

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 Coordinator to oversee the overall BCI assurance programme including data management, implementing partners' capacity building 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 Pakistan 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 Country Manager, and supervision of the Regional Senior Manager - Assurance, the Pakistan Programme Coordinator will support

the successful, rapidly expanding implementation of the Better Cotton program in Pakistan. The Program Coordinator will take active lead in Partnership management, online databases management, monitor the activities of Implementation Partners (IPs), facilitate information flows, and support the evaluation of Producer Units. The Program Coordinator will ensure the credibility of the information collected from the field and contribute to understanding the impact of Better Cotton. The Program Coordinator will also provide support to members based in the Pakistan.

Responsibilities

Policy Engagement

- » Assist the Country Manager on national policy engagement with the aim to embed Better Cotton and assist in the development of a long-term strategy for its continued growth in the country.
- » Work closely with various cotton research institutes, agricultural colleges/universities and other public sector organisations. Explore ways that these institutes can support the Implementing Partners in fulfilling their aims

Implementing Partner (IP) Management

- » Support the Pakistan Country Manager in identifying new IPs for Pakistan and completion of the IP endorsement process.
- » To oversee and strengthen the network of Implementing Partners within Pakistan, with support from the Pakistan Country Manager and BCI global Monitoring and Evaluation Manager, to ensure partners meet their obligations and are recognised for their success.
- » Visit To ensure the IP capacity building programme is effectively implemented in Pakistan and assure timely conduct of all trainings and refresher for IP staff capacity building.
- » Review performance of Implementing Partners in the field.

Monitoring and Evaluation

- » Ensure external assessment programme is fully implemented and timely conduct at all level of assessment.
- » Contribute to the credibility of the Better Cotton Standard System through credibility checks on Producer Units (PUs). Produce clearly and concisely written reports in which relevant corrective actions are identified and collect evidence on PUs' eligibility for Better Cotton licenses.
- » Support IP managers and 3rd party verifiers to carry out their verification functions.
- » Assure that that Assessment Reports are prepared in a timely manner and uploaded on the Project Database.
- » Contribute to improving the quality of Result Indicator Data. Make sure that Results Indicator Data is collected in a timely manner, complied cleaned and analysed.

Assurance Programme Implementation

The Programme Coordinator will support the operation of the Better Cotton Assurance programme in the following ways:

- » Review assessment reports including Self Assessments, 2nd-Party Credibility Checks and 3rd-Party Verification reports for accuracy and completeness and advise Country Manager accordingly.
- » Prepare licensing scorecards for Country Manager's approval.
- » Assist in follow up visits for performance score validation and corrective action and advise the Pakistan Country Manager for any change in the licensing.

Information Management

The Programme Coordinator will be the primary Pakistan contact for data management, providing support to IPs and other actors, and ensuring that country-level BCI data is available to support claims on results and impact. The Programme Coordinator will:

- » Ensure that BCI's Project Database is updated in a timely manner and that all relevant information is filled in.
- » Ensure the timely, accurate collection of data from project IPs and individual large farms to ensure BCI requirements and deadlines are met.
- » Support the preparation of case studies to evaluate progress and impact.
- » In collaboration with the Communications Team and the global Supply Programme Coordinator, contribute to development of communications material for members and partners, strengthening the story of Better Cotton.
- » Manage collection, review and organise National Guidance Material, stories from the field and best practices developed by IPs (and others), in order to foster learning between partners.
- » Share the results of data analysis to facilitate and inform continuous improvement among participating farmers and producer groups.

Membership and Supply Chain Support

- » Liaise with Membership and Supply Chain team members as necessary.
- » Provide administrative and logistical support for PAKISTAN stakeholder, member and supply chain events.
- » Provide support to the Pakistan Membership Engagement Manager, as agreed with the Pakistan Country Manager.
- » Assure that that Assessment Reports are prepared in a timely manner and uploaded on to the Project Database.

Financial Accountability

- » To contribute in the preparation of the annual budget, especially for the activities directly related to assurance programme and IP capacity building.
- » To oversee as required, monitoring of project costs by Implementing Partners in close collaboration with the BCI Growth & Innovation Fund.

- » To ensure that expenditures are within the allocated budget and financial resources are effectively used and associated reporting on the budget is timely done.

Line Management

- » To contribute in building a strong and cohesive BCI Pakistan team that represents the ethos and values of the organisation, and to manage them effectively in the achievement of their objectives.
- » Directly supervise the BCI Team in Pakistan involved in the activities related to the Assurance Programme, Monitoring and Evaluation and IP support.

Additional

- » To contribute to written materials, video messages and other front-line communication pieces in order to build BCI and Better Cotton into a well-known and respected brand within and beyond the sustainable cotton sector.
- » Beyond these specific responsibilities, the Pakistan Programme Coordinator is expected to collaborate on activities as agreed with the Pakistan Country Manager and BCI global Monitoring and Evaluation Manager, to support the delivery of the Pakistan Country Plan and the overall BCI Strategic Plan.

Profile

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

Experience
<i>Essential</i>
At least 3 years' experience managing information and project databases.
Experience working as part of a team.
Experience in Decent Work standards in agriculture (including reducing child labour and promoting women's empowerment).
<i>Desirable</i>
Experience in Monitoring and Evaluation and / or 3 rd party certification systems.
Experience working in agriculture.
Experience in policy analysis and / or government engagement.

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.
Training / knowledge in statistics.

Working arrangements

- » The successful candidate will report to the Pakistan Country Manager.
- » 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 25% 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.