Human Resource Management Advisor-Tea Association of Malawi/ Ethical Tea Partnership
Position # 1140-054

TYPE OF ASSIGNMENT

Volunteer Cooperant (VC/OS)
Position without gender preference

COUNTRY AND PLACE OF ASSIGNMENT

MALAWI , Blantyre

DESCRIPTION

ETP has recently developed a strategic framework for Malawi which it hopes to implement with a number of partners (such as the Sustainable Trade Initiative/IDH, GIZ, WUSC, Oxfam Malawi, Fairtrade International). The connected set of short, medium and long-term activities are aimed at supporting improvements in the Malawian tea sector that will enable the industry to thrive in the future and workers and smallholders to earn sufficiently well to live dignified lives. 'A healthier, happier and more motivated workforce, with greater opportunities for women' is one of the intended outcomes of the plan. The WUSC volunteer will play a crucial role in helping the industry improve its people management. Currently the estates have very basic HR structures in place despite some of them employing up to 15,000 people in the high season. Given that labour represents more than 50% of the estates' running costs it will be worth introducing to the industry HR models that benefit both employers (through cost savings) and employees (through better treatment).

The WUSC volunteer will work in close partnership with the Ethical Tea Partnership (ETP), a not-for-profit organisation supported by 36 tea companies that works to improve the lives of tea workers and their environment globally. ETP's head office is located in the UK but it also has staff in the main tea producing regions, including in Malawi and Kenya. Malawi is a key focus region for ETP. The volunteer will however be placed at the Tea Association of Malawi, the association representing the Malawian tea producers, in order to ensure buy-in and engagement from producers early on.

In May 2013, Oxfam and ETP published the report Understanding Wages in the Tea Industry which looked at the wages being paid to (permanent) tea estate workers in India (Assam), Indonesia and Malawi. It concluded that the wages paid to Malawian workers were the lowest – below the World Bank extreme poverty line of USD 1.25/day at the time - and that wages are set without worker representation, on a sector-wide basis. A further study carried out in January 2014 by labour expert Richard Anker calculated the living wage for tea workers in Malawi and found there to be a significant gap between current and living wages. ETP is working to create a consensus amongst different stakeholders on how the industry can progress towards the payment of a living wage. Alongside its work on waged labour in the estate sector, ETP is implementing programmes aimed at more sustainable livelihoods for smallholder farmers, thereby also working towards a 'living income' for farmers in Malawi.

RESPONSIBILITIES

- THE TASK OF THE WUSC VOLUNTEER will be in 2 parts as follows...PART A: THE

REVIEW (3 MONTHS)

- To carry out a gender sensitive review of the existing HR practices in the Malawian tea industry (estate sector); of good HR practices in comparable industries/countries; of literature on the business case for good people management
- To use this information to develop the business case for good HR practices and make recommendations for training and capacity building needed to strengthen the HR structures, policies and management systems in the Malawian tea industry.
- Analysis of existing on the estates of HR management systems and structures (what policies and management procedures exist and are actually being implemented, what HR function are undertaken and by whom,…) Knowledge and skills amongst management on HR management systems and structures Recruitment process of permanent and temporary workers. Training and development opportunities, including promotion process. Grievance mechanisms and disciplinary procedures. Procedure around allocation of housing. Specific policies and systems that relate to women: e.g. reporting and handling of incidences of sexual harassment, policies and procedures regarding maternity leave and pay, equal opportunities. Management of HIV/Aids.
- Systems linking productivity to wages. Overtime
- Outside of the estates:
- Review Malawian labour laws that apply to the tea sector (in collaboration with partners and volunteers).
- Identify good practice HR systems and processes in similar sectors (sugar/tobacco in Malawi) and countries (tea in Kenya) (in collaboration with partners).
- Review literature around business case for good people management
- PART B: SUPPORTING THE INDUSTRY THROUGH CHANGE IN HR PRACTICES (3 MONTHS)
- Help engage the industry on the proposed changes, following the review, the volunteer will help in HR systems and help encourage the mentality shift required for these changes to take root.
- Help with the implementation of the proposed capacity building/training activities. The details on exactly what this will entail will be discussed once the review has been concluded.
- Ensure equal participation and representation of men and women in all programme activities
- Draft reports as required by Uniterra and/or partner organization

QUALIFICATIONS

- University Degree in Human Resource Management, Business or Organizational Development
- Good knowledge of universal worker rights
- Understanding of labour intensive industries (agriculture preferred)
- Cross cultural competencies
- Experience/knowledge of organisational change management
- Experience in Africa preferred
- Excellent communication and diplomacy skills
- Knowledge of gender issues in the workplace

ASSIGNMENT DURATION AND EXPECTED DEPARTURE DATE

5 months, November 8, 2014

DEADLINE FOR APPLICATION:

September 28, 2014

PARTNER

Farmers Union of Malawi

TO APPLY

- This position is open to **Canadian citizens and permanent residents.**
- You must ensure that you have a **SYGESCA** session open and that your profile contains a curriculum vitae before applying for the **position.**
- Only pre-selected candidates will be contacted

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