



FAIRTRADE
AFRICA

JOB DESCRIPTION

JOB TITLE: Business Development Advisor		
TEAM: REGIONAL	LOCATION: CAPE TOWN, SOUTH AFRICA	SALARY RANGE: SAR 9,641 to 15,265
FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African producers (farmers and workers) through increased access to better trading conditions		
REPORTING LINES:		
Post holder reports to:		Member & Partnerships Manager (MPM)
Staff reporting to this post:		Business Support Officers (BSO)
BUDGET RESPONSIBILITY: No		
BACKGROUND:		
<p>Fairtrade Africa (FTA) is the umbrella organization representing Fairtrade certified producers in Africa.</p> <p>FTA aims to effectively represent and provide services to producers within the International Fairtrade system and to contribute to livelihood improvement of African producers by increasing access to markets. Established in 2005, the FTA directs policy and strategic development of the organization. FTA has four (4) regional networks - Eastern, Southern, West and North Africa supporting producer activities</p>		
JOB PURPOSE		
<ul style="list-style-type: none">• The job holder is responsible for the identification and analysis of producers and member needs and requirements in South Africa. He/She will be responsible for designing and implementing new, and supporting existing business opportunities for members.• He/she will take a lead in the implementation of regional membership to maximize revenues, business development opportunities and added value benefits through offering support, advice and guidance to existing and potential members and producer organizations		
KEY PERFORMANCE AREAS:		
1. Membership and Business Support		
<ul style="list-style-type: none">• Conduct GAP analysis for non-Fairtrade Certified organizations to gauge readiness for joining Fairtrade• Assess needs and situation and propose custom recommendations to best support Small Producer Organizations (SPO)/Hired Labour (HL) producer organisation in accordance with Fairtrade standards• Provide direct technical assistance to Members in development of business strategic plans, marketing plans related to business development and growth requirements• Act as a key point of contact for member and producer organization queries, ensuring that, as far as possible, issues are dealt with promptly and efficiently• Provide guidance and advice to members relating to regional membership products and services• Coordinate FTA and stakeholder contact with member organisations• Advise FTA and Regional Offices on how best to meet membership needs and the packaging of such support		



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- Coordinate and provide support to product networks in their country/s of operation
- Follow up on membership fees collection
- Deliver trainings for producer organizations
- Ensure follow up on member issues with the regional offices.
- Prepare and submit project field reports
- Ensure good understanding of the member nature of business
- Provide Advisory services on member business trade and marketing opportunities
- Carry out research on member products potential markets and trade opportunities
- Carry out research on member products key stakeholders and connect the parties for mutual business growth benefits

2. Identify business Opportunities and Programs

- In liaison with the MPM identify opportunities for programmes and projects development
- Knowledgeable and maintain extensive knowledge of current market conditions
- Involved in business development planning
- Oversee support in pre and post certification support mainly conducted by BSOs and Fairtrade officers of various producer organizations

3. Stakeholder Management Support

- Represent FTA at country level events
- Build strong relationships with external and internal stakeholders to determine needs and requirements
- Understand producer needs and concerns and ensure these needs are communicated appropriately for FTA's benefit

4. Programme and Project Support and management

- Establish a business case for each project, supported by budget information and income projections Produce relevant project reports detailing progression, income streams and outcomes
- Monitor operational activities and effectiveness of results, and outcomes
- Compile monthly updates and quarterly reports using FTA templates

Knowledge and Experience

- Graduate university education in Economics/Business studies/Management/agronomy
- Experience in working with member based organizations/structures
- Proven experience in development of business and strategic plans for small to medium enterprises
- Minimum of 1 year business development or direct revenue generation experience
- Ideal experience working with events where sponsorships/training packages were sold and managed
- An unendorsed drivers license

Other Specialist Training or Certifications (Desired)

- Diploma in Business Management or/and
- Project Management Certificate

Minimum Years of Relevant Experience

- At least 3 years' experience in similar position

Knowledge of Systems and Procedures



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- Knowledge and experience of Business and Management Skills
- Working knowledge and experience of developing business and strategic plans for organizations.

Skills and Abilities:

- Demonstrated skills in project planning, implementation and budgeting
- Proven experience in training of teams and facilitation of training
- Ability to develop simple training workbooks and plans

Communication demands:

- Ability to speak some of the local languages (Afrikaans preferred)
- Good command of spoken and written English
- Experience in writing reports
- Experience in developing work plans

Competencies:

The following are core competencies required for the role:

- Passionate commitment - This competency shows you have a passion, dedication, and proactively can show your support for FTA
- Embracing change - This competency is about you showing you are flexible and responsive to changing needs. It is about innovating, doing something new or differently
- Working together - This competency is about how we all relate to one another – either as Line Manager and Team, the Team itself, or colleague to colleague
- Delivering results - This competency is about achieving a high quality of measurable results while at the same time maintaining or even raising, the quality of work
- Knowledge management - This competency is about working in a way that promotes information and knowledge sharing to the team and our broader network

APPLICATION (Deadline 3 June, 2016)

An application form (CVs will not be accepted) can be found on the jobs and volunteering page of our website <http://www.fairtradeafrica.net/about-us/jobs-and-volunteering/> If you have any queries, please e-mail recruitments@fairtradeafrica.net or call +27214473486 and ask to speak to a member of the HR team or Head of Region. Qualified applicants will be subjected to background checks as a condition of employment. Completed applications should be e-mailed to recruitments@fairtradeafrica.net All applicants should state how they meet essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form.

Notes: This job description is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievements of the key responsibilities in accordance with the Performance Review Process.