

## Consultant - Project Coordination

Electronics Watch is seeking a Project Coordination Consultant to support the Executive Director and other staff with administrative, monitoring, remediation, and reporting activities.

The successful candidate will be an experienced project coordinator with excellent attention to details and capable of supporting parallel processes. This position is limited to seven months.

## TERMS

**Fee scale:** €33,600 gross

**Location:** Remote (Europe).

**Contract type:** Full time (35 hours per week), seven months consultancy contract.

**Start:** February 1, 2026

## ABOUT ELECTRONICS WATCH

[Electronics Watch](https://www.electronicswatch.org) is an industry-independent, not-for-profit organization dedicated to using public procurement leverage to protect the rights of workers in global supply chains. We coordinate worker-driven monitoring and remediation in collaboration with civil society organisations and trade unions in production countries, with a focus on the electronics and battery supply chains.

Electronics Watch represents more than 1500 public buyers in Europe and Australia. Our powerful network of public buyers and civil society monitoring partners in production countries act in concert to promote workers' rights. Public buyers working together and speaking with a united voice have leverage with their suppliers. Worker-driven monitoring provides evidence of rights violations that public buyers use to hold suppliers accountable. Dialogue with companies based on worker priorities and public buyer demand results in improvements for workers.

## ABOUT THE ROLE

The Project Coordination Consultant will support the Executive Director and staff in the Monitoring Department with administrative, monitoring, remediation and reporting activities. A key responsibility will be to support the project management of the ElectroPower project. ElectroPower is a long-term EU funded consortium project to address forced labour in electronics supply chains in Southeast Asia. This is a seven-month full time consultant position. The Project Assistant will report to the Executive Director.

## RESPONSIBILITIES

The following are the core responsibilities.

### Support Executive Director

- Provide administrative support for the Board of Trustees and Board committees as needed.
- Support internal systems for decision making, process mapping, programme coordination, fundraising, and other activities as needed.

### Coordinate documentation and support reporting in Monitoring and Remediation

- Coordinate documentation for monitoring and remediation of factory cases.
- Coordinate the reporting process of the Monitoring Department linked to Monitoring Status

Reports.

- Coordinate the reporting process of the Monitoring Department linked to Affiliate Updates.
- Support the quality checking of Monitoring Status Reports.
- Support the quality checking of Affiliate Updates.

### **Support project management for ElectroPower**

- Support overall project management of ElectroPower.
- Coordinate training and workshop activities.
- Support coordination of monitoring activities.
- Support narrative and financial reporting.

### **KEY COMPETENCIES**

For this Consultancy position the following skills and experience are essential:

- Experience in project coordination and project management (approx. 3 years).
- Experience supporting not-for-profit boards
- Experience in preparing and documenting meetings and following up on decisions.
- Excellent English language skills in writing and speaking.
- Excellent report writing skills.
- High attention to detail and accuracy.

### **Desirable**

- Competence in additional languages such as French, Spanish, or German.
- Familiarity with the field of socially responsible public procurement.
- Familiarity working in small, flat and/or matrix type organisation.

### **TO APPLY**

Please send a cover letter, CV, three English writing samples, the names and contact information of three references to [info@electronicswatch.org](mailto:info@electronicswatch.org) by October 1<sup>st</sup>. The subject line of the email should read 'Consultant Project Coordination'. **ELECTRONICS WATCH WILL ONLY CONSIDER APPLICATIONS SENT IN VIA THE ABOVE EMAIL.**

Interviews will be held on October 21<sup>st</sup> and 22<sup>nd</sup>.

*Electronics Watch welcomes job applicants of different backgrounds. As a Dutch organisation we comply with the Dutch Equal Treatment Act which prohibits discrimination on grounds of religion, belief, political opinion, race, sex, nationality, sexual preferences or civil status in employment.*