



FULL TIME POSITION, BASED IN DISTRICT RAJANPUR

Sangtani Women Rural Development Organization (SWRDO) is a Non-profit, non-political, non-religious and non-government organization struggling to provide a peaceful environment to all human beings where they can utilize their potentials for sustainable development. It involves general public, organizations and individuals and operates without discrimination on the basis of religion, race, color, nationality and ethnicity. The organization has two main sections, which works in close coordination for sustainable development, **SWRDO** registered under Voluntary Social Welfare Agencies Act 1961 with Social Welfare Dept. on September 1997 and registered under Society Act 1860 at National level, working in the rural and urban areas of South Punjab, Pakistan. Currently SWRDO is looking for experienced and competitive staff as equal opportunity to Male and Female for the following posts.

Decent Work Focal Person

Position Title:	Decent Work Focal Person
Reporting To:	Project Officer
Job Type:	Contractual
Job Duration:	01 Year & Extendable (Start from 15 th March to 1 st April-2023)
Number of Position:	01
Duty Station:	District Rajan Pur.
Employment Contract:	Full Time Contract
Work time in Week:	6 Days

Job Duties

- Act as team member for outreach Decent Work advisory services to women of cotton farming families and worker families
- Organizing women into decent work groups at village level
- Ensure decent work criteria awareness by rural women
- Attend feedback sessions according to the plan
- Attend the workshops
- Ensure data collection and record keeping
- Decent work widespread dissemination
- To ensure the implementation of decent work
- Reporting the supervisors whenever needed
- Facilitate and organize donor's visit, workshops, meetings, field days and other communication events.
- Training of Women worker and Farmers on GMS
- Submit data and reports in time

- Carry out any other activity as proposed by Supervisor
- Participate in Training for Personal capacity building from accredited/ Master Trainer
- Perform Risk Assessment
- Perform Child labor Survey as a part of Project requirement
- Training and Capacity Building of Target audience (Female Farm Workers, Cotton Pickers) on Decent Work Criteria's
- Keeping the accurate, Precise and realistic Record
- Participate in Feedback, Training Sessions and Progress Sharing Meeting
- Ensure Implementation of the decent work
- Timely Accurate and precise data Submission to the immediate Supervisor
- Facilitate Credibility Check Visits
- Timely Response of any other task accomplishment assigned by immediate supervisor

Qualifications for Application:

- Minimum Bachelor degree in Sociology/Equivalent from the recognized University.
- 1 to 3 years' Experience in relative field

Required Skills

- Demonstrated ability to plan, implementation & Manage field activities;
- Data Management & Report Writing;
- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good local languages reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills

Monitoring & Evaluation Officer

Position Title:	Monitoring & Evaluation Officer
Reporting To:	Head of the Programs
Job Type:	Contractual
Job Duration:	01 Year & Extendable (Start from 15 th March to 1 st April-2023)
Number of Position:	01
Duty Station:	District Rajan Pur.
Employment Contract:	Full Time Contract
Work time in Week:	6 Days

Job Duties

- Assist to PM AND PC of the project
- Develop annual monitoring plan of the Better Cotton project
- Develop annual and quarterly training calendar
- Collect , compile monthly and weekly work plan and all subsequent progress reports
- Compile data and reports of all staff trainings and events
- Ensure PU level and LG level documentation through FF and PU and identify timely gaps in this regard
- Arrange regular and frequent monitoring visits to Field.
- 100% Desk verification of farmer list of 35000
- 30% monitoring of all activities in field keeping in view all 12 PU units

- Place a responsive Q& A system within project as per Better Cotton stander and System
- Submit monthly progress and monitoring report.
- Ensure quality implementation through provision of technical support to project team
- Implement Monitoring Quality Assurance system to identify strengths and weaknesses in project activities and devise strategy/plan for improvement.
- Make available the records and information regarding project.
- Ensure that self-assessment have been submitted by Pus
- Arrange 2nd Credibility Check at IP level, Review and sign-off corrective action plans (CAP). Maintain oversight on CAP implementation.
- Facilitate to Better Cotton team while their inception visits/ follow- up visits regarding Corrective actions visits, 2nd party credibility checks and third party verification visits.
- Prepare all technical project reports as per prescribed format as & when required.
- Supervises, manages and maintains all training operations and equipment.
- Responsible to assist senior management while development of training material for farmers, workers.
- Submit reports and successful case studies for Monthly BKN
- Prepare and distribute of training material and handouts
- Result monitoring through the arranging of RIR as per Better Cotton requirement and SWRDO system
- Deal with complaint redressal mechanism as per SWRDO CRM policy.
- Monitor & cross verify the LG level documents (FFB, LG meeting minutes, farmers list etc)
- Ensure quality of data management
- Arrange desk and field monitoring to asses staff monitoring
- To collect data from staff on every month and @ the end of year, protect the data in Back data desk /storeroom.
- Managed necessary support for the online database (including management of the data, training of partners, and preparation of reports), providing support to partners and ensuring that Better Cotton data is available to support claims on results and impact.

