

Senior Coordinator – Assurance (Pakistan)

Starting Date: As soon as possible

Contract type: Permanent

Location: Lahore, Pakistan

Salary: Competitive salary commensurate with experience

Application closing date: 12th February 2023

Background

Better Cotton is the largest cotton sustainability programme in the world. In under 12 years, we and our Partners have supported 3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 21% 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. Our mission is to help cotton communities survive and thrive, while protecting and restoring the environment; and we are currently about to embark upon our next strategic phase until 2030, when our focus will be on deepening impact across our programmes.

About this role

Under the line management of the Pakistan Programme Manager and the matrix management of the Standards & Assurance team, the Senior Coordinator – Assurance will support the successful, rapidly expanding implementation of the Better Cotton programme in Pakistan.

Assurance covers the auditing and monitoring systems to ensure farmers participating in the Better Cotton programme meet essential requirements. S/he will take the lead in ensuring that assurance activities are carried out in a consistent and credible way at country level, in line with global processes.

The Senior Coordinator - Assurance will oversee collection and upkeep of Producer and Implementing Partner data in Better Cotton's various data systems, monitor the activities of programme partners (PPs), feed into PP evaluations and funding mechanisms, and provide some oversight and coordination to the Better Cotton Pakistan Programme team around assurance activities.

Responsibilities

Assurance Programme Implementation

- Lead with manager the execution of and provide quality oversight for the Assurance Programme in Pakistan, in accordance with Better Cotton's global assurance approach and requirements; provide support to Global Assurance Manager/ Senior Coordinator as well as coordination with Pakistan Programme Team.

- Oversee recruitment, onboarding and training of Programme Officers and Coordinators carrying out assurance assessments for the Pakistan team; to ensure overall team competence and ensure the team is adequately resourced.
- Together with the Global Assurance Team plan calibration sessions for the Better Cotton assessors and on relevant areas of the P&Cs
- Support in the development of regional guidance for Better Cotton assessors conducting assessments, including identifying external influencing factors
- Support in development of annual implementation plans for the Assurance Programme schedule of activities, and with the support of staff in the Pakistan team ensure the programme is fully implemented in a timely, comprehensive, and compliant manner.
- Provide critical inputs to proposed/existing assurance processes and tools which are representative of unique challenges or opportunities in the Pakistan cotton farming context.
- Contribute ideas and suggestions into global assurance system and process development – i.e., to improve credibility and efficiency etc.
- Ensure that all relevant assessment reports including Self Assessments and Licensing Assessment reports from Better Cotton assessors meet requirements on accuracy, timeliness, and completeness.
- Participate in the Appeals Committee, which involves providing objective, consistent and evident-based decisions for Producers appealing against Better Cotton licensing decisions
- Provide oversight on assessment reports by Better Cotton staff to help promote clear, well-evidenced, and consistent assessment decisions and reporting.
- Timely and accurate communication of licensing decisions and codes to all Producers in Pakistan, as well as coordination with the Global Supply Chain team on the same.
- Assist in follow-ups for Corrective Actions and advise for any change in licensing status.
- Collaborate with Assurance Coordinator on providing feedback on 3PV reports and training needs.

Fundraising and related project management

- Contribute to the global and local teams in development of fund-raising proposals as related to Pakistan assurance activities.

Other areas of support

- Support to Capacity Building Manager, as needed, to ensure that capacity building for PPs/PU Managers focuses on key sustainability impacts and areas for farm improvement as identified through the assessments.

Financial Accountability

- Support in determining and monitoring Pakistan Assurance budget. Which includes quarterly expense forecasts and reports for Pakistan Assurance, and other external consultants utilised for the execution of Assurance activities.

Line Management

- Line manage Assurance technical team of approximately 5 full time staff over years at country programme. Alongside, management of supporting consultants hired for assessment season.

Beyond these specific responsibilities, the incumbent is expected to collaborate on activities as agreed with the Pakistan Programme Manager and/or Pakistan Country Director.

Profile

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

<i>Experience, Skills & Knowledge</i>
<i>Essential</i>
At least 8 years' working experience with at least 5 years in a management role in a relevant field
Experience of conducting agricultural, natural resource assessments, including interviewing farmers, workers and community members and reviewing management system documents.
Experience of project management (preferably in an international context)
Experience working as part of a multi-cultural team
Trained in auditing principles, procedures, techniques and behaviours as described in ISO 19011
University degree, or equivalent higher education qualification, in a relevant field
Demonstrated interest in sustainability and international development
Excellent team and people management skills
Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude
Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries
Fluent in English – ability to communicate clearly and concisely
Excellent organisation and capacity to handle a set of different priorities several projects running in parallel
Proven ability to work autonomously with a high level of personal effectiveness and ability to adapt to changing priorities
Willingness to carry out administrative tasks
Good communication skills with the ability to communicate clearly and concisely, as well as the ability to assimilate and process information for wide-ranging audiences.
Excellent IT skills, including Word; PowerPoint; Excel
<i>Desirable</i>
Lead auditor qualified
Experience of performing a gap analysis, internal social audits or second or third party social assessments
Knowledge of national and local laws and regulations on the environment, labour, health and safety, land and water ownership in Pakistan
Academic background in rural/agricultural development and sustainability
Advanced numerical skills and experience in analysing large data sets
Good understanding of knowledge management, learning and innovation
Understanding of the training-of-trainers process, monitoring & evaluation or standards systems
Competency in languages most relevant to Better Cotton Pakistan areas of programmatic operation (Punjabi, Sindhi, Saraiki, Urdu).

Working arrangements

The position is full-time (40 hours per week) and will be based in Lahore. Better Cotton offers flexible working, with core hours being 10am – 4pm and the option to work from home part of the time, if desired. During COVID-19, Work from Home arrangement can be offered for an eligible candidate who is able to effectively work remotely.

Applications

Interested applicants with the required attributes are requested to send a detailed CV (2 pages maximum) and a motivational letter by applying [via this link](#).

Application deadline: 22 January 2023.

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

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.