



**Social Accountability International (SAI) – Human Rights@Work**

**Position: Project Director – Malaysia (Contract position)**

**Location: Malaysia (required)**

**Social Accountability International (SAI)** is a non-profit organization advancing labor standards and working conditions around the world. We envision a world where workers, businesses, and communities thrive together. SAI is a leader in policy and implementation – developing social standards, guidance and tools, facilitating learning and capacity building, and convening partnerships to drive dialog and consensus-based solutions. Find out more on our website [www.sa-intl.org](http://www.sa-intl.org).

### **JOB DESCRIPTION**

Reporting to the Associate Director of Innovations & Partnerships, this position is responsible for managing and coordinating project activities, including communication with all project partners and stakeholders, for a USDOL grant-funded project in Malaysia to combat forced and child labor in the apparel and palm oil industries.

The role of the Project Director throughout the course of the project, will include, but not be limited to:

- Developing and maintaining systems for managing all project operations;
- Managing and coordinating project activities to ensure their adequate and timely delivery and completion;
- Overseeing staff and local partners responsible for implementing project activities and monitoring project progress;
- Maintaining communication and acting as a liaison between staff and local partners;
- Actively engaging all stakeholders to participate in the project and promote coalition building;
- Producing regular summaries of project activities for reporting to ILAB;
- Other responsibilities as they arise, which may require monitoring and evaluation expertise in the context of this project.

### **EXPERIENCE/QUALIFICATIONS**

- Minimum of five (5) years experience in project management, supervision, administration, and implementation of cooperative agreement and/or contract requirements (including meeting deadlines, achieving targets, establishing and maintaining systems for managing project operations, and overseeing the preparation and submission of required reports to donor agencies);
- Experience establishing and maintaining systems for managing project operations;
- Experience with designing and implementing results-based monitoring systems for projects focused on capacity building;
- Proven success serving in a leadership role for a project addressing issues of child labor, forced labor, or other labor issues relevant to the project;
- Experience maintaining working relationships with all project stakeholders and engaging in coalition building and public-private partnership promotion;
- Bachelor's degree, Master's degree, or law or Juris Doctor (J.D.) degree reflecting expertise in areas relevant to this project, such as labor law, public policy, sociology, and project management; or, ten (10) years or more of related work experience;
- Fluency in English required;



- Proficiency in Bahasa Malaysia or another language commonly used by stakeholders in the industries targeted by the applicant's proposal is strongly preferred.
- Experience working on the issues of child labor, forced labor, or other relevant labor issues in the context of Malaysia's apparel and/or palm oil industries preferred.

**To apply**, please send resume and cover letter to [recruits@sa-intl.org](mailto:recruits@sa-intl.org). All applicants **MUST** include job title "SAI Project Director - Malaysia" in the subject line of their email submission.

The position is based in Malaysia. Compensation commensurate with experience and appropriate for a charitable organization of SAI's size. SAI is an Equal Opportunity Employer.