Qualifications for Application:

- Masters or higher degree in Social Sciences, Agriculture or other relevant disciplines from a recognized university
- 3 to 5 years' Experience in relative field

Required Skills

- Demonstrated ability to plan, implementation & Manage field activities;
- Data Management& Report Writing;
- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good local languages reading, writing and speaking skills;

- Demonstrated interpersonal communication and leadership skills

Assistant M & E Officer

Position Title:	Assistant M& E Officer
Reporting To:	M & E Officer
Job Type:	Contractual
Job Duration:	01 Year & Extendable (Start from 15 th March to 1 st April-2023)
Number of Position:	01
Duty Station:	District Rajan Pur.
Employment Contract:	Full Time Contract
Work time in Week:	6 Days

Job Duties

- To assist the M&E of the project
- To assist for the develop annual monitoring plan of the Better Cotton project
- To assist for the develop annual and quarterly training calendar
- To assist for the collect , compile monthly and weekly work plan and all subsequent progress reports
- To assist for the compile data and reports of all staff trainings and events
- To assist for the ensure PU level and LG level documentation through FF and PU and identify timely gaps in this regard
- To assist for arrange regular and frequent monitoring visits to Field.
- To assist for the 100% Desk verification of farmer list of 35000
- To assist for the 30% monitoring of all activities in field keeping in view all 12 PU units
- To assist for the Place a responsive Q& A system within project as per Better Cotton stander and System
- To assist for the Submit monthly progress and monitoring report.
- To assist for the Ensure quality implementation through provision of technical support to project team
- To assist for the Implement Monitoring Quality Assurance system to identify strengths and weaknesses in project activities and devise strategy/plan for improvement.
- To assist for the make available the records and information regarding project.
- To assist for the ensure that self-assessment have been submitted by Pus
- To assist for the Arrange 2nd Credibility Check at IP level, Review and sign-off corrective action plans (CAP). Maintain oversight on CAP implementation.
- To assist for the Facilitate to Better Cotton team while their inception visits/ follow-up visits regarding Corrective actions visits, 2nd party credibility checks and third party verification visits.
- To assist for the Prepare all technical project reports as per prescribed format as & when required.

- To assist for supervises, manages and maintains all training operations and equipment.
- To assist for the responsible to assist senior management while development of training material for farmers, workers.
- To assist for the submit reports and successful case studies for Monthly BKN
- To assist for the Prepare and distribute of training material and handouts
- To assist for the Result monitoring through the arranging of RIR as per Better Cotton requirement and SWRDO system
- To assist for the deal with complaint redressal mechanism as per SWRDO CRM policy.
- To assist for the Monitor & cross verify the LG level documents (FFB, LG meeting minutes, farmers list etc)
- To assist for the Ensure quality of data management
- To assist for the Arrange desk and field monitoring to asses staff monitoring
- To assist for collect data from staff on every month and @ the end of year, protect the data in Back data desk /storeroom.
- To assist for the Managed necessary support for the online database (including management of the data, training of partners, and preparation of reports), providing support to partners and ensuring that Better Cotton data is available to support claims on results and impact.

Qualifications for Application:

- Masters or higher degree in Social Sciences, Agriculture or other relevant disciplines from a recognized university
- 2 to 3 years' Experience in relative field

Required Skills

- Demonstrated ability to plan, implementation & Manage field activities;
- Data Management& Report Writing;
- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good local languages reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills

Capacity Building Officer

Position Title:	Capacity Building Officer
Reporting To:	Head of the Programs
Job Type:	Contractual
Job Duration:	01 Year & Extendable (Start from 15 th March to 1 st April-2023)
Number of Position:	01
Duty Station:	District Rajan Pur.
Employment Contract:	Full Time Contract
Work time in Week:	6 Days

Job Duties

- Provide input for review and development of the Social and Behavior Change Communication (SBCC) toolkit to be used at community level for awareness related activities
- Coordination with concerned department and partner's SWRDO for trainings, events to be organized at district and community level.
- Planning and implementation of the capacity building events and provide strategic support to partner SWRDO for maintaining quality in training events to organized at district and community level
- Develop capacity assessment tools to be used to identify the training needs of staff and community level workers and learning from their participation in different programmer activities
- Planning and implementation of learning visits for communities, staff and government officials
- Maintain record of all training events
- Provide support to project Manager for preparation of progress reports
- Any other tasks assigned by the Supervisor/SWRDO Management.

