

# Programme Officer – India

Post Announcement



**Starting date:** As soon as possible  
**Contract Type:** Full time, open-ended contract  
**Location:** New Delhi, India  
**Application closing date:** 15<sup>th</sup> March, IST Midnight, 2020



*Candidates who have applied for ANY position at BCI in 2020 need not apply again as your application is still under process.*

## 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 to two critical components within the Better Cotton Standards System that support continuous improvement of more sustainable practices at the farm level: Assurance and Capacity Building. 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 India Implementing Partners and take on other relevant functions of BCI's expanding India country programme. The Programme Officer will function under the line management of the Implementation/Programme Coordinators and the supervision of the India Country Operations Manager. Frequent travel to cotton-growing states and regions 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 Credibility Checks on farmers to assess whether they comply with the BCI Standard around sustainable cotton production.
- » Develop clear, detailed and timely reports after Credibility Checks, including identification of non-conformities and supporting evidence.

- » Through Credibility Checks also 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 credibility checks.

**Data management**

- » Ensure timely flow of data from participating Producer Units (i.e. groups of farmers), and ensure that the data received is cleaned and verified.
- » Manage project information on farmers and Producer Units structure to ensure that the BCI project database is up-to-date and contains accurate information.
- » Manage large databases to ensure that the data used for analysis is of the best possible quality.
- » Support the analysis of agronomic and economic data, to ensure accurate referencing to regional contexts.
- » Share the results of data analysis with Producer Units to facilitate learning and encourage the continuous improvement of participating farmers.

**Capacity building and support to Implementing Partners and Producer Units’ staff**

- » Support the Coordinators 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 the Coordinators to conduct capacity building trainings with Implementing Partner staff.
- » Manage the Relationship between BCI and Implementing Partners, and conduct support visits to Projects to identify their needs so as to facilitate Continuous Improvement in their performance.

**Information and Knowledge management**

- » Collect project information on farmers and Producer Units structure and update BCI project database with accurate information.
- » Collect, review and organise National Guidance Materials developed by BCI and its Implementing Partners.
- » Contribute to the creation of communications material – case studies, stories from the field etc. – to be made available to members and partners, strengthening the story of Better Cotton.

Beyond these specific responsibilities, the Programme Officer is expected to collaborate on activities agreed with Coordinators and Country Operations Manager.

**Profile**

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

<b>Experience</b>
<i>Essential</i>
Minimum of 4 years’ work experience, with at least 1 in a relevant field
Experience working as part of a team

Experience working with projects in rural settings
<b><i>Desirable</i></b>
Experience in monitoring and evaluation and auditing
Experience in collecting, cleaning and verifying data and information
Experience in Capacity Building of institutions and farmers
Experience in Agriculture,
Experience in Water Management, Conservation of Biodiversity and Decent Work
<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 and with initiative, 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 Hindi (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
Knowledge of Punjabi / Gujarati / Marathi / Telugu/Kannada

### Working Arrangements

The position is full-time (40 hours per week) and will be based in the BCI India office in Delhi (Jasola). Candidates based near cotton-growing regions of Maharashtra or Gujarat 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 an open-ended employment contract, with a 3-month initial trial period.

Frequent travel to cotton-growing states and 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 email at: [recruitment.india@bettercotton.org](mailto:recruitment.india@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

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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.