



Swedwatch is seeking a project manager/researcher on business, human rights and the environment. The position is a parental leave cover with possibility for extension.

Swedwatch is an independent, not-for-profit organisation that envisions a world in which global economic systems are just, transparent and sustainable. Human rights and the environment are protected and respected and businesses contribute to sustainable development and inclusive growth within the means of the planet. Swedwatch works from a rights-based approach.

Swedwatch is seeking to strengthen its team with a highly-qualified project manager/researcher who will focus on investigations, analysis and documentation on risks and impacts as regards business, human rights and the environment. As project manager, you will also monitor national and international business, human rights and environment standards and will play a proactive role in Swedwatch strategic direction and operations.

Responsibilities

- Research, track and document risks and impacts of business on human rights and the environment in the Global South by coordinating and conducting field-research and by collecting and assessing information from a wide variety of stakeholders including governments, businesses, media, academia, non-governmental organizations (NGOs), local communities, and others;
- Identify, design, implement and evaluate projects, including organising and conducting research trips and developing project scope and objectives, ensuring feasibility of project and overseeing support staff as necessary. Perform risk management to minimise and mitigate risks connected to specific projects and the organisation;
- Write thorough, objective and timely reports and other material for publication, including briefing papers, letters, news releases, op-eds, and submissions to international bodies. This may require collecting supporting documents and materials such as photographs and videos;
- Place challenges and opportunities within business, human rights and the environment area in the broader political, social and economic contexts and present human rights and environmental concerns to a range of stakeholders including business actors, public actors and the media;
- Actively communicate findings from research through various outreach activities, including seminars, panels, networks and media appearances. Contribute toward highlighting the work of Swedwatch and related topics through social media and respond in timely manner to requests from stakeholders;

- Contribute, as needed, to the development and execution of training and other capacity building and awareness-raising endeavours in Sweden and abroad as required;
- Contribute toward fundraising activities and reporting requirements;
- Engage and manage relationships with various stakeholders including business actors, public actors, contractors, civil society organisations and business-affected workers and communities;
- Work closely with NGOs and local human rights organisations to ensure that Swedwatch's work complements and enhances their own work without jeopardising their security;
- Liaise effectively and clearly with colleagues and member organisations to ensure effective coordination and delivery of activities and outputs;
- Contribute to the effective PMEL (Planning, Monitoring, Evaluation and Learning) processes of the organisation, including actively capturing change results and impacts of research and other activities;

Key competencies and attributes:

Required:

- Knowledge and experience working and reporting on business, human rights and environment issues, including as regards research and application of international guidelines and frameworks;
- Demonstratable record of timely, high-quality publications and editing. This should include formidable field-research, analysis and writing.
- Outstanding English oral and written communication skills.
- Ability to manage projects effectively, professionally and in timely manner. The successful candidate will have excellent planning and organisational skills and be able to perform/produce qualitative work under periods of pressure.
- Results- and solutions focused, with the ability to make sound decisions in line with responsibilities.
- Strong interpersonal skills that will contribute to Swedwatch positive and collaborative work environment and also in dialogue and engagement with external actors. Ability to work individually and in a team.
- Experience of designing and implementing complex projects in a global context
- Travel within Sweden and internationally as required, for research, training, and engagement – at times extensively and sometime in medium- to high-risk contexts.

Desired:

- Expertise working on either community and indigenous peoples' rights, shrinking civic space, and/or gender-lens within business & human rights.
- Demonstrated experience working strategically to further outcome goals;
- Strong Swedish language skills;
- Experience of working on EU-funded projects;
- Experience of working with decision-making and advocacy processes both at national and international levels.

Additional information

The position is based at the Swedwatch secretariat in Stockholm, Sweden. It is a full-time position with a 37,5 hour work week. The position is a parental leave cover from 1 March 2019 until 31 August 2019 with a possibility for extension. Employees are included by the collective bargaining agreement between IDEA and Unionen. International and domestic travel is required.

Swedwatch offers

- Interesting and important work
- A positive and collaborative work environment
- Opportunities for a healthy work/life balance
- Varied tasks & ability to influence focus areas
- Work in a global context
- Opportunities for competence development.

Application and contact details

Please send your application to careers@swedwatch.org no later than January 13, 2019. Applicants are asked to submit a cover letter, CV, and a writing sample using the subject line "[Name] – Project Manager – parental leave cover Swedwatch". Swedwatch applies individual salaries, applicants should therefore also include salary requirements in the application. Please note that candidate selection and interviews will be carried out on an ongoing basis and that the position may be filled before the final deadline for applications. The start date is as soon as possible, as agreed by the parties.

For further enquiries, please contact Julia Hale on +46(0)8 52 52 0372 or by e-mail julia@swedwatch.org.