



## SOUTH ASIA REGIONAL COORDINATOR MIGRANT WORKERS PROGRAMME

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# SUMMARY

The Institute for Human Rights and Business (IHRB) is recruiting for a dynamic Regional Coordinator to lead its outreach and engagement across South Asia as part of its ambitious Migrant Workers Programme.

This new role is for a stakeholder engagement expert with a passion for migration issues and entrepreneurial approach to relationship building. It requires a deep understanding of how to best engage with the diverse actors involved in the recruitment of migrant workers – made up of migrant workers themselves, local recruitment agencies, global brands, governments, civil society and trade union representatives, and intergovernmental organisations, amongst others. The role will develop IHRB's Migrant Worker programme across a number of countries in the South Asia region, including through the planning and execution of local consultations, baseline assessments, flagship events, and corresponding communications strategies.



# IHRB'S MIGRANT WORKERS PROGRAMME

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IHRB's Migrant Workers Programme is composed of several distinct projects and initiatives, all intended to better the outcomes for migrant workers through the responsible conduct of the brands, suppliers, recruitment agents, and other companies that impact their workers' lives as well as through better government regulation and enforcement.

These projects include:

- **The Leadership Group for Responsible Recruitment:** An initiative that seeks to use the collective brand leverage of multinational businesses, working with other stakeholders and expert organisations, to address irresponsible recruitment practices facing migrant workers, with a particular focus on ending the practice of recruitment fees being charged to migrant workers.
- **The development of regional hubs for the programme:** These will be led by Regional Coordinators focusing on North America (based in the USA or Mexico), South East Asia (based in Singapore) and South Asia (based in Bangladesh). The regional hubs will drive engagement with key stakeholders from business, civil society, and governments on responsible recruitment issues within their regions.
- **An additional hub is also envisaged for the Gulf region,** as part of a separate project to identify areas where there may be opportunities to better understand and promote business and human rights, including responsible recruitment and beyond to other issues.
- **Evidencing the benefits of labour migration on development outcomes:** Through policy driven research, this project will highlight the value of migrant workers' remittances to development outcomes in their countries of origin, and the corresponding risks to these outcomes of charging migrant workers recruitment fees.
- The annual **Global Forum for Responsible Recruitment** (GFRR) is the largest global event on recruitment of migrant workers and is the major flagship event for the IHRB Migrant Workers programme. It will take place virtually in 2021, from April 12<sup>th</sup>-15<sup>th</sup>. In 2022 it is scheduled to take place in Dhaka, Bangladesh. This will mark 10 years since the launch of the Dhaka Principles for Migration with Dignity. The Forum will be attended by 150–200 representatives from business, civil society, trade unions, and government representatives. The organisation of the 2022 GFRR in Dhaka will be a key responsibility of the South Asia Regional Coordinator.

# THE ROLE

- **Deadline:** 6th April 2021, 9am UK
- **Title:** IHRB South Asia Regional Co-ordinator (Migrant Workers Programme)
- **Reporting to:** Head of Migrant Workers Programme (based in the UK)
- **Start date:** May 2021 (ideally)
- **Hours:** Full time (5 days, 37.5 hours per week)
- **Location:** Bangladesh, ideally Dhaka. Remote/Home-based. Candidates must already have permission to work in Bangladesh.
- **Duration:** 12 months consultancy agreement, with 3 month probationary period. Renewable subject to funding and performance.
- **Pay:** 18,000-24,000 BDT per day depending on experience. This post will have a consultancy agreement subject to UK law.

## What You Will Do

IHRB Migrant Workers programme is developing three regional hubs in key areas of focus: North America, South Asia, and South East Asia (already operational). The hubs will seek to improve connections between the initiative's programmes and projects being undertaken by IHRB and other actors in the regions. The hubs will provide a focal point for action, help to coordinate effort, and catalyse and drive activity of all kinds related to responsible recruitment.

