Supply Chain Officer

Full time, permanent contract

Starting date: As soon as possible

Contract Type: Full Time, Permanent

Location: New Delhi, India

Application closing date: **Midnight 20th June 2021**

Annual Salary: INR 1,12,5000 - 1,32,5000
(depending on skills and experience)

About BCI

The Better Cotton Initiative (BCI) — a global not-for-profit organisation – is the largest cotton sustainability programme in the world. The Better Cotton Standard System is BCI's holistic approach to sustainable cotton production which covers all three pillars of sustainability: social, environmental and economic.

In the 2018-19 cotton season, together with our partners, BCI provided training on more sustainable agricultural practices to 2.3 million farmers from 23 countries. BCI is truly a joint effort, encompassing organisations all the way from farms to fashion and textile brands to civil society organisations driving the cotton sector towards sustainability. Thanks to the support of BCI partners and members, Better Cotton now accounts for 22% of global cotton production.

About the Role

BCI is seeking a dynamic and motivated individual to join its Supply Chain Team in the BCI India Office. The Supply Chain Officer will be responsible for supporting the Supply Chain Team in ginner on-boarding, training and supporting the Supply Chain Team with service delivery to BCI Members. The individual will also be responsible for providing minimum service level support 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, and a responsible, reliable and rapid but accurate approach to completing administrative tasks. The position may require travel in and outside of the country / region (not exceeding more than 2 weeks of long haul trips, 15 short-haul trips, and 2-3 day trips). The Supply Chain Officer will provide support to the Supply Chain Team in India and will report to the India 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 India, Bangladesh and Sri Lanka, about upcoming changes, updates, requirements on CoC with a particular focus on ginners, traders, and supplier/ manufacturers.
2. Together with the India 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 India 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.
6. Keep up-to-date with significant developments in the cotton sector in India including any policy level changes, Government (Cotton Corporation of India) purchases, Minimum Support Price for cotton and, market trends, and report any supply chain issues related to Better Cotton.

Implementation of the Chain of Custody for Better Cotton

1. Work closely with the India 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 India Supply Chain team develop and implement ginner recruitment / training / capacity-building programmes to ensure that all participating gins in India fully understand Better Cotton Chain of Custody requirements.
3. Design and implement (together with the India 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 India.
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 India) and supplier audits in India/ Bangladesh.
2. Support India 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 India 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 India, Bangladesh, and Sri Lanka 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

The Membership & Supply Chain Team is looking for a team member with an open-minded and positive attitude to enhance the team spirit and bring new ideas.

1. Give logistical and administrative support to the Indian Supply Chain Team in organising member and non-member training events.
2. Take responsibility for ensuring all records relating to Indian, Bangladeshi and Sri Lankan 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 Suppy Chain Team for improved consistency, quality and credibility.
5. In coordination with global Supply Chain Team, participate and contribute to development projects.
6. In coordination with global Supply Chain Team, contribute to the development of BCP system improvements and training/ support materials.
7. 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:

Skills and Knowledge
Essential
University degree, or equivalent higher education qualification with 3-4 years relevant experiance
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
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

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, Hindi, Bangla and other local language(s)
Desirable
Experience working with the textile raw materials and/or agricultural commodities
Experience of working in culturally diverse and dispersed organizations
Experience of working in both not-for-profit and profit-making organizations

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 Indian Office in Delhi. 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 complete the Application Form and send a detailed CV (2 pages maximum) and a motivational letter 1 page maximum), in English, by email to: recruitment.india@bettercotton.org with subject: **"Application to India Supply Chain Officer Vacancy "** by midnight on 20 June 2021.

Link to the application form - Supply Chain Officer BCI

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.