

Programme Officer, Assurance - Pakistan

Starting Date: ASAP

Contract type: Full-time and open-ended

Salary: Commensurate with relevant experience and skills and as per respective grade

Location: Lahore, Pakistan

Application closing date: January 05, 2024

About the Job

The Programme Officer - Assurance will, monitor the activities of programme partners (PPs), feed into PP evaluations and funding mechanisms. Programme Partners are organisations with local expertise who oversee the setup and management of farming groups (Producer Units) under the assurance model. S/he will ensure the credibility of the information collected from the field and contribute to the understanding of the Impacts of Better Cotton in Pakistan. The Programme Officer – Assurance, will support the successful, rapidly expanding implementation of the Better Cotton Assurance programme in Pakistan.

The Lahore office supports & coordinates the work in Pakistan and works closely with the Geneva/London offices, which represents Better Cotton globally.

You will be line managed by the Assurance Manager and the matrix management of the Standards & Assurance team,

Your role and responsibilities

We are seeking a motivated Programme Officer, Assurance to join our organisation. In this role you will be responsible for:

- Conduct verification visits on farmers to assess whether they comply with the BC Standard around sustainable cotton production.
- Develop clear, detailed, and timely reports after verification visits, including identification of non-conformities and supporting evidence.
- Through field visits, identify areas for improvement and specific capacity needs of farmers participating in the BC programme.
- Carry out frequent travel to project locations during the growing and harvest season to conduct partner support visits and verification activities.
- Review Corrective Action Plans and conduct visits for verification of their compliance.
- Assist assurance team in developing certification mechanism and processes.
- Assist Assurance team in communication, coordination of data from project and Producer Units to ensure BCI requirements and deadlines are met.
- Support the analysis of agronomic, economic, and social indicator data, to ensure accurate reference to regional contexts.
- Coordinate with MEL team about timely and complete submission of RIR data and update the licensing record.

- Effectively contribute to field level data quality management especially the quality management of farmers lists that includes desk review, finding error, communication potential error for physical verification.
- Update Sales Force and Project Database on need basis.
- Helping Pakistan Assurance team to execute trainings, i.e., 3PV, Readiness Check, PU Support Visit, etc.
- Support Assurance Manager in conduct of Program Partner staff capacity building trainings on Standard and contribute to developing content for the training and participate in Program Partner trainings where needed.
- Beyond these specific responsibilities, the Programme Officer is expected to collaborate on activities as agreed with the Assurance Manager Pakistan.

We are looking for someone who is having

the following skills, knowledge, and experience:

Essential

- Master's degree, or equivalent higher education qualification, in a relevant field.
- Minimum of 4 years of work experience in development program/project.
- Demonstrated interest in sustainability and international development.
- Superior skills and aptitude to appraise arguments critically and logically.
- Excellent interpersonal skills, along with the ability to work independently, proactively, and in a collaborative manner with a team
- Excellent written and communication skills with the ability to communicate clearly and concisely, and to assimilate and process information.
- Fluency in English and Urdu (spoken and written).
- High proficiency in MS Office, particularly Excel, PowerPoint, Word, Outlook.
- Willingness to frequently travel domestically, and occasionally overseas.

Desirable

- Experience in monitoring and evaluation and/or auditing and/or capacity building.
- Experience of working in cotton farming.
- Experience of working in agriculture sector of Punjab and Sindh province of Pakistan
- 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.

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.

Working arrangements

The position is full-time (40 hours per week) and will be based in Lahore, Pakistan.

Apply now

Send us your CV (2 pages maximum) and a brief cover letter (1-page maximum) by or before **05.01.2024** via: <https://forms.monday.com/forms/2e959faf61933a40f908a9e03fcd8f95?r=use1>

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds of interviews with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory, you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. 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.

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

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with a strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have 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.