



Our partner organization, Label STEP Non-profit organization, which was founded in Switzerland in 1995. Label STEP is collaborating with Turquoise Mountain for one year project based in Yangon and is recruiting a Social Auditor position who will be working at Turquoise Mountain Office in Yangon.

About the job

1. Organizational Background:

Label STEP is a fair trade not for profit organization founded in Switzerland in 1995. Label STEP monitors and validates fair trade standards across the complete line of handmade carpets and more recently other artisanal crafts produced by STEP Fair Trade Partners (licensees/importers). Good working and living conditions, fair salaries, collective bargaining, environmentally responsible production, and the prohibition of child labor are among the 10 STEP Standards. Wherever non-compliance is detected, these compliance criteria are systematically audited, and corrective steps are taken. Label STEP also conduct the 'Weavers Community Empowerment Program,' which aims to build the capability of weavers via education and training, including financial literacy.

Label STEP uses an interactive web based database named 'STEP Web' to simplify the verification process, to ensure that the swift sharing of the compliance reports with the stakeholders and to ensure that the corrective actions have been taken by the production units and the suppliers.

Under direct supervision of STEP Project Officer in Myanmar, the incumbent auditor will undertake the audit activities, and update audit data to enable analysis and reports preparation on a regular basis. The specific roles and responsibilities are listed below.

2. Responsibilities:

- Undertake Audits and Verifications visits of STEP affiliated micro and small artisanal textile businesses in Myanmar on a regular basis
- Check for gaps in the audit activities and organize follow up audits as per audit scheduled in STEP Web.
- Keep track of data update on STEP Web and ensure that the regular updates of the data are being done.
- Check audit, wage data, and generate weekly and monthly audit reports.
- Keep the suppliers and weaver's information up-to-date in the system in coordination with the IT support team in Myanmar and Nepal. This includes updating the weavers' and suppliers' information affiliated with STEP.



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- Ensure compliance of STEP's 10 Standards which include good working and living conditions, fair wages, collective bargaining, eco-friendly production, and the prohibition of child labour among others in all STEP affiliated exporter workshops in Mandalay /Sagaing Regions, Southern Shan/Kayah States, and Kachin States, and Yangon Region.
- Schedule regular meetings with the micro and small entrepreneurs/ and suppliers to discuss/ clarify on compliance status and issues.
- Ensure corrective actions are implemented wherever non-compliance is observed.
- Regularly update and upload reports of the verification visits in STEP web.
- Undertake living wage survey and update it on a yearly basis.
- Submit written report of any serious concern of Harsh/ Inhumane treatment, sexual harassment and Child labor in the supply chain immediately to the Project Manager/ supervisor.
- Prepare regular audit reports and annual reports of the STEP affiliated micro/ small businesses/ suppliers in line with the standard reporting template.
- Support team to design weaver/ workers awareness programs/ trainings.
- Undertake any other tasks assigned by the supervisor.

3. Key Qualifications/ Competencies:

The staff member shall demonstrate following competencies:

Technical:

- Completed Bachelor degree from accredited academic institution with relevant studies.
- Excellent verbal and written communication skills in English and Burmese.
- Adept in Microsoft office applications.
- A minimum of 3 years of relevant experience in social work/ development projects or any other relevant fields.

Behavioral:

- Follow all the relevant procedures, process and policies of the organization.
- Assumes responsibility for meeting commitments and for any shortcomings.
- Proactively looks for technical solutions to any issues in the functionality of the organization and communicate thereof to the responsible person.
- Actively shares relevant information and maintain clear communication both verbally and in writing.
- Works effectively in team and takes joint responsibility for the team's work.



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Working Hours:

9:00 AM to 5:30 PM, 5 days a week.

Place of work: Yangon with regular travels to project identified districts as mentioned in the contract.

Duration of Contract: Three months' probation period with possibility of extension until 31 March 2025.

HOW TO APPLY:

Please send a cover letter and a CV (both documents are not more than 1 page) to vacancy.mm@turquoisemountain.org no later than 05.07.2024.

Please note that only shortlisted candidates will be contacted.