



JOB TITLE: Business Development Advisor – Cocoa	
TEAM: Regional	LOCATION: Abidjan, Cote d'Ivoire
FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African producers through increased access to better trading conditions.	
REPORTING LINES:	
Post holder reports to: Regional Cocoa Manager	Staff reporting to this post: None
BUDGET RESPONSIBILITY: Yes	
<p>BACKGROUND: Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern & Central Africa, Southern Africa, Western Africa, and the Middle East and North Africa.</p> <p>Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade system and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.</p>	
<p>MAIN PURPOSE OF JOB: The job holder is responsible for the identification and analysis of member needs and member requirements in Small Cocoa Producer organizations in Cote d'Ivoire within the context of the West Africa Cocoa programme (WACP). 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.</p>	
KEY PERFORMANCE AREAS	
<p>1. Membership Support</p> <ul style="list-style-type: none"> • Assess needs and situation and propose custom recommendations to best support SPO/HL organization • Responsible for supporting PO's in the development and improvement of Fairtrade development plans and responsible for supporting premium committees in the development premium plans • 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 • Coordinates FTA and stakeholder contact with member organizations • Advises FTA and Regional Offices on how best to meet membership needs and the packaging of such support • Follow up on membership fees collection • Prepare and submit project field reports within the approved MEL framework and specifically COD impact Pre and post certification support for those with Fairtrade market <p>2. Identify Business Opportunities and Programs</p> <ul style="list-style-type: none"> • In liaison with the M&PM identify opportunities for programmes and projects development 	



- With the M&P, coordinate responses to market queries regarding Fairtrade market opportunities
 - Oversee support in pre and post certification support mainly conducted by BSOs and Fairtrade officers of various producer organizations
- 3. Pre & Post Certification Support**
- Preparation of the PO for audit. This support is limited to existing members or new members with confirmed Fairtrade market
 - Post: support POs in corrective measures
 - Flagging major non compliances to the M&PM
 - Follow up of PO performance to prevent getting to suspension stage (Yellow Pages). This will be listed on the Weekly RED LIST along with a support plan
- 4. Stakeholder Management Support**
- Represent FTA in 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
- 5. Programme and Project Support**
- 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
 - Develop programmes and work plans for Training of Trainers (ToTs)/ Fairtrade Officers
- 6. MEL**
- Compile monthly updates and quarterly reports using FTA templates
- 7. Standards**
- Coordinate producer and trader participation in Standards and Pricing reviews

SKILLS AND KNOWLEDGE THE JOB DEMANDS

Minimum Academic Requirement

- Bachelor's Degree in Economics/Business Management/Agribusiness/Agronomy
A post-graduate qualification will be an advantage.

Other Specialist qualification (Desired)

- 1
- Knowledge and understanding of the Fairtrade system¹
 - Qualification in Business Management and/or
 - Project Management
 - Expertise in business and organizational development

Minimum Years of Relevant Experience

- At least 3- 5 years' experience in similar position

Knowledge of Systems and Procedures

- Knowledge of Business and Management Skills

Communication demands and Competencies

- Knowledge of the cocoa value chain in the country of operation
- Networking and negotiating skills



- Excellent written and spoken communication skills
- Good organizational skills
- Excellent interpersonal skills
- Local knowledge
- Ability to speak some of the local languages
- Ability to speak and write in French

Other competencies

- **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.
- **Team Player** - 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.

SKILLS AND COMPETENCIES REQUIRED

Knowledge of Systems & Procedures

- Knowledge of financial systems, including accounting systems and budgetary control

Competencies

- Skills in using MS Office applications especially Word, Excel, Outlook and PowerPoint and knowledge of accounting software
- Knowledge of the local taxation laws and general accounting convention
- Knowledge of the Labour laws in Cote d'Ivoire
- Excellent analytical skills
- Excellent written and oral communication skills
- Creative and innovative
- Strong interpersonal skills
- Ability to work with English language

APPLICATION (Deadline 21st January, 2019)

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 **(+254) 020 2721930, or +254 2667669** and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as a pre-condition of employment.

Completed applications should be **saved in the applicant's name and the position (BDA COCOA CDI)**, and 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.

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 based on discussions with the post holder and the line manager. The post holder will be expected to work to agreed objectives, which should facilitate achievements of key responsibilities in accordance with the Performance Review Process