

Operation Coordinator, Pakistan

Post Announcement

Type of contract: Open - ended contract etc



Starting date: 1 December 2019

Contract Type: Full time contract

Location: Lahore, Pakistan

Application

closing date: Midnight 20 October, 2019



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 motivated, experienced and dynamic Operations Coordinator to support the BCI team in the Pakistan, including Personal Assistance for the BCI Regional Director in Pakistan. Under the supervision of the BCI Regional Director, the **Pakistan Operation Coordinator** will support the successful, rapidly expanding operation of BCI in Pakistan. He/she is focused and willing to actively work at forefront and behind the scenes to ensure that the entire Pakistan team is functioning smoothly and efficiently. The selected candidate is highly organised and professional, resourceful, efficient, flexible and will thrive in a fast-paced environment. The key responsibilities :

- » Ensure all regular legal and compliance related tasks required for BCI-Pakistan's (local entity) successful operations are duly fulfilled.
- » Oversee all and directly deliver specific office management, admin and finance related activities of BCI Pakistan.
- » Ensuring BCI Pakistan policies and procedures are in alignment with global guidelines, policies and processes.
- » Coordinate collaboration between the different BCI teams within Pakistan.
- » Manage Pakistan HR Administration.
- » Provide personal assistance to the Regional Director, including email and calendar management, maintaining communications and arrangement for travelling and logistic etc.
- » Support the annual planning, events management and meeting schedule for Pakistan Operations.
- » Provide office IT support for BCI Pakistan.

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

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Responsibilities

The candidate will have the following Skills, Knowledge, and Experience:

| Skills, Knowledge and Experience |
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| <i>Essential</i> |
| Minimum of 5 years' experience of supporting senior level management in an administrative capacity with prior experience in a similar position in a multicultural environment |
| Experience in creation and management of executive-level presentations |
| Excellent leadership and professional presence |
| High level of integrity; ability to handle confidential and sensitive information with discretion |
| Experience in providing IT trouble shooting support for software and hardware issues. |
| Fluency in English, both written and spoken, with attentive listening abilities and the ability to communicate clearly and concisely. |
| Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude |
| Proven ability to multi-task and keep track of several projects running in parallel |
| Self-Starter able to work autonomously and adapt to changing priorities. |
| Analytical and problem-solving skills. Suggest solutions |
| Interest in and commitment to sustainability |
| <i>Desirable</i> |
| Prior experience in the not-for-profit sector |
| Experience in remote team support in several countries |
| Experience working with or for a multi-stakeholder initiative |

Qualification, Skills and knowledge

- » Minimum graduation (16 years of education) or equivalent higher education qualification, in a relevant field. Demonstrated interest in sustainability and working in a non-for-profit environment.
- » Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook, ERP and CRM experience (Expensify, Salesforce, online collaboration tools a strong asset)
- » Superior verbal and written communication skills. Ability to communicate effectively with senior executives and their assistants.
- » Listening skills; ability to understand assignments and complete them with little to no follow up from assigned leaders
- » Able to handle multiple tasks for multiple individuals
- » Excels under pressure, maintaining a calm demeanor

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Working Arrangements

The position is full-time (40 hours per week) and will be based in Lahore, Pakistan. BCI offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

Travel will 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: admin.pakistan@bettercotton.org with subject: "Application for the position of Operation Coordinator, Pakistan" by the 20th October, 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.