

## MEL Officer - Pakistan

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**Starting Date:** As soon as possible

**Contract type:** Full Time/Permanent

**Salary:** Competitive salary commensurate with experience

**Location:** Lahore, Pakistan

**Application closing date:** 17.09.2023 (Applications will be reviewed on rolling basis)

### About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our mission is to help cotton communities survive and thrive, while protecting and restoring the environment. Better Cotton currently has offices in China, India, Mozambique, Pakistan, Switzerland and UK, as well as staff based in Brazil, Burkina Faso, Ivory Coast, Kenya, Mali, Netherlands, Sweden, Turkey, the United States and Uzbekistan.

Better Cotton in Pakistan is working under a service level agreement with Better Cotton Global.

### Why join us

In challenging times, we are meeting the challenge head on. Better Cotton includes more than 200 individuals from diverse cultures, countries and backgrounds. Through our network of field-level partners 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.

### About this role

We are thrilled to offer an exciting opportunity for a talented Monitoring, Evaluation, and Learning (MEL) Officer. The person will be responsible for organising and implementing monitoring & evaluation processes. The MEL Officer will ensure the development of appropriate monitoring, tracking, and reporting systems, tools, and templates that enhance monitoring of program outputs and quality. Additionally, the MEL Officer will promote and ensure the use of data for decision-making processes. The person will report to Senior Country Coordinator MEL.

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

### Key Responsibilities:

- Understand and adhere to the Better Cotton's Manifesto and Vision for Change;
- Periodically reviewing and refining the MEL plan, indicators, and data methods to objectively measure progress and results.

- Providing technical support and advice to programme partners (PPs) in reviewing and improving monitoring systems, results indicators, methodologies.
- Acting as the primary contact for the online database, including managing the data, training partners, and preparing reports.
- Providing necessary support in cleaning data received from projects on farming practices and managing large databases to ensure the data credibility and quality.
- Ensuring timely collection, cleaning, and communication of Results Indicator data.
- Timely revising all templates-based observations from fields and guidance provided by the BCI global M&E team.
- Contributing to the creation of training material to be made available to members and partners, strengthening the story of Better Cotton.
- Providing required information to the Membership Team, Programme Team, and Supply Chain team as needed.
- Assisting the Senior Country Coordinator MEL in identifying the training needs.
- Coordinating season setup information, including participating Producer Units (PUs), PU structure, and information on PU staff, at the beginning of the cotton season.
- Coordinating, reviewing, consolidating, and updating farmer lists for early season, late season, and post-harvest stages for all waves and all Programme Partners.
- Establishing and implementing a system to collect and compile project information on farmers and Producer Units' structure, ensuring that project database is updated.

Beyond these specific responsibilities, the MEL Officer is expected to collaborate on additional activities agreed with line manager and matrix manager (s) from BCI global team.

## What we offer

- Competitive salary
- Flexible working
- Continuous learning and development
- 25 days paid annual leave, plus 9 Bank Holidays and a further 3 days discretionary leaves
- Maternity/paternity leaves
- OPD & IPD coverage
- Life insurance
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

## We are looking for someone who is having

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

Experience
<b><i>Essential</i></b>
Minimum of 2 years of work experience in development program/project
Experience in monitoring and evaluation and/or research
Experience of working in team and individually will be an advantage
Experience working with projects in rural settings
Experience in field data collection
<b><i>Desirable</i></b>
Experience of working in cotton farming

Experience of working in agriculture sector of Punjab and Sindh province of Pakistan
<b>Skills, Education and Knowledge</b>
<i>Essential</i>
Four year Bachelors, 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
Excellent interpersonal skills, along with the ability to work independently, proactively, and in a collaborative manner with a team.
Excellent written and communication skills.
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.
Fluency in English and Urdu (written and spoken).
<i>Desirable</i>
International exposure and/or education and/or experience and/or travel
Objective and meticulous professional with the ability to multi-task
Academic background in rural/agricultural development and sustainability
Understanding of Decent Work principles in the context of Pakistan
Knowledge of cotton production
Knowledge of Punjabi, Sindhi, Saraiki would be an asset.

## Apply now

Please send us by or before **17.09.2023** a detailed CV in English and a brief cover letter (2 pages maximum) via below link:

<https://forms.monday.com/forms/5e2fbc3a997571fcb34c3b195e63ed55?r=use1>

In your cover letter, please include an explanation of why your experience that is specifically relevant to this role at Better Cotton (Applications will be reviewed on rolling basis)

## Additional info

We thank all applicants for their interest; however, only shortlisted candidates 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. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

Better Cotton is currently unable to provide sponsorship for any work visas, so you need to have work rights in the country where the position is based at.