This new role is part of the IHRB Migrant Workers programme team and will have responsibility for the establishment and development of the South Asia Regional Hub, which includes but is not limited to:

- Being responsible for outreach and engagement connected to all aspects of the IHRB Migrant Workers programme in Bangladesh, Nepal, and India
- Undertaking significant regional stakeholder engagement with the recruitment industry, business, civil society, policy makers, government representatives and intergovernmental organisations, at local and national levels.
- Undertaking a Regional Stakeholder Consultation Exercise of responsible recruitment initiatives in the region. IHRB will bring together a number of organisations for a series of online sessions to share and map out different programmes projects and initiatives relating to migrant workers across the region. Findings from S Asia along with those from Regional Hubs in North America and SE Asia will form part of a larger baseline assessment and report that will be used as the foundation for the wider regional hubs programme.
- Being first point of contact for the South Asia Regional Hub and liaise with the other IHRB Migrant Worker regional hubs in South East Asia and North America to ensure programme activities are

- aligned and connected to similar activity in the other regions.
- Being IHRB point of contact for relevant matters relating to the recruitment industry and migration corridors from Bangladesh, Nepal, and India into South East Asia and the Gulf region.
  - Being IHRB regional point of contact for the ILO, IOM and other UN Organisations.
  - Representing IHRB Migrant Workers Programme and the Leadership Group for Responsible Recruitment at regional in-person and online international convenings, conferences, seminars and webinars.
  - Devising, convening, and leading small regional events in Bangladesh and possibly other countries to promote responsible recruitment.
  - Being responsible for local delivery of the Leadership Group for Responsible Recruitment and engaging with member companies and other partners at regional level to advance the objectives of the Leadership Group in mainstreaming responsible recruitment of migrant workers.
  - Managing the in-country logistics for the Global Forum for Responsible Recruitment 2022 in Dhaka (working closely with the Head of Migrant Workers programme) to successfully plan and deliver this event including:
    - Identifying appropriate venues for forum and hotel accommodation for participants
    - Managing relationship with chosen venue
    - Identifying and outreach to local participants and attendees
    - Organisation of translation services
    - Other forum logistics and operational assistance.
  - Participating in regional events, conferences, meetings and regularly engage with other programmes and projects, seeking opportunities for collaboration where appropriate.
  - Forge contacts and engage effectively with individual businesses and their representative industry associations
  - Supporting the IHRB Shipping programme in engagement with maritime stakeholders in Bangladesh, including with regard to recruitment of migrant workers for shipyards, docks and crewing, and with regard to transhipment and ship-breaking facilities and other shipping operations in, and out of, Bangladesh.
  - Providing regional input and support for other IHRB programmes including outreach and engagement to diverse stakeholders.
  - Strategising effective external communications to diverse audiences. This will be an extremely significant part of this role. The postholder will co-create communications strategy with the entire Migrant Workers team, and be responsible for embedding that strategy in all aspects of the dual role. For example, the successful development and delivery of regional events, print and digital materials for amplifying key messages, regular commentaries on progress and challenges. In particular however we are also keen to explore new communications opportunities, ideas and strategies that will better connect our programme with an audience that is increasingly seeking information online and favouring digital products often accessed via mobile devices.
  - Attending IHRB (video call) team meetings, staff retreats and other internal meetings as appropriate, and play an active role in team discussions on regional themes and developments.
  - Undertaking other duties which may be required by the Head of Migrant Workers, which are commensurate with the responsibilities of the role.

# PERSON SPECIFICATION

## What We're Looking For

The successful candidate will need to be a very confident self-starter, highly motivated, and entrepreneurial. The right person will identify and create opportunities for engagement and advocacy to deliver results. The successful candidate will have:

### Essential

#### Experience

- No less than 3 years demonstrable experience of global supply chains either working in the business sector, or with a civil society or intergovernmental organisation.
- Proven track record of successfully establishing and maintaining relationships with relevant stakeholders including business partners, CSO, government representatives and UN organisations.

#### Knowledge and Skills

- Fluency in written and spoken English and Bengali, and excellent editing skills in English
- Ability to lead meetings and present confidently to diverse groups of stakeholders in formal and informal settings
- Confident networking and engaging with others via online and in-person channels
- Good understanding of the importance of effective communications in advocacy including spoken, written and graphic communications
- Good knowledge or understanding of the role of migrant workers within global supply chains, and specifically workers from South Asia working away from their home countries.
- Good understanding of the political and socio-economic contexts in South Asia
- Experience in managing consultation processes as part of a large-scale project.
- Excellent time management skills and the ability to plan, organise and prioritise workload, to meet deadlines.
- Competency using IT, telecommunications and web applications including: Zoom, Microsoft Teams, Word, Excel, Power Point etc
- Experience of working from home/remotely i.e. limited face-to-face interaction with colleagues in a geographically dispersed team.
- Attention to detail in preparing and presenting information.

