

Programme Officer – South Africa



Term of Reference 2019

Starting date: As soon as possible

Contract Type: Consultancy

Location: Maputo, Mozambique

Application closing date: Midnight 31 March 2019 GMT



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 Standard System is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently over 2 million licensed BCI Farmers and over 1,000 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 and dynamic team that are making significant global changes.

BCI's specific aims

- » 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.

For more info, see <http://bciannualreport.org/>

Under the line management of the Southern Africa Sr. Coordinator, The Programme Officer will facilitate information flows, ensure timely reporting of partners, manage online databases, monitor the activities, and support the evaluation of projects. The Programme Officer will ensure the credibility of the information collected from the field and contribute to understanding the impact of Better Cotton.

Key Responsibilities

Training and capacity building

- » Helping Southern Africa Sr. Coordinator to develop and deliver training and capacity building activities around sustainable farming practices, in line with the capacity building strategy. This may include for outreach to external experts and NGOs to run 'train the trainer' workshops on topics such as biodiversity and water management or building and coordinating a resource bank of guidance materials on key sustainability issues.
- » Support Sr. Coordinator in conduct of IP staff capacity building trainings
- » Support Programme Coordinator and Sr. Coordinator Implementation in training needs identification of field team.

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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
- » Communicating regularly with the Sr. Coordinator Implementation to ensure the workplan is up-to-date and revised as needed based on country-level changes or developments.
- » Providing required information to Membership Team, Programme Team and Supply Chain team as required.

Credibility Checks

- » Support Regional Sr. Coordinator Implementation in risk assessment and planning for credibility checks and 3PV in South Africa.
- » Conducting farm-verification (second-party credibility checks) of a small sample of participating farmers in South Africa.
- » Assure time reporting on credibility checks on Producer Units (PUs) to identify areas for improvement preparing inputs for licensing.
- » Collect evidence on Pus' eligibility for Better Cotton licences, in order to ensure the credibility of BetterCotton

Results and Data Management

- » Act as primary contact 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 in collection of data from project and control famers by Producer Units to ensure BCI requirements and deadlines are met.
- » Provide required support in cleaning result indicator data and managing large databases to ensure that the data used for analysis is of the best quality it can be.
- » Support the analysis of agronomic, economic, and social indicator data, to ensure accurate referencing to regional contexts
- » Share the results of data analysis to facilitate Producer Units' learning and encourage the continuous improvement of participating farmers.
- » Support Producer Units' staff, 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.
- » 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.

Beyond these specific responsibilities, the Programme Officer is expected to collaborate on activities as agreed with the Regional Manager and the Sr. Coordinator implementation.

Profile

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

Qualification, 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 within clearly defined boundaries.
Fluent in English and Portuguese – ability to communicate clearly and concisely
IT literacy, to include: Word; Excel; PowerPoint; outlook
Excellent organisation and capacity to handle a set of different priorities
Willingness to travel frequently and to carry out administrative tasks
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 South Africa and Mozambique.

Experience
At least 5 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 of working with farmers/farming communities
<i>Desirable</i>
Experience in the field of agriculture especially cotton production
Experience in Monitoring and Evaluation.
Experience in Decent Work standards in agriculture (including reducing child labour and promoting women's empowerment)

Working arrangements

This is a full time (40 hours per week), regular position. The successful candidate will receive a one-year contract (with possible renewal), with a 3-month initial trial period. The employment contact may be through a 3rd Party, working under a contract with BCI.

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- » Frequent travel (especially during the months November to July) to cotton production areas in South Africa and Mozambique be required. Travelling to field area may take up to 75% of the total work time.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to BCI by email with subject “Application Programme Officer – South Africa” at recruitment.mozambique@bettercotton.org

Application deadline: 31 March 2019

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

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