



JOB DESCRIPTION

JOB TITLE: Programmes Director	
TEAM: Senior Leadership Team	LOCATION: NAIROBI
FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African Fairtrade certified producers through increased access to better trading conditions.	
REPORTING LINES Post holder reports to: Executive Director No. of Staff reporting to this post: Six	
BUDGET RESPONSIBILITY: Yes	
BACKGROUND: <p>Established in 2005, Fairtrade Africa (FTA) is the umbrella organisation representing over 500 Fairtrade certified producers in Africa. FTA aims to effectively represent and provide services to producers and to contribute to improvement of their livelihoods by increasing access to markets. FTA has four (4) regional networks – East and Central, Southern, Western, North Africa and the Middle East supporting producer activities.</p> <p>FTA Secretariat is located in Nairobi where the operations are in the hands of the FTA Senior Leadership Team (FTA-SLT). In enabling the members to have a strong voice in the governance, strategy and the overall direction of the Fairtrade movement in Africa, the FTA-SLT has the responsibility for directing and managing all FTA resources including employees. The FTA-SLT has the overall responsibility of strategy development and operational implementation. The Programmes Director is expected to be an active member of this team.</p>	
JOB PURPOSE AND REPORTING: <p>Under the direction of the Executive Director, the Programmes Director as a member of the Senior Leadership Team, shares in the overall responsibility for the development, direction and coordination of FTA programmes. The PD in his/her capacity is responsible for Regional Networks, Products Management, Partnerships Coordination and Social Compliance, ensuring effective programme development and implementation, with the objective of delivering high quality support (technical, organisational and financial) and obtaining greater impact for Fairtrade certified producers in Africa. As part of the post, the PD will lead project development and management. The DP will line manage all Regional Heads, selected Product Managers as well as the Partnership Coordinator.</p> <p>The Program Director will oversee the coordination and administration of all aspects of programmes including planning, organizing, staffing, leading, and controlling program activities</p>	

Key Responsibilities

Producer Support Strategy and Implementation

- Refine and execute the overall producer support strategy in line with the regional contexts, evolving producer needs and organization's goals and ambition
- The incumbent will be required to take over the reins of the existing systems & processes of producer support. An integral component of the responsibility will be to suggest continuous process improvement, bring about organizational development and increasing transparency, accountability and fairness in the system.
- With consultation from the Executive Director, contribute to the continued development and strengthening of producer support including the proposed new/expanded definitions of producer support.
- Manage producer relations and act as the conduit for information and strategic input from the region to other departments within FTA Align with other Producer Networks (PN) s in Latin America and Asia to learn best practices as well as potential pitfalls in the development processes.

Programme Development and Implementation

- Based on the strategy, support FTA program design, initiation and operationalization, ensuring collaborative and participatory approaches are utilized to attain buy-in, understanding to increase probability of success and mitigate associated risks
- Using feedback from producers, traders and program staff, make appropriate inputs into the implementation of FTA's Strategy.
- Forward key strategic issues to the Executive Director as applicable and necessary for consideration towards organizational development objectives.
- Support the Fairtrade system in so far as the wider strategies and objectives are concerned.
- Provide advice to team leads and ensure effectiveness in all aspects of programming including partner and staff capacity building.
- Ensure provision of high quality technical assistance to all programmes and programme partners
- Ensure appropriate coordination between the different programme implementing partners
- Ensure that Fair Trade principles such Fairness, community based approaches, good governance, non-discrimination; gender mainstreaming etc. are mainstreamed in programme development.

Management of Regions and Regional Networks

- Take complete charge and accountability of Heads of Region and/or Field Staff i.e. all producer facing roles

- Build regional teams that supports and follows organizational values and culture
- Have a strong understanding and be a strong advocate of Africa and the Middle East Producer needs and represent FTA at internal and external; regional and global events as approved by the Executive Director
- Lead the Regional Teams to achieve FTA strategic objectives. To that end, support the development of operational plans, establish and manage priorities, support in the development of Producer support plans and budgets and manage budget utilization.
- Determine funding requirements for the networks, working with the ED to obtain priority funding Support the development of specialized programs and strategies based on the regional contextual issues relating to gender, child labour, climate change, workers' rights, living wage and income.
- Follow up and implement decisions taken jointly or by the Executive Director, Continental and Regional Boards.

Strategic Partnerships and Relations

- Engage with key external partners as appropriate: National Fairtrade Organisations, buyers/ retailers, NGOs, Unions, implementing partners etc.

Risk Management

- Respond & manage proactively in face of crises
Track and manage regional and topical risks to Fairtrade Africa and its stakeholders
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Administrative Management, Team Development and Leadership

- Support the development and review individual annual workplans of team members.
- Technical support, guidance and development of team members.
- Plan, coordinate and execute the annual budgeting process for the regions.
- Promote a culture of high performance and continuous improvement
- In consultation with the Human Resource Manager, recruit, interview and select well-qualified team staff
- Implement the human resources policies, procedures and practices of the organization
- Establish and implement a performance management process for all team staff
- Engage volunteers for appropriate program activities using established volunteer management practices

Knowledge and Experience

- Minimum 8 years of experience out of which at least 5 years should be within a relevant context and with formulating and directing programmes or leading an organisation.
- A Master's degree in management, Agricultural development/Economics, Development Studies, Social Sciences or other related fields.
- Familiarity and experience in developing and implementing capacity improvement strategies
- Sufficient experience working in or with Fairtrade or with related standards, certification or development programs
- Technical knowledge of the products, agriculture and trade along with business development experience especially of small business set ups
- Experience in project management, including managing multi-stakeholder and complex

projects.

- Experience and exposure to managing teams similar to the proposed change management.
- Experience in budgeting and work planning.
- Ability to mentor, motivate, guide and manage teams top-down.
- Strong communication skills in English both written and verbal.
- Demonstrated ability to understand complexities of producer market access issues and successfully pursue new market opportunities for producers
- Experience of project cycle management, ensuring the delivery of high quality programmes

Skills:

- Demonstrated leadership experience, with very good strategy and planning skills
- Relationships building attributes, along with an ability to manage expectations & conflicts
- Ability to dig deep as well as have a big picture outlook.
- Excellent interpersonal, communication and facilitation skills
- Excellent analytical skills and attention-to-detail
- Excellent writing (MS Word) & presentation (Power point) Skills
- Able to handle varied, demanding and complex tasks

Desired:

- Proficiency in at least one of the primary languages of the region will be an additional asset
- Experience in working with producer organizations
- Experience with certification schemes, ethical standards and standards setting processes

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 16th December 2018)

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.

Fairtrade Africa

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Completed applications should be saved in the applicant's name and the position (Programme Director), 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.

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.