



WE ARE HIRING:
**Standards and
Certification
Officer**

19.02.19



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.

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 Finance and Administration Director (FAD) is expected to be an active member of this team.

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

ABOUT THE JOB

To contribute to the development and management of standards, in particular of Fairtrade Minimum Prices and Premium and related standard setting methodologies; and to ensure Fairtrade certification benefits African producers through continuous analysis and feedback on certification decisions.

TEAM: Programmes

LOCATION: Nairobi, Kenya

REPORTING LINES:

Post holder reports to: Social Compliance & Risk Manager

Staff reporting to this post: None - in coordination but working in collaboration with regional managers and volunteers-from time to time.

BUDGET RESPONSIBILITY: Yes

Duties & Responsibilities

DUTIES & RESPONSIBILITIES

Specific Tasks

Main functions

- Management of projects to develop and revise FLO's Fairtrade Minimum Prices and Premium.
- Supporting and developing methodological improvements to FLO's price setting processes.
- Support training and communication on FLO's prices and price setting to FTA producer members
- Follow through certification decisions to maintain producers in the system

Main roles and responsibilities

- Contribute to drafting, updating, editing and translating generic and product specific standards (pricing sections) and FT minimum prices and premium, both for products for which Fairtrade standards exist and for new products; consulting with the Fairtrade certification organization and with Fairtrