

Swedish Organization for Individual Relief (SOIR-IM) is an NGO based in Rajpur, Dehradun (Uttarakhand) and is seeking applications from suitably qualified candidates for a job vacancy as Fair Trade Coordinator.

Position: Fair Trade Coordinator

Overall Objective: To strengthen the producer organizations that SOIR-IM cooperates with, to meet the criteria of the Fair Trade principles through capacity building. The aim is to increase independency of the producer organizations and create possibilities for better living conditions for the artisans working under Fair Trade. The task is also to support producers and suppliers for quality assurance and the promotion of products for the local market.

Responsibilities and main working tasks:

- Collect information and document about the producer organizations selling products to SOIR-IM in Sweden. A special format must be worked out for the producer organizations and consist of areas such as: structure of organization, number of artisans, salaries, sale and buyers in quantities and money, description of the working place, environment risks and policy.
- Find and appoint consultants who can help the groups to improve the production process so the whole production line can be more environmentally friendly.
- Cooperative with different producer groups, and search for other groups with potential to be a selling partner to SOIR-IM.
- Collect information on Testing agencies, fair trade fabric suppliers, raw materials.
- Write project applications, execute the activity plan and manage the overall project budget.
- Responsibility for monitoring, evaluation, learning and reporting to the Head Office: IM Fair Trade in Sweden.
- Any other work that may be assigning to you that may be needed.

Qualifications:

- Minimum B.Com
- At least 3 years of relevant work experience. Preferably within the field of development cooperation supporting civil society organisations or producer groups.
- Demonstrated experience and good skills in project management.

Essentials:

- Good written communication skills in English, including report writing skills.
- Willingness and ability to travel within India to visit producer groups and attend workshops.
- Be able to work with people from different cultural backgrounds.

Salary:

- Negotiable

Application Process:

- The last date of submission of application is May 4th, 2012. Selected candidates will be contacted for interviews.

Kindly e-mail your resume and personal application letter to: sofia.olsson@manniskohjalp.se ; wangchuk.gyalpo@gmail.com ; imex.in@gmail.com