Qualifications for Application

- Masters or higher degree in Social Sciences, Rural Development, Agriculture or other relevant disciplines from a recognized university.
- Minimum of 03 years of experience of capacity development in Social & agriculture related programmes.

Required Skills

- Excellent training skills and shall have knowledge about competency based trainings
- Excellent written and verbal communication skills in English and Urdu. Familiar with Saraiki.
- Solid working knowledge of Microsoft Office.
- Self-motivated, team player and action oriented

Producer Unit Manager (PUM)

Position Title:	Producer Unit Manager
Reporting To:	Project Officer
Job Type:	Contractual
Job Duration:	01 Year & Extendable (Start from 15 th March to 1 st April-2023)
Gender:	Both (Male and Female)
Number of Position:	02
Duty Station:	District Rajan Pur,
Employment Contract:	Full Time Contract
Work time in Week:	6 Days

Job Description:

The position will be responsible for performance of day to day implementation of field activities, data management and fulfilling training requirements of the Producer Unit Manager regarding Better Cotton Standard System. SWRDO organization culture is encourages each and every team member to improve and grow to their highest level of abilities. PU is responsible in meeting its objectives and goals by overseeing and directing assigned projects and taking appropriate actions to ensure projects are completed on time, within budget and with defined resources. The Producer Unit Manager will ensure a safe working environment for all employees

Duties and Responsibilities

- Participate in training delivered by project donor accredited trainer and attend any subsequent refresher training as required by project donor
- Ensure that all facilitators are trained by a project donor accredited trainer/PU on key principal crop protection, water, soil, natural habitats, fiber quality & decent work, post harvest losses.
- Develop a continuous improvement plan and review progress on annual basis
- Develop a protocol to identify workers on the farm and train them on all relevant aspects of Decent Work (DW)
- Set up an appropriate data management system
- Identify and address issues/risks associated with implementation/ potential non compliance
- Plan/ enforce implementation of corrective actions resulting from monitoring activities
- Conduct internal assessment on 30% of the Learning Group(LG) for smallholders or 30-50% of medium farms including all facilitators
- Ensure that training materials are available for facilitators and farmers to cover all the minimum production criteria
- Complete self-assessment 4 weeks before the beginning of harvest and submit to Project Coordinator.
- Develop monitoring schedule and arrange frequent monitoring visits and report accordingly to reporting officer PC.
- Cooperate with implementing partners, project donor or verifiers during external assessment
- Coordinate the internal management system.
- Conduct annual self-assessment on minimum and improvement requirements.
- Operate a system to collect, compile and report accurate data from farmer to Producer Unit (PU)
- Identify and address issues/risks associated with potential non-compliance.
- Collection of Farmers registration data
- Farmers registration on Mobile App
- Participate in any 2nd party credibility checks or 3rd party verifications carried out.
- To follow all due policies and procedure of SWRDO while working period.

Qualification

Education, Experience & Working Knowledge

Education: B.Sc. (Hons.) Agriculture / M.Sc. (Hons) Agriculture
Sector: Agriculture
Experience: 1 to 5 years' Experience in relative field

Salary:

SWRDO offers competitive salaries as per Government Law also provide Motorbike and POL for field work.

Note:

Sangtani Women Rural Development Organization (SWRDO) is an Equal Opportunity Employer, either local of District Rajan Pur candidate will be given preferred.

- SWRDO Offers an attractive salary packages.
- Incomplete / late applications will not be entertained.
- Only Shortlisted candidates will be called for Test/interview.
- SWRDO Reserves the right to reject any or all the applications.
- No TA/DA will be admissible for test and interview.
SWRDO will provide equal job opportunities to all.

Last date for CV submission is: 10th February 2023. If you are interested, please send your CV with covering letter hr.jobs@sangtani.org.pk before COB of 10th February 2023, along with mention title of the position in subject of email and job application with CV can be submitted to HR officer of SWRDO through courier service or by hand at Sangtani Office Bodla Colony Street No, 03 City and District Rajan Pur (Punjab) Pakistan, for more detail visit website: www.sangtani.org.pk, 0604-688997