

Supply Chain and Membership Officer-Turkey

Post Announcement

Type of contract: One year renewable



Starting date: June, 2019

Contract Type: One Year, Renewable

Location: Turkey, Home Based

Application

closing date: Midnight 19.04.2019 GMT



Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices, and account for 30% of global cotton production by 2020. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 1.6 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 15% of global cotton production. We are truly a joint effort, encompassing stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is seeking a Supply Chain & Membership Officer to assist the BCI Supply Chain and Membership Coordinator based in Turkey as well as Senior Supply Chain & Senior Membership Managers. The overall responsibility of the position includes but is not limited to processing membership applications from Turkish companies and supporting them documentation requirements for Better Cotton.

The Officer will be based in Turkey and work closely with the teams in Geneva and London to ensure that new and existing Turkish Members & BCP Users receive support in sourcing Better Cotton and meeting other membership & usership obligations. This position may require short trips within Turkey and Europe.

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

Responsibilities

Membership support

1. To support organisations interested in applying for BCI membership by explaining membership requirements, providing necessary forms, assessing relevant materials and ensuring submission of complete applications and managing online application process.
2. To work closely with relevant teams (specifically Country teams, Supply Chain team, IT team, Finance) as directed by the Membership or /Supply Chain Manager to ensure high quality membership service delivery.
3. To work as directed by the Membership Manager to support member monitoring, ensuring a credible membership base in Turkey, and supporting members who are or may breach the membership Code of Practice
4. To support the Supply Chain & Membership Coordinator in engaging the Turkish members and system users to ensure members' concerns and needs are addressed.

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5. To follow up on accounts receivables from members and system users; working closely with BCI's Finance Team.
6. To support Supply Chain & Membership Coordinator while implementing new MVP model and engage with members to explain new model.

Supply Chain Support

7. To support the Supply Chain Coordinator in opening accounts for Turkish supply chain actors on the Better Cotton Platform (BCP).
8. To train and support ginner in using the BCP and the Better Cotton Chain of Custody Guidelines and coordinate with IPUD.
9. To deliver activities as directed by the Senior Supply Chain Manager to secure high procurement levels by supply chain actors, and ultimately by retailers.

BCI Team

10. In line with the BCI Language Policy, to translate basic documentation from English into Turkish and oversee translation by external services as required

Experience
Essential
At least 2 years' relevant work experience (e.g. shipping, trading, textile, NGO)
Proven interest in sustainability and supply chain issues
Experience in supporting event organization and delivery
Experience delivering service support to large groups of internal or external stakeholders
Desirable
Experience working with the textile raw materials and/or agricultural commodities
Experience of working in culturally diverse and dispersed organizations
Experience of working in both not-for-profit and profit-making organizations
Skills & knowledge
Essential
University degree, or equivalent higher education qualification
Demonstrated interest in sustainability and/or textiles
Attention to detail, ability to solve problems independently, and persistent in accurately performing repetitive tasks
Good communications and presenting skills
Excellent IT skills particularly in Excel and experience of working with databases
Willingness to carry out administrative tasks
Fluent in English and Turkish
Desirable
Good working knowledge of another language of interest to BCI (Chinese, Spanish, French and/or Portuguese)

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Working Arrangements

The position is full-time (40 hours per week) . BCI offers flexible working, with core hours being 10am – 4pm. The person chosen for this position will be working from home.

Travel may be required (10-15%)

Applications:

Interested applicants with the required attributes are asked to send a detailed CV (3 pages maximum) and a motivational letter (2 pages maximum), in English, by email to: recruitment.tr@bettercotton.org with subject: “Application – SC Officer” by the April 19th, 2019 at the latest.

We thank all applicants for their interest; however only shortlisted candidates will be contacted.

BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

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