Job Advert: Supply Chain Officer
Full time, permanent contract

Starting date: As soon as possible, no later than 1st May 2021
Contract Type: Full Time- Open Ended Contract
Location: Lahore, Pakistan
Application closing date: 21st March 2021
Salary: PKR1,200,000 to PKR1,680,000 pa

About BCI

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 the end of the 2020-21 cotton season. In under 12 years, the Better Cotton Initiative and its Partners have supported 2.3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. We are truly a joint effort, encompassing stakeholders 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.

About the Role

BCI is seeking a dynamic and motivated individual to join its Supply Chain Team in the BCI Pakistan Office. The Supply Chain Officer will be responsible for supporting the Supply Chain Team in ginner on-boarding, training and supporting Supply Chain Team with service delivery to Members as well as providing minimum service level to non-member supply chain actors who use our Better Cotton Platform for managing the Better Cotton Chain of Custody requirements.

The Supply Chain Officer will be part of the BCI Membership and Supply Chain Team. The role requires a strong service-oriented approach to BCI stakeholders, responsible, reliable and rapid but accurate in completion of administrative tasks. The position may require travel in- and outside of the country / region not more than 2 weeks of long haul trips and not more than 15 short-haul trips 2-3-day trips. The Supply Chain Officer will provide support to the Supply Chain Team in Pakistan and will report to the Pakistan Supply Chain Manager.

This role offers excellent opportunities for personal and professional development, therefore, the individual should be able to respond timely to new challenges; identify and analyse problems; and contribute to finding solutions proactively.
Responsibilities

Regional Communication and Stakeholder Engagement

1. Provide regular communication and support to BCI’s supply chain stakeholders in Pakistan and Central Asian Countries, with a particular focus on ginners, traders, and supplier/manufacturers.
2. Together with the Pakistan Supply Chain Team, develop and implement strategies to identify and engage new gins to support increased Better Cotton production in the region.
3. Maintain regular and accurate communication with BCI Implementing Partners and registered ginners to ensure that the BCI and the Better Cotton Chain of Custody are well understood by them and there is regular flow of cotton from farm to gin.
4. In collaboration with the Pakistan Supply Chain team, developing solutions for bottlenecks in Better Cotton uptake across the supply chain.
5. Proactively engage with supply chain actors through calls and in-person meetings, in order to deepen their understanding of the Better Cotton Chain of Custody.

Implementation of the Chain of Custody for Better Cotton

1. Work closely with the Pakistan Programme Implementation team to support Implementing Partners and farmers in understanding and following Better Cotton Chain of Custody, particularly around product segregation and traceability/documentation requirements.
2. Together with the Pakistan Supply Chain team develop and implement ginner recruitment/training/capacity-building programmes to ensure that all participating gins in Pakistan fully understand Better Cotton Chain of Custody requirements.
3. Design and implement (together with the Pakistan supply chain team and Supply Chain Integrity Manager) a gin monitoring/support programme to provide on-site support and training assistance to participating gins in Pakistan.
4. Ensure participating gins complete their registration in a timely manner, get access to the Better Cotton Platform and that BCI has up to date profile information in CRM (SalesForce).
5. Contribute to the development and delivery of an effective and scalable Supplier Training Programme for BCI members and non-member suppliers and manufacturers.

Supply Chain Compliance

1. Assist with contracting and training third-party auditors to carry out gin (in Pakistan) and supplier audits in Pakistan/ Far East Asia (FEA) Countries.
2. Support Pakistan Supply Chain Team on ginner monitoring/audits and ensuring timely closing of non-conformities based on corrective action taken by ginners.
3. With oversight from the Pakistan Supply Chain Team, design and manage the schedule of third-party audits; ensure timely communication to companies ahead of audits/follow up after audits.
4. Track non-conformities and corrective action plans arising from third-party/remote audits; escalate major compliance issues to the Supply Chain Manager.
5. Under the supervision of the Supply Chain Manager, provide oversight on third-party auditor performance, including shadowing a sample of visits, reviewing reports, and collating feedback from companies audited.