## Personal qualities

- An excellent communicator, with effective written and verbal communication skills
- Proven ability to be proactive and self-motivating.
- Commitment to inclusivity and diversity.
- Proven collegiate approach to building and maintaining relationships.
- Empathy towards colleagues.
- A strong work and team ethic. Able to work remotely but collaboratively.

## Location

- Permission to work in Bangladesh (home-based).
- Some regional and international travel may be necessary to fulfil the role (as COVID-19 restrictions allow).
- Post-holder must have a suitable place of work with reliable internet connection.

## Desirable

### Qualifications

- Further education certificate / diploma in relevant field.

### Experience

- Experience working in an unsupervised environment on a regular basis and working with a 'virtual' team in varying time-zones.
- Good business acumen
- Experience in event organising, including sourcing suppliers and venues, helping to manage the preparation, promotion and delivery of events.

### Knowledge and skills

- Experience of social media applications for business: Twitter, LinkedIn & Instagram.
- Good understanding of how political and economic developments can affect Business & Human Rights trends.
- Strong project management skills and the ability to handle multiple projects at one time.
- Good network of business and human rights related contacts in the region

# TIMELINE & PROCESS

**1. Deadline for application:** Tues 6th April, 9am UK time

**2. Interviews:** Video interviews will be held on 22nd or 23rd April via Zoom. Interested applicants should ensure their availability for a 1 hour and 45 minutes slot on these dates. Short-listed candidates will be asked to complete a timed 45-minute written task (using their laptop and to be received and submitted by email), which will be followed by a video interview taking no more than one hour.

Short-listed candidates will be notified and invited by email by close of business on 13th April 2021. Only successful applicants will be notified.

**3. Expected start date:** May 2021

**Application Instructions:** Please email your CV and cover letter with two referees to Denise Derbyshire at: [recruitment@ihrb.org](mailto:recruitment@ihrb.org) In your cover letter you must address the above person specification to show your suitability for this role. Please also state where you saw the vacancy advertised. A job offer will be subject to at least two satisfactory references for the successful candidate.

As part of our ongoing commitment to an accessible recruitment process, applicants with disabilities are encouraged to contact IHRB to discuss any support or assistance they may have during the application or recruitment process. Please contact Denise Derbyshire, IHRB's Administrator, via email - [recruitment@ihrb.org](mailto:recruitment@ihrb.org) - in the first instance.

IHRB is an equal opportunities employer and encourages applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. This means we will not discriminate against employees based on their protected characteristics.

Included in the candidate pack is an optional Equality and Diversity Monitoring Form. The information collected is confidential and anonymous and will not be used in any decision making for this role. You do not have to complete and return this document but doing so will help IHRB maintain equal opportunities in all of our recruitment processes.

*Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.*

# ABOUT IHRB

Founded in 2009, IHRB is the leading international think tank on business and human rights. IHRB's mission is to shape policy, advance practice, and strengthen accountability in order to make respect for human rights part of everyday business.

Since its founding, IHRB has established a number of organisations and initiatives that are now free-standing, namely: the Myanmar Centre for Responsible Business (MCRB), Centro Regional de Empresas y Emprendimientos Responsables (CREER), the Corporate Human Rights Benchmark (CHRB), and the Centre for Sport and Human Rights (CSHR).

IHRB's focus areas are diverse and reflect the most salient and emerging human rights issues facing business, including: the ubiquitous contribution of migrant workers across global supply chains; ensuring just transitions for workers and communities in the adaptation to low-carbon economies; improving efforts to address inequality, mass migration, and climate change through better decision making across the built environment lifecycle; raising standards and encourage best practice throughout the shipping industry; amongst others.

IHRB values the positive impact that different experience and perspectives contribute to our team. We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills and abilities. We welcome applicants from groups that are under-represented in our field or who may face institutional barriers in accessing opportunities, including Black, Asian and ethnic minority candidates, and persons with disabilities.

