

Starting date As soon as possible and no later than 1 June 2017

Contract type Full-time contract

Application closing date 15 April 2017

The Better Cotton Initiative seeks a qualified individual to serve as Programme Officer to support the data management, assurance and other functions of its rapidly expanding Pakistan country programme.

Background

Cotton is one of the most important and widely grown crops in the world, and India has been producing cotton for textiles for thousands of years and the textile industry and agriculture are the key industries to have generated huge employment for both skilled and unskilled labour, helping to strengthen the country's economy.



The Better Cotton Initiative (BCI) is a multi-stakeholder Standards System set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The Better Cotton Standards system is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently 1.5 million licensed BCI Farmers and over 1000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas. This role offers you the opportunity to join an enthusiastic, dynamic team that are making significant global changes.

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

For more info, see

<http://bettercotton.org/>

Job Description

Under the line management of the Pakistan Programme Coordinator and the Senior Supply Chain Coordinator, the Programme cum Supply Chain Officer will facilitate information flows, monitor the activities, timely reporting on monitoring and support the evaluation of BCI projects and BCI registered ginners. The Programme cum Supply Chain Officer will ensure the

credibility of the information collected from the field and contribute to understanding the impact of Better Cotton.

Responsibilities

Information Management

- » Collect project information on farmers and Producer Units structure and communicate to Programme Officer so that the BCI project database is up to date and contains accurate information.
- » Contribute to the creation of communications material to be made available to members and partners, strengthening the story of Better Cotton.

Capacity Building of Field Team

- » Support Programme Coordinator in conduct of IP staff capacity building trainings.
- » Support Programme Coordinator in training needs identification of field team.
- » Visit BCI Projects for support to field staff.

Credibility Checks

- » Support in conducting and reporting on credibility checks on Producer Units (PUs) to identify areas for improvement.
- » Collect evidence on PUs' eligibility for Better Cotton licences, in order to ensure the credibility of Better Cotton.
- » Frequently travel to project locations during the growing and harvest seasons to conduct credibility checks.

Results and Data Management

- » *Manage/provide* necessary support for the online database (including management of the data, training of partners, and preparation of reports), providing support to partners and ensuring that BCI data is available to support claims on results and impact.
- » Support Producer Units' staff for matters concerning BCI reporting tools and processes in order to ensure that deadlines are respected and to collect their feedback to ensure the continuous improvement of BCI systems.

Supply Chain

- » *Plan* and conduct detailed gin audits as BCI policy and furnish audit report to the Senior Supply Chain Coordinator within the prescribed time period.
- » Provide feedback and areas of improvement to gin, at the end of each monitoring visit.
- » Identify suitable ginners to work with BCI in new project areas.
- » Assist Supply Chain Officer in Organizing and conduct of ginners meetings/trainings on Better Cotton Tracer in each region and make sure every ginner is aware of every requirement.
- » Ensure that gin have a system of Better Cotton segregation and maintain identifiable 100% Better Cotton bales. Report any non-conformity on ChoC guidelines to office.

- » Support ginner in conduct of middle men training in respective areas, monitor and verify that middle men supplying Better Cotton to a specific gin maintain appropriate record as CoC guidelines.
- » Assure that Gins are selling Better Cotton directly to Spinners and traders. To report BCI if there is any deal through non BCI registered company.
- » Assist Senior Supply Chain Coordinator in evaluation of ginner's performance and screening and retaining only appropriate ginner's.

Beyond these specific responsibilities, the Programme/Supply Chain Officer is expected to collaborate on activities as agreed with the Pakistan Country Manager and the Monitoring and Evaluation Manager.

Profile

To be successful, candidates for the Programme/Supply Chain Officer role will have the following attributes:

Experience
<i>Essential</i>
At least 2 years' working experience.
Experience working as part of a team.
Experience gathering information from farmers and/or to assess activities through direct observation and semi-structured interviews.
Experience in managing information and databases.
Experience in Decent Work standards in agriculture (including reducing child labour and promoting gender equality)
<i>Desirable</i>
Experience in Monitoring and Evaluation.
Experience working in agriculture.
Experience in working in a rural community.

Skills & Knowledge
<i>Essential</i>
University degree, or equivalent higher education qualification, in a relevant field.
Demonstrated interest in sustainability and international development.
Excellent analytical and problem solving skills with a proactive approach to finding and proposing solutions to challenges.
Fluent in English and Urdu – ability to communicate clearly and concisely
IT literacy, to include: Word; PowerPoint; Excel; Outlook.
Excellent organisational skills and capacity to handle a set of different priorities.
Willingness to frequently travel and to carry out administrative tasks.
Good understanding of basic statistics.

<i>Desirable</i>
Objective and meticulous professional with the ability to multitask.
Academic background in rural/agricultural development and sustainability.
Understanding of Decent Work principles in the context of Pakistan.
Knowledge of Punjabi, Saraiki and Sindhi

Working arrangements

- » The successful candidate will report to the Pakistan Programme Coordinator & Pakistan Senior Supply Chain Coordinator on a 50:50 basis.
- » The position is full-time (40 hours per week). The successful candidate will receive a three-year contract, with a 3-month initial trial period.
- » Frequent travel (especially during the months June-November) to cotton production areas in Punjab and Sind will be required. Travelling to field area may take up to 75% of the total work time.

Applications

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human, and financial resources.

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief motivation letter (2 pages maximum) to BCI by email at:
admin.pakistan@bettercotton.org

Application deadline: 15 April, 2017

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.