



<b>JOB TITLE: Cocoa Project Team Leader</b>	
<b>TEAM:</b> West Africa Network	<b>LOCATION:</b> Abidjan, Cote d'Ivoire
<b>FAIRTRADE AFRICA PURPOSE:</b> To improve the socio-economic conditions of African producers through increased access to better trading conditions.	
<b>REPORTING LINES:</b>	
<b>Post holder reports to:</b> Regional Cocoa Manager	<b>Staff reporting to this post:</b> Cocoa BDAs and BSOs
<b>BUDGET RESPONSIBILITY: Yes</b>	
<p><b>BACKGROUND:</b>  Fairtrade Africa (FTA) is the umbrella network organisation representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern &amp; 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.</p>	
<p><b>MAIN PURPOSE OF JOB:</b>  He/she will coordinate and lead a team of Business Development Advisors (BDAs) and/or Business Support Officer(s) in the implementation of all field level activities and producer services under the “West Africa Cocoa Programme”. He/she will work with their team to ensure enhanced standard compliance, capacity development and growth in the professionalism of the Fairtrade cooperatives under their mandate, 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>	
<p><b>KEY PERFORMANCE AREAS</b></p> <p><b>1- Planning and implementation</b></p> <ul style="list-style-type: none"> <li>• In liaison with the Regional Cocoa Programme Manager, the post holder will lead his/her team in planning, budgeting and implementation of field level activities and producer services under WACP</li> <li>• Provide administrative and logistical support to his/her team under WACP</li> <li>• Coordinate and support field staff in his/her to receive all logistics required for activity implementation</li> <li>• Prepare draft annual work plans in line with WACP’s objectives for approval</li> <li>• Develop, submit and update field activity implementation guidelines based on learnings from implementation and producer needs</li> </ul> <p><b>2- Reporting and Communication</b></p> <ul style="list-style-type: none"> <li>• Lead in preparing all field level reports on progress of implementation and submit to Regional Cocoa Programme Manager</li> <li>• Receive incoming calls/inquiries about the WACP field activities and effectively</li> </ul>	

respond to all queries concerning the field implementation of WACP

- Ensure effective two-way communication between producer organisations and WACP field staff
- Facilitate joint planning and review with producer organisations and ensure timely gathering and distribution of information to producer organisations
- Regularly make telephone calls and collect feedback/information from producer organisations for monitoring & evaluation of services receive under WACP to inform improvements
- Prepare summaries for the programme's (i.e. WACP) annual plans and reports. In liaison with the Communications team and Regional Cocoa Programme Manager, draft articles about WACP for newsletters

### **3- Monitoring, Evaluation and Learning**

- Closely monitor programme performance (Financial and programmatic) and propose strategies for continuous improvement
- In close collaboration with the MEL team, support on all monitoring and evaluation related activities on WACP e.g. data collection
- Monitor capacity building efforts
- Submit high quality narrative and financial reports in accordance with project and organisational requirements (monthly, quarterly and annually)
- Provide information and data on a timely basis to the Fairtrade Africa MEL function including but not limited to quantitative and qualitative reporting
- Establish and maintain a database of all programme documents and reports area of operation

### **4- Stakeholder and Partners' Support**

- Coordinate field trips for partners and other stakeholders
- In liaison with Regional Cocoa Programme Manager, increase partnership and networking between Fairtrade cocoa producers, government officials, civil society and the private sector

### **5- Accounting Support and Resource Mobilization**

- Effectively track WACP field level income and expenses
- Prepare and/or approve budgets for his/her team members' WACP field activities and workshops
- Prepare monthly and quarterly budget report on WACP field level activities
- Support the Regional Cocoa Manager with resource mobilisation for cocoa work

### **6- Administrative Support**

- Support provide logistical support to the organisation for events and workshops
- Represent the FTA at meetings, events/forums, and conferences in and outside the country

### **7- People management**

- Works as a technical leader for the WACP field team and coordinate team members' work
- Performance manage field BDAs and BSOs in his/her team under the WACP



## Knowledge and experience

### Minimum Academic Requirement

- Graduate in Agriculture, Economics, Rural Development Studies, Business Administration, Marketing or Business Management

### Other Specialist Training or Certifications

- Project Management

### Minimum Years of Relevant Experience

- At least 3 years' experience in Programme/Project development and Management in the cocoa sector in Cote d'Ivoire or Ghana

### Communication demands and competencies

- Good command of spoken and written English
- Experience in report writing
- Excellent interpersonal skills with ability to interact with individuals across multi-functional and cultural disciplines

## 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 "**Cocoa Project Team Leader**" **stating country of interest i.e. Ghana or Cote d'Ivoire**. 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](mailto:recruitments@fairtradeafrica.net). If you have any queries, please call **+254 202721930/+233 (0) 24 3866854/ +233 (0) 20 9196075** and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as condition of employment.