

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 provide coordination support and implement agreed activities within the overall BCI Assurance Programme including data collection, cleaning, and analysis. The role will support the capacity building programme for BCI India Implementing Partners, as well as taking on other relevant functions of BCI's rapidly expanding India country program.

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, international travel together with a competitive benefits package

For more info, see

<http://bettercotton.org/>

Job Description

Under the line management of the India Country Director and the supervision of a Regional Senior Assurance Manager, the India Programme Coordinator will support the successful, rapidly expanding implementation of the Better Cotton programme in India. The Programme

Coordinator will provide coordination support to two critical components within the Better Cotton Standards System: *Assurance* and *Capacity Building*. Under the supervision of a Senior Assurance Manager s/he will ensure the timeliness, accuracy and completeness of India data within the BCI Online Project Database, s/he will coordinate and execute activities within the BCI Assurance Program, including monitoring performance of implementing partners and support the evaluation of producer units. The Programme Coordinator will ensure the credibility of the information collected from the field and contribute to the understanding of the impacts of Better Cotton in India.

The Delhi office supports and coordinates the work in India and also works closely with the Geneva/London offices, which represents BCI globally.

Responsibilities

Policy Engagement

- » 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 Partners Management

Under the supervision of the India Country Director:

- » Actively contribute to the identification of new Implementing Partners and coordinate the BCI IP endorsement process.
- » Provide support and coordinate annual capacity building plans for Implementing Partners in and contribute to their effective implementation in India and assure timely conduct of all trainings.

Assurance Programme Implementation

Under the supervision of the Senior Assurance Manager:

- » Develop annual implementation plans for the India Assurance Programme schedule of activities and ensure the programme is fully implemented in a timely, comprehensive and compliant manner.
- » Plan and execute the annual schedule of credibility checks for producer units, as determined by the BCI Assurance Program. Produce clear, precise and concisely written reports in which relevant corrective actions are identified and collect evidence on producer units eligibility for Better Cotton licenses.
- » Support producer unit managers and 3rd party verifiers to carry out their verification functions.
- » Ensure that all assurance program reporting requirements are fulfilled in a timely manner, and uploaded in project data base.
- » Assume responsibility for ensuring that all Results Indicator Data from India is collected in a timely manner, and cleaned, verified and analysed in accordance with requirements within the Better Cotton Standard System.

- » Ensure that all relevant assessment reports including Self Assessments, 2nd-party credibility check and 3rd-party verification reports meet requirements on accuracy, timeliness and completeness. Ensure timely escalation of any perceived challenges.
- » Prepare licensing scorecards for approval by the Senior Assurance Manager.
- » Assist in follow up visits for Performance Score validation and Corrective action and advise for any change in the licensing.

Information management

Under the supervision of the Senior Assurance Manager:

- » Be the primary India contact for all field-level 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.
- » Ensure that BCI's online project data base is updated according to set timelines and all relevant information is filled in.
- » Ensure the timely, accurate collection of data from implementing partners and individual to ensure BCI requirements and deadlines are met.

Under the supervision of the Country Director:

- » 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 implementing partners (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.

Financial Accountability

Under the supervision of the Country Director:

- » To contribute in preparation of annual budget, especially for the activities directly related to assurance programme and IP's capacity building.
- » Support the BCI Growth & Innovation Fund Secretariat in monitoring of projects costs by Implementing Partners.
- » 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 India team that represents the ethos and values of the organisation, and to manage them effectively in the achievement of their objectives.
- » Provide coordination to the BCI India Programme staff for execution of activities related to the BCI Assurance Program, monitoring and evaluation.

Beyond these specific responsibilities, the Programme Coordinator is expected to collaborate on activities as agreed with the India Country Director.

Profile

To be successful, candidates for the Program Coordinator role will have the following attributes:

Experience
<i>Essential</i>
At least 5 years' working experience, with at least 3 in a relevant field.
Experience working as part of a team.
Experience working in program coordination.
Experience managing projects in rural settings.
Experience in managing information and data.
<i>Desirable</i>
Experience in policy analysis and/or government engagement.
Experience in cotton farming.
Experience in agriculture.
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.
Superior skills and aptitude to appraise arguments critically and logically, organise ideas in a clear and concise manner, and draw conclusions and formulate arguments in way that is effective, concise, precise and specific.
Good communication skills with the ability to communicate clearly and concisely, as well as the ability to assimilate and process information for wide-ranging audiences.
Fluent in English and Hindi – 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.
Knowledge in cotton production.
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 India.
Knowledge of Punjabi, Gujarati, Marathi; Telugu would help.

Working arrangements

The successful candidate will report to the India Country Director. The position is full-time (40 hours per week). The BCI India office is located in Delhi (Jasola). The successful candidate will receive an open-ended employment contract, with a 3-month initial trial period. Frequent travel to cotton-growing states and regions will be required. Some international travel may be required.

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:

recruitment.india@bettercotton.org

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