

TRACEABILITY SYSTEM COORDINATOR

JOB ANNOUNCEMENT

The Better Cotton Initiative is looking for a Traceability System Coordinator to support users with Better Cotton Tracer (BCT) and work closely with the supply chain team on monitoring implementation of Chain of Custody requirements. This is a busy and exciting role at the heart of BCI’s member engagement and support team. It requires a person who is comfortable engaging with people from all kinds of organisations, and from all over the world. You will deliver and keep improving BCI’s member support activities with regard to traceability of Better Cotton, to ensure members receive excellent value from their Tracer use.



Background

Cotton is one of the most important and widely grown crops in the world, and with more than 90% of cotton farmers living in developing countries, cotton production is fundamental to the livelihoods of millions of poor farmers and workers. However, current cotton growing methods need to change as they are placing unsustainable levels of stress on the environment and the people who produce it. Change means using fewer pesticides, managing water more efficiently, improving soil health and bio-diversity, enhancing fibre quality, and improving the welfare of farm workers.

BCI exists 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.

BCI works with a diverse range of stakeholders to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton producing areas.

BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI’s specific aims are to

- Reduce the environmental impact of cotton production
- Improve livelihoods and economic development in cotton producing areas
- Improve commitment to and flow of Better Cotton throughout the supply chain
- Ensure the credibility and sustainability of the Better Cotton Initiative

Building on the success to date where Better Cotton does create positive changes for farming communities, and is being bought by BCI retailer and brand members, BCI has set ambitious targets for the future, increasing Better Cotton volume production 8-fold by 2015 and 26-fold by 2020.

2015 Global Targets

Specific Aim	Global Indicator	2015 Target
Reduce the environmental impact of cotton production	Better Cotton hectares under cultivation	2 million
Improve livelihoods & economic development in cotton producing areas	Number of Better Cotton farmers	1 million
Increase commitment to and flow of BC throughout the supply chain	Volume of Better Cotton bought by spinners	1.5 million
Ensure organisational credibility and sustainability of BCI	Earned income as % of global costs	75%

JOB DESCRIPTION

The Traceability System Coordinator is responsible for providing training and support service for the Better Cotton Tracer, BCI's global traceability system. S/he will also play a critical role in supporting the BCI partnership countries on the implementation of Chain of Custody requirements. These currently include – USA, Brazil, Turkey, Tajikistan, Australia, Mali, Mozambique, Senegal, Kenya and a partnership with Cotton made in Africa (CmiA). S/he will act as a second in command to the BCI Supply Chain Manager, responding in a timely fashion to member requests.

The position will report to the BCI Supply Chain Manager and will be part of the Supply Chain team. However the jobholder will be expected to work closely with other BCI staff, most notably the IT team and the Supply Chain Coordinators in BCI direct countries – China, India and Pakistan.

Responsibilities

Training

1. Develop and maintain training materials (manuals and videos) for the Better Cotton Tracer in multiple languages
2. Deliver Tracer training to users from through webinars and occasionally at supply chain events
3. Train BCI Supply Chain Coordinators and representatives from Partners in the use of the system so that they can perform their own roles and also train others (train the trainer)
4. Support partnership team staff at BCI in ensuring that Better Cotton CoC requirements are met in partnership countries
5. Maintain a central plan for Tracer training every year and ensure deadlines are met

Administration and Support

1. Provide a day-to-day support service for the supply chain team and various members, troubleshooting reported problems and resolving issues related to the Tracer in a timely manner
2. Provide a Tracer administration service – adding and deleting users\companies\licenses, applying translations etc. as and when required
3. Ensuring Tracer-related documentation is accurate and kept up to date e.g. protocols on updating inventory, making alterations, accepting exceptions in transactions recording etc.
4. Maintaining a close relationship with the (Tracer) system developers to ensure BCI receives the best possible support service from them
5. Provide supply chain performance reporting as instructed by the Supply Chain Manager by extracting data from the Tracer as required
6. Checking to ensure all data entered into the system is of the highest quality and meets BCI's data standards and troubleshoot data issues

System Development

1. Gather and document requirements for Tracer changes
2. Perform system testing and implementation of Tracer updates
3. Communicate changes to all relevant parties internally and externally
4. Contribute to the benchmarking of supply chain / traceability systems for new countries

The incumbent will be required to work closely with a number of people within BC and also with external parties:

Within BCI

- Supply Chain Manager
- Supply Chain Coordinators
- Partnership Managers
- Country Managers
- Membership Manager and Officers
- IT team

External

- Better Cotton Tracer system developers
- Representatives of partners in Partnership Countries
- Supply chain actors (for instance ginners and spinners)

PROFILE

Skills & knowledge
<i>Essential</i>
University degree, or equivalent higher education qualification
Demonstrated interest in sustainability and/or textiles
IT literacy, to include: Word; PowerPoint; Excel; Outlook, web-based applications
Excellent English writing, public speaking and presentation skills
Extensive project management experience
Ability to pay attention to detail and see tasks through to completion
An ability to think logically and work in a structured manner
A strong customer service ethos
University degree, or equivalent higher education qualification
<i>Desirable</i>
Ability to speak Hindi, Mandarin, Urdu, Turkish, Portuguese or French
Understanding of global value chains for commodities
Experience
<i>Essential</i>

Experience of training or writing instructive materials for others
Project management preferably linked to ICT delivery
Experience working with the textile / fashion industry
Proven ability to partner effectively internally to ensure successful completion of a project
Experience of working in culturally diverse and dispersed organisations
Experience of working in both not-for-profit and profit-making organisations
Work in an international organisations
<i>Desirable</i>
Previous experience of supporting or administering online systems
Work experience in a large textile manufacturing companies or an understanding of the traceability requirements in the cotton textile sector

WORKING ARRANGEMENTS

The successful candidate will report to the Supply Chain Manager.

The position is full-time (40 hours per week) and will be based in Geneva, Switzerland. The Traceability System Coordinator will receive a three-year contract, with a 3 month initial trial period. Frequent travel will be required.

Salary Scale: CHF 55,000 – CHF 70,000 CHF per annum – dependent on skills and experience.

APPLICATIONS

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 ruchira.joshi@bettercotton.org, with the subject “application traceability system coordinator”.

Application deadline: 17 October 2014

Expected starting date: 1 December 2014

As we receive large number of applications, we unfortunately are not able to get back to all applicants and we will therefore only be in touch if your application has been shortlisted for an interview.

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

We thank all applicants for their interest; however, only holders of a valid work permit or eligible to work in Switzerland will be considered.