decarbonisation, business sustainability, just transition, and decent working conditions across the global supply chain.
For more information, visit www.etibd.org and www.ethicaltrade.org

ETI Bangladesh is looking for enthusiastic and qualified candidates for the following post based in Dhaka, Bangladesh.

Title: Programme Officer (Multiple positions)

Reports to: Senior Programme Officer, but will be working closely with the relevant team members of ETI Bangladesh's programme team.

Overall Role: The Programme Officer is responsible to plan, coordinate, and implement activities under ETI Bangladesh's portfolio in alignment with the Country Strategy. Key responsibilities include designing training modules, facilitating capacity-building sessions, managing events and webinars, and engaging diverse stakeholders to promote worker rights and sustainable supply chains. The role is central to reporting, documentation, and evidence management, driving measurable impact across Ready-Made Garment (RMG) workplaces and the broader sector. This position will contribute to ETI's core thematic areas, including worker rights, freedom of association, gender, climate change, and Just Transition.

Key Responsibilities

a. **Programme Implementation**

- **Module & material development:** design training outlines, modules, toolkits, handouts, and IEC/BCC materials (in English and Bangla) for targeted stakeholders.
- **Training and workshop facilitation:** lead factory-level training sessions, capacity-building workshops, and awareness campaigns. Travel to external training venues as required. Most

visits will be in the Gazipur and Narayanganj belt. Planned activities may also require occasional travel outside the Dhaka division.

- **Event management:** Plan, organise and manage workshops, multi-stakeholder learning and sharing events, conferences and webinars.
- **Work planning & execution:** Develop factory-based annual, quarterly and monthly work plans with line managers, internal teams, and factory focal points to ensure timely delivery. Maintain the project activity tracker with indicator-wise updates. Collaborate with team members to implement interventions and monitor progress.
- **Monitoring & evaluation:** Plan and execute baseline, mid-term, and endline evaluations. Conduct pre- and post-training assessments, analyse results, document training outcomes, and conduct stakeholder interviews and focus group discussions (FGDs). Work closely with Monitoring, Evaluation and Learning (MEL) department to support study and research.
- **Coordinate service contract, procurement and material development:** coordinate service contracts, facilitate procurement, and oversee material development and production. Plan inventory to ensure timely availability of intervention related resources required in field.
- **Sustainability & follow-up:** Provide ongoing support to targeted stakeholders to ensure project interventions are sustained in the long term. This includes regular follow-up communication with workers, worker leaders, management, and brand representatives. Address challenges with sensitivity, reinforce ETI's organisational position, uphold commitments, and keep interventions effective beyond the project period.

b. Coordination, collaboration & stakeholder engagement

- **Stakeholder engagement:** collaborate with factory management, worker representatives, brand representatives, and other stakeholders to share knowledge, promote dialogue, and support interventions.
- **Operational & cross-functional support:** Coordinate with internal teams to support interventions, share learning, organise events, and assist with reporting and materials development. Work with the Communications team to produce blogs, news, and social media content. Coordinate with Finance and Admin to manage event requisitions, logistics, and supply orders.
- **Internal & external learning:** coordinate multi-stakeholder sharing events to encourage sectoral dialogue and facilitate internal study circles to strengthen team learning.

c. Reporting & Documentation

- **Reporting:** prepare event reports, meeting minutes, qualitative and quantitative monthly update reports for individual factories in line with ETI and stakeholder requirements. Contribute to ETI's annual and donor reporting, ensuring alignment with results frameworks.
- **Documentation & case studies:** Plan, collect, and develop case studies from field interventions. Document learning and best practices. Support the publishing and dissemination of external documents.
- **MEL & data management:** Support rapid assessments, surveys, and field research. Update programme activity trackers with evidence-based data in coordination with the MEL team. Collect and follow up on field activity data. Support the MEL team in data analysis, research and study.

- **Administration & financial compliance:** In consultation with the line manager and the Admin & Finance Team, manage event financial requisitions and administrative processes. Oversee approved activity budgets and ensure bills and invoices are submitted with evidence and financial procedures accurately and on time.

Qualifications & Competencies

Education & experience

- **Education:** Master's degree (preferred) in Social Sciences, Law, Environmental Studies, Business Administration, or a related discipline.
- **Experience:** 1–2 years of relevant work in international development, NGOs, or responsible business initiatives. Experience working with RMG workers, worker rights, marginalised communities, industry groups, trade unions, and business associations is preferred

Core Competencies

- **Technical knowledge:** Understanding of global supply chains, labour rights, gender sensitivity, climate and environmental issues, energy, green transition, industrial decarbonisation, participatory learning tools, worker rights frameworks (conventions, principles etc.), and gender integration in climate change.
- **Facilitation skill:** Strong skills in facilitation and confident public speaking in both Bangla and English for large-scale events, webinars, and workshops are preferred.
- **Material & content creation:** Demonstrated ability to develop training tools and IEC materials, facilitate workshops, write case studies, and document project outcomes. Strong writing skills in both Bangla and English for reports, publications, and learning materials.
- **Organisational skills:** Strong time-management capabilities with a track record of meeting tight deadlines and managing multiple projects and events. Demonstrated leadership skills and a proactive, self-initiative mindset in driving tasks forward.
- **Interpersonal & collaborative Skills:** Excellent communication skills to engage effectively with internal teams, factory management, workers, and external partners in a matrix structure.
- **Values & mindset:** High ethical standards, self-motivation, commitment to sustainability, and alignment with ETI Bangladesh's core values of leadership, respect, integrity, gender equality, and diversity.
- **Digital & language literacy:** Advanced proficiency in Office suite (Word, Excel, PowerPoint) and online event platforms (Zoom, Teams, etc.). Fluency in written and spoken English and Bangla is required.

ETI Bangladesh fosters a welcoming work environment built on mutual respect, collaboration, and inter-team support. The culture is inclusive and sensitive towards colleagues, encourages open dialogue and idea-sharing, and promotes enthusiastic team members to grow and thrive.