



WE ARE HIRING:
**Business Development
Advisor**

30.04.19



ABOUT US

Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern Africa; Southern Africa; West Africa; and 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 organization.

FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African producers through increased access to better trading conditions.

ABOUT THE JOB

To provide FTA producer support services at ground level and provide feedback to Regional Office. Provide the local FTA members with business growth and FTA information support

TEAM: Eastern and Central Africa Network (ECAN)

LOCATION: Addis Ababa, Ethiopia

REPORTING LINES:

Post holder reports to: Flower Manager

Staff reporting to this post: Non

SCALE LEVEL: BDA

BUDGET RESPONSIBILITY: Yes

DUTIES & RESPONSIBILITIES

Key Tasks

The post holder will be responsible for ensuring that the following tasks are fulfilled:

1. Producer Support Services

- Provide pre and post certification support to Fairtrade members in the following areas among others:
- Fairtrade awareness and basic understanding of the Fairtrade system
- Building awareness of Fairtrade standards requirements and certification processes
- Guiding FT applicants through initial certification processes

2. Stakeholder Engagement

- Support in identification and mapping of key stakeholders in the flower sector in Ethiopia
- Initiate and maintain relationships with local communities, public and government institutions, educational institutions e.t.c. who have a stake in the plight of the FTA members
- Advocate on FTA policies and issues with the local opinion leaders and decision makers e.g EHPEA in close liaison with other D4A Business Development Advisor, Flowers.
- Establish and identify local trends, perceptions and players in the local community. Implement risk management and implement optimise on opportunities in the country.
- Influence localised policies and perceptions in favour of FTA and FI systems.

3. Project Support

- Support the implementation of the FTA projects on the ground
- Prepare and provide reports to line manager on projects progress
- Provide feedback on project challenges and recommend remedial actions
- Identify opportunities for new projects, collect data and information to aid in decision making by the line manager

- Provide support to the members in project implementation. Constantly communicate the objectives of the projects to producer organizations.
- Ensure policies and procedures are in place and are adhered to by all stakeholders

4. Provide Administrative Support

- Ensure all FTA procedures and systems are adhered
- Ensure effective exchange of information and development of good practice regarding all relevant issues relating to FTA
- Identify business training and development needs in the country
- Mentor members and potential members on FTA requirements.

5. Monitoring Evaluation and Learning

- Compile monthly updates and quarterly reports using provided reporting templates

SKILLS & EXPERIENCE REQUIRED



Skills and Knowledge Job Demands

- Bachelor's Degree in development studies, agriculture related disciplines, Natural sciences, Business Management or related fields
- At least 3 years' experience in similar position
- Proven experience in developing training materials, and facilitation of training
- Excellent understanding of Labour laws and industrial relations landscape in Ethiopia
- Environmental and Occupational health and safety training and/or experience
- Knowledge in Fairtrade standards will be an added advantage
- Understanding of the local language and working with producer organization in Ethiopia will be of added advantage.

Communication demands and competencies

- Excellent written and spoken communication skills

- Good organizational skills
- Excellent interpersonal skills with ability to interact with individuals across multi-functional disciplines
- Excellent communication skills competence in some of the local languages

HOW TO APPLY

APPLICATION (Deadline 10th May, 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 Ethiopia**). 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.