

# Programme Officer – Pakistan

Post Announcement

**Starting date:** As soon as possible and no later than April

**Contract Type:** Full time, open-ended contract

**Location:** Lahore or Cotton Growing Areas in Sindh and Punjab Pakistan

**Application closing date:** Midnight PKT, 8<sup>th</sup> March 2020



## 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 looking for a qualified individual to serve as Programme Officer to contribute in three main components of implementation team: Assurance, Capacity Building and Monitoring and Evaluation (M&E) to support continuous improvement of more sustainable practices at farm level. The Assurance Programme involves farmers participating in a continuous cycle of learning and improvement and is the central mechanism for assessing whether participating farmers meet the BCI Standard. The Programme Officer will implement agreed activities within the overall BCI Assurance Programme, including carrying out verification visits to participating farmers, data collection, cleaning, and analysis. Capacity Building focuses on training and development to ensure continuous improvement in farming practices. The successful candidate will support the capacity building programme for BCI Pakistan Implementing Partners and take on other relevant functions of BCI's rapidly expanding Pakistan country programme. The Programme Officer will function under the line management of the Pakistan Senior Implementation Coordinator and matrix managed by global team.

Frequent travel to cotton-growing regions and time spent in the field with farmers and BCI partners will be required. Some international travel may be required.

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

## Responsibilities

### Credibility checks

- » Conduct verification visits on farmers to assess whether they comply with the BCI Standard around sustainable cotton production.
- » Develop clear, detailed and timely reports after verification visits, including identification of non-conformities and supporting evidence.
- » Through field visits, identify areas for improvement and specific capacity needs of farmers participating in the BCI programme.

- » Carry out frequent travel to project locations during the growing and harvest season to conduct partner support visits and verification activities.

### **Data management**

- » Support in collection of data from project and control farmers by Producer Units to ensure BCI requirements and deadlines are met.
- » Provide required support in cleaning data received from projects on farming practices 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.

### **Capacity building and support to Producer Units' staff**

- » Support the Programme Coordinator and Sr. Implementation Coordinator in Pakistan to develop and deliver training and capacity building activities around sustainable farming practices, in line with the capacity building strategy. This may include 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 Programme Coordinator and Sr. Implementation Coordinator to conduct capacity building trainings with Implementing Partner staff.
- » Support Programme Coordinator and Sr. Implementation Coordinator to identify the training needs of Producer Units' staff. Collect feedback from Producer Units' staff to ensure the continuous improvement of the BCI systems.
- » Develop liaison with Implementing partners (IPs) and conduct regular virtual and in person meetings.

### **Information and Knowledge management**

- » Collect project information on farmers and Producer Units structure and communicate to focal person of Monitoring & Evaluation in team, so that the BCI project database is up to date and contains accurate information.
- » 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.

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Beyond these specific responsibilities, the Programme Officer is expected to collaborate on additional activities agreed with the Pakistan Sr. Implementation Coordinator and matrix manager (s) from BCI global team.

### Profile

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

<b>Experience</b>
<b><i>Essential</i></b>
Minimum of 2 years of work experience in development program/project
Experience of working in team and individually will be an advantage
Experience working with projects in rural settings
Experience in field data collection
<b><i>Desirable</i></b>
Experience in monitoring and evaluation and/or auditing and/or capacity building
Experience of working incotton farming
Experience of working in agriculture sector of Punjab and Sindh province of Pakistan
<b>Skills and Knowledge</b>
<b><i>Essential</i></b>
Master's degree, or equivalent higher education qualification, in a relevant field
Demonstrated interest in sustainability and international development
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 a way that is effective, concise, and precise
Excellent interpersonal skills, along with the ability to work independently, proactively, and in a collaborative manner with a team.
Excellent written and communication skills with the ability to communicate clearly and concisely, and to assimilate and process information for wide-ranging audiences
Fluency in English and Urdu (spoken and written)
High proficiency in MS Office, particularly Excel, PowerPoint, Word, Outlook
Willingness to frequently travel domestically, and occasionally overseas
Good aptitude for statistics and data analysis
<b><i>Desirable</i></b>
Objective and meticulous professional with the ability to multi-task
Academic background in rural/agricultural development and sustainability
Understanding of Decent Work principles in the context of Pakistan
Knowledge of cotton production
Knowledge of Punjabi / Sindhi/ Siraiki

### Working Arrangements

The successful candidate will report to the Sr. Implementation Coordinator – Pakistan.

The position is full-time (40 hours per week) and will be based in the BCI Pakistan office in Lahore. Candidates based near cotton-growing regions of Rahim yar Khan and Khairpur/ Sukkur

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will also be considered. BCI offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

The successful candidate will receive one-year employment contract, with a 3-month initial trial period and possibility of extension.

Frequent travel to cotton-growing regions will be required. Some international travel may be required.

### 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 Midnight PKT, 8<sup>TH</sup> March email at: **[bci.pakistan@bettercotton.org](mailto:bci.pakistan@bettercotton.org)**

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview 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 opportunity employer and is committed to good practice and transparency in the management of natural, human, and financial resources.