Member/ Non-Member Support

1. Respond to enquiries about Better Cotton Platform (system tool) from Members/ Non-Members based in Pakistan, Central Asia (CA), and Far East Asia (FEA) in a timely manner, ensuring that BCI is seen as a professional and reliable organisation, and consulting with the wider team in order to ensure answers are factually correct.
2. Contribute to the formulation of procurement strategies to increase uptake ratio at gin, spinning and retailers level.

Membership & Supply Chain Team Support

1. Give logistical and administrative support to the Pakistan Supply Chain Team in organising member and non-member training events.
2. Take responsibility for ensuring all records relating to Pakistan, CA and FEA members and users are kept up to date and accurate in the BCP in order to ensure BCI is able to effectively engage and communicate with all members and BCP suppliers.
3. Improve overall delivery of services through feeding back knowledge from stakeholder engagement into actionable tasks ultimately enhancing the work of the team.
4. Work closely with the wider Membership and Supply Chain Team for improved consistency, quality and credibility.
5. Attend internal meetings to report on activities and to facilitate the exchange of information between regions.
6. In coordination with global Supply Chain Team, participate and contribute to development projects.
7. In coordination with global Supply Chain Team, contribute to the development of BCP system improvements and training/support materials.
8. Attend internal meetings to report on activities and to facilitate the exchange of information between regions.

Beyond these specific responsibilities the Supply Chain Officer is expected to collaborate on activities as agreed with appropriate Membership & Supply Chain staff, to support the delivery of the overall BCI Strategy and Workplans.

Profile

The candidate will have the following qualifications, skills and knowledge:

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<td><strong>Essential</strong></td>
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<td>University degree (Textile), or equivalent higher education qualification with 2-3 years relevant experience</td>
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<td>Demonstrated experience (e.g. Cotton, trading, textiles and apparel) and confidence in his/her ability to learn, grow and deliver in an extremely high-paced environment</td>
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<td>Strong personal interest to invest time and motivate progress in sustainability, and supply chain issues or textiles and apparel to meet BCI aspirations and goals</td>
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| Demonstrated experience in delivering high quality service support to large groups of internal or external stakeholders |
| Demonstrated ability to deliver event planning, logistics, execution and follow-up |
| Demonstrated proficient use of ICT tools and data management systems including CRM systems; and detailed knowledge of systems/products/services relevant to the area of work |
| Fluent verbal communications, good presentation skills, as well as the ability to produce well-written business communications |
| Works effectively across different teams and cultures, facilitates collaboration for the benefits of the team’s work, encourages knowledge and expertise sharing across own team, delivers for the team and seamless delivery of team and ultimately organisational goals and aspirations |
| Willingness to carry out administrative tasks, and work diligently to achieve process efficiency and improvements in areas of work and in collaboration with other BCI teams |
| Native language fluency in English, Urdu and other local language(s) |

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<td>Experience working with the textile raw materials and/or agricultural commodities</td>
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<td>Experience of working in culturally diverse and dispersed organizations</td>
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<td>Experience of working in both not-for-profit and profit-making organizations</td>
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<td>Knowledge of local languages (mainly Punjabi, Saraiki and Sindhi)</td>
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To succeed the candidate must be well organised, have good personal and time-planning skills, and proactive in setting expectations internally and critically externally.

**Working Arrangements**

The position is full-time (40 hours per week) and will be based in the Pakistan Office in Lahore. BCI offers flexible working, with the option to work from home one day per week. Travel will be required (about 50%).

**Applications**

Interested applicants with the required attributes are asked to send a detailed CV (2 pages maximum) and a motivational letter 1 page maximum), in English, by email to: bci.pakistan@bettercotton.org with subject: “Application to Pakistan Supply Chain Officer Vacancy ” by midnight on 21st March 2021.

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

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.