



JOB TITLE: Business Development Advisor - Gender	
TEAM: Regional	LOCATION: Abidjan, Core d'Ivoire
FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African Fairtrade producers through increased access to better trading conditions.	
REPORTING LINES Post holder reports to: Programme Manager	Staff reporting to this post: None
BUDGET RESPONSIBILITY: Yes	
<p>BACKGROUND:</p> <p>Fairtrade Africa (FTA) is the umbrella network organisation 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. 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 organisation.</p>	
<p>Main Purpose of the Job</p> <p>He/she will take a lead in the implementation of the Fairtrade Africa Women's School of Leadership to maximize revenues, business development opportunities and added value benefits through offering support, advice and guidance to producer. Contribute to gender equality and women's empowerment through promoting women's active participation in the operations of Fairtrade certified small producer.</p>	
<p><u>Key Responsibilities</u></p> <p>Build and strengthen capacities on gender in the Producer organizations</p> <ul style="list-style-type: none"> • Facilitate knowledge building and mainstreaming of gender aspects across the Fairtrade system and all its members. • In particular, work closely with the SPOs and develop tools and approaches towards strengthening their capacities to support their members on promoting gender, equality and women's empowerment through Fairtrade and other social, political and Economic activities. • Specifically implement the Women's School of leadership project and support the POs to: <ol style="list-style-type: none"> a) Provide information, raise awareness and build capacity on gender 	



- b) Training and capacity building support via workshops for farmer organisation and POs Women group Organisations on gender

Effective Management of the Women's School of Leadership

- Based on the existing gender strategy and in close collaboration with the West Africa Cocoa Programme design and formulate with producer POs a gender based approach, translating Fairtrade standards into interventions.
- Effective application of the developed methodology, establishment of management targets and monitoring achievement of results.
- Complete gender assessments in the country with a focus on selected value chains, constant monitoring and analysis of the project environment, timely readjustment of project interventions.
- Provide regular reports on activities, outputs and outcomes to different audiences.
- Work closely with the Gender Advisor to enable the successful reporting and data collection of gender-related project progress.
- Proactively feed into unit planning and manage relevant budget in line with financial management procedures and requirements.

Mainstreaming gender into Fairtrade's approach to development

- Work closely with FTA Senior Advisors and West Africa Cocoa programme for SPOs and the West Africa network .
- Work closely with other thematic areas and standards to fully address gender related matters appropriately.
- Identification of good (gender empowerment) practices and dissemination of findings across the Producer organizations.
- Lead in organizing relevant events, attend seminars or conferences as required.

Skills and Knowledge of the Job demands and Experience

- Minimum 2 to 3 years of professional experience in project implementation on gender responsive programming in development.
- Work experience in multi stakeholder environments
- Familiar working with government institutions and international organizations

Minimum Academic Requirement:

- Bachelor's Degree in Economics/Business Management/Agribusiness/Agronomy



qualification in gender/women's studies, social science or relevant study field will be an advantage.

Other Specialist qualification (Desired)

- Knowledge and understanding of the Fairtrade system
- Strong understanding of and commitment to gender mainstreaming.
- Excellent communication skills and well-developed interpersonal skills.
- qualification in Business Management and/or project management
- Expertise in business and organizational development

Minimum Years of Relevant Experience

- At least 2- 3 years' experience in similar position

Knowledge of Systems and Procedures

- Knowledge of Business and Management Skills

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/> Completed applications should be **saved in the applicant's name**, and the position **BDA Gender** 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 and email to recruitments@fairtradeafrica.net. If you have any queries, please call +254202721930 and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as condition of employment.

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.