



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.

Producer Unit Manager (PUM)

Position Title:	Producer Unit Manager
Reporting To:	Project Coordinator (PC)
Employer:	Sangtani Women Rural Development Organization (SWRDO)
Job Type:	Contractual
Gender:	Both (Male and Female)
Number of Position:	03
Duty Station:	District Rajan Pur,
Employment Contract:	Full Time Contract
Work time in Week:	6 Days
Last Date:	15 th March 2022

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 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 Supervisor 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.

Field Facilitator (FF)

Position Title: Field Facilitator
Reporting To: Producer Unit Manager (PUM)
Employer: Sangtani Women Rural Development Organization (SWRDO)
Job Type: Contractual
Gender: Both (Male and Female)
Number of Positions: 31
Duty Station: Field Area of District Rajan Pur (Hazrat wala, Peer Bakhsh Sharqi, Kotla Hassan Shah, Kotla Meeran, Mad Gola, Kotla Said Khan, Kot Mithan, Bamka, Basti Karachi, Kotla Murtaza Shah. Rakh Qadra, Reikh Bagh wala, Noshehra Sharqi, Ada Charagh

Shah)
Employment Contract: Full Time Contract
Work time in Week: 6 Days
Last Date: 15th March 2022

Job Duties

- Identification and selection of areas / village as per project standard criteria
- Formation of local Farmer groups through standard social mobilization process and PRA tools.
- Training of farmers on Preparation of crops crop protection, water, soil, natural habitats, fiber quality & decent work, post-harvest losses.
- Identify lead farmers & their TOT training on above mentioned topics.
- Complete monitoring forms and daily visit report and farmer profile and prepare soft data of target farmers.
- Complete all the soft and hard record of target farmer groups.
- Identify and make contact with local market-chain stakeholders
- Facilitate participatory market chain meetings between local stakeholders.
- Conduct capacity building training for farmers in local language as per Key principal mentioned above.
- Facilitate in field to organization TOP management and donor visit.

Qualifications for Application:

- Minimum Metric / Diploma in agriculture
- 1 to 5 years' Experience in relative field

Salary:

SWRDO offer a competitive salary as per Government Law also Transportation allowance.

Required Skills

- Fast learner – You will be required to perform well after limited training
- Motivated – This position is only for those who want to gain personal development from this experience, not those just looking for a job.
- Humble – You will be required to let go of what you think you know and be open to new information and ways of doing things
- Friendly – A facilitator must be respected and liked by the community
- Good Communicator – Strong reporting and communication skills are critical for above mentioned positions and failure to follow reporting guidelines will not be tolerated
- Excellent interpersonal and communication skills
- Motivated self-starter with excellent organizational skills
- Ability to work a flexible schedule, including evenings and weekends, as necessary.
- Must have access to public transportation or have a valid driver's license, with access to a motor vehicle.

Female Mobilization Officer (FMO)

Position Title:	Female Mobilization Officer
Reporting To:	Project Officer
Employer:	Sangtani Women Rural Development Organization (SWRDO)
Job Type:	Contractual
Number of Position:	01
Duty Station:	District Rajan Pur.
Employment Contract:	Full Time Contract
Work time in Week:	6 Days
Last Date:	15 th March 2022

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
- 1 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

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: **15th March 2022**. If you are interested, please send your CV with covering letter hr.jobs@sangtani.org.pk before COB of 15th March 2022, 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