

Operations Coordinator - Pakistan

Starting Date: As soon as possible
Contract type: Full Time
Salary: As per salary of respective grade/band
Location: Lahore, Pakistan
Application closing date: 27th November 2022

Background

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers - from the smallest to the largest - in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

Better Cotton Initiative, Pakistan is working under a collaborative agreement with Better Cotton, Global.

About this role

This role is expected to coordinate with the matters relating to Operations assigned to you after prior consultation with your line manager, in particular but not limited to Procurement (Goods and services), Administration, Asset Management / Inventory, Logistics Arrangements, Internal and External Communication Management

Implementation and dissemination of new policies, rules/regulations and guidelines, etc. relating to administrative and Logistics, procurement, admin and communications. Formulates solution-oriented proposals related to contracts, procurements etc. Supports Country Director with the preparation of relevant documents and reports. Performing all daily duties in the assigned area of responsibility in best quality and according to the defined procedures.

Dealing constructively with all questions arising in procurement and auxiliary processes. Identifying and reporting relevant problems and issues and assisting in developing effective and sustainable solutions and instruments. Provide support for knowledge management and ongoing process development in your area of responsibility. Prepare and share documentation. Perform the tasks assigned to you by your line manager, where required.

The role will be reporting to Country Director Pakistan with matrix management to FOP Manager, Better Cotton.

Responsibilities:

The Operations Coordinator (in consultation with the Country Director) will have the following tasks and responsibilities:

Procurement (Goods and services)

- Carries out local/International procurement of goods and services in accordance with Better Cotton rules and regulations and where required using Better Cotton prescribed forms RFQs/GRFs and other related documents.
- Ensure procurement procedures are in place and followed (in accordance with Better Cotton rules & regulations).
- Prepares financial evaluation of RFQs and supports the technical evaluation process jointly with the concerned process owner.
- Supports the negotiation process with the supplier, consultants and firms jointly with the process owner as required.
- Files and maintains a data base of respective contract-related documents.
- Maintain and timely update a data base for tracking of all procurements.
- Procures materials and equipment locally, monitors markets and processes orders.
- Follow up on the delivery according to agreed delivery date and destination including verification and archiving of delivery documents.
- Arranges for the safe transport of goods to their end destination.
- Follow up on cases of damage in transport.
- Procures office stationery items/ PR material/printing.
- Coordinates procurement processes with procurement committee.

Administration

- Organizes the maintenance and if necessary, the repair of office equipment.
- Ensures the safety and effective utilization of office automation equipment, fitting and fixture and other resources.
- Monitors the availability of office stock and purchases office supplies and equipment in accordance with guidelines in order to ensure necessary supplies are available.
- Maintains documents (consultants, procurement, general administration of equipment, etc.) in reference files and assures that information is kept confidential.
- Drafts letters and completes forms and tables in accordance with specific instructions from the superior.

Asset Management / Inventory

- Maintaining a system of complete and correct stock recording of office equipment of high value assets using Onsite Asset management and tagging of inventoried assets and submit an updated report on a quarterly basis.
- Compiling and updating on a monthly basis all supporting documentation and invoices in systematically organized files for all Onsite Asset entries.
- Maintaining the database of low value assets and related vouchers files.

- Quarterly physical verification of inventory items in each room/regions/office for consistency with the information in the inventory database.
- Annual disposal of obsolete or broken equipment as per BC guidelines.
- Ensures that safety instructions regarding building fittings of the office are followed.
- Carry out regular checks on Office premises for security measures as per BC SOP's.
- Report any event that occurs in connection with the safety of the offices to the management.

Logistics Arrangements

- Assist with providing support in organizing events and travels for incoming experts and other visitors.
- Support with the preparation and processing of all internal and inbound travel arrangements and permits.
- Communicate efficiently with all involved parties.
- Assist in processing necessary permits required by government institutions for visits and delegations, such as NOC's (Non-Objections Certificates) for the respective regions and areas
- Provide travellers with all necessary information about their inbound travel.
- Support in arranging accommodation for arriving visitors, short-term and long-term experts.
- Arrange and process all hotel/guesthouse reservations.
- Maintaining the monitoring matrix for all invoices of Travel Agent and Hotels.
- Support with coordination and monitoring of all activities.
- Coordination and organisation of venues for meetings.
- Arrangement of equipment etc. required for meetings.
- Coordination in logistical aspects for planning, holding and documenting meetings, workshops, seminars and other events.
- Support in arranging programmes for visitors, making travel arrangements such as booking flights, hotel reservations, transport, etc. following specific instructions.

Internal and External Communication Management

- Moderation of monthly Meetings, Retreats, and other internal events.
- Support drafting and implementing a communication guideline in close coordination with the BC Global communication Team.
- Support and coordinate content preparation and publishing on the direction and guidelines of BC Global Coms team.
- Manage and support in collecting baseline content from BCI Pakistan for the BC Global Coms Team.
- Prepare and manage framework agreements and service providers for events, photography, graphic design, video production, editing, give-aways, etc.
- Support the Communication Global team with working-relevant inputs from the BC Pakistan.
- Coordinate press & media relations when needed in close collaboration with the BC Global Coms Team.

Other duties/ additional tasks

- Conducts market surveys e.g. for machines and equipment-related vendors.
- Scan and upload the signed contracts on share point.

- Preparing Handing /taking protocol as per BC Guidelines and maintain copies for record.
- Update of procurement databases.
- Performs other duties and tasks at the request of management.

Profile

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

Skills, Knowledge and Experience
Essential
<ul style="list-style-type: none"> • Strong ability to work as service provider focused on customer requirements • Well experienced in ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office) • Excellent interpersonal and communication skills • Communicating clearly and comfortably with global teams • Overseeing compliance in all relevant matters • Strong organization skills with a problem-solving attitude • Attention to detail
Desirable
<ul style="list-style-type: none"> • Working knowledge on matrix management structure • Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Working arrangements

The position is full-time (40 hours per week) and will be based in the Pakistan office. Better Cotton offers flexible working, with core hours being 10am – 4pm and working from home arrangement as per applicable policy in place.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a brief cover letter (2 pages maximum) to Better Cotton by applying [via this link](#).

Application deadline: 27 November

Better Cotton has a zero tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution.