



JOB DESCRIPTION

JOB TITLE: Partnership Coordinator	
TEAM: Programmes	LOCATION: Nairobi, Kenya
FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African producers through increased access to better trading conditions.	
REPORTING TO: Programme Director Reporting to this post: none	
BUDGET RESPONSIBILITY: YES	
BACKGROUND: Fairtrade Africa (FTA) is the umbrella organisation representing Fairtrade certified producers in Africa. FTA aims to effectively represent and provide services to producers and workers within the international Fairtrade system and to thus contribute to livelihood improvement of African producers and workers by increasing access to better trading conditions. FTA has four (4) regional networks – Eastern and Central, Southern, West and Middle East & North Africa supporting producer activities and trader engagement. FTA’s Secretariat is located in Nairobi, Kenya.	
JOB PURPOSE: The Partnership Coordinator will be responsible for coordinating and strategic engaging with Partners and managing the interface with all implementing Partners.	
Key Performance Areas <ul style="list-style-type: none">• Design and develop FTA partnership strategies• Develop and maintain an FTA Partner Database, indicating partnerships by theme and by key products and by key technical skills and capabilities.• Explore and research on Partnering needs of grass root/ community based organisations	

Fairtrade Africa

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- Develop and operationalise partner assessment tools and processes in collaboration with the HORs, Project and Product Managers
- Ensure the operationalization of the FTA Partnership Guide
- Provide clear guidance on partnerships with Governments and Private sectors
- Conduct bi-annual partnership forums to review and reflect on partnership best practices, key learnings and key outcomes and impact.
- Coordinate with partners and networks to develop strategies for engaging and influencing targeted national, regional and global institutions
- Facilitate respectful reciprocal relationships between local communities and FTA
- Ensure that the FTA partnership approach is inclusive and includes interactions with key government department, funding organisations, media institutions, Research and knowledge institutions, community based organisations, regional and international organisations and private sector players. FT member organisations [NFOs and PNs] should also be included as in the partnership guide.
- Ensure a budget is allocated for enabling and strengthening partnerships
- Coordinate and where appropriate accompany external partners visits in the regions

Required Qualifications

- A degree in business, development studies, social sciences or any related field.
- At least 5 years of multicultural and multidisciplinary people management experience
- Bilingual/ English-French spoken and written would be advantageous
- At least 3 years working experience working with different partners at regional or/and regional front

Other competencies/ skills

- Ability to work with minimal supervision, meet multiple deadlines, and establish priorities
- Excellent presentation skills for diverse audiences
- Excellent communication and facilitation skills
- Ability to analyse information to identify and understand issues, problems and opportunities; comparing data from different sources to draw conclusions

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 22nd November 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/>. Completed applications should be **saved in the applicant's name**, and the position **Partnerships Coordinator**. 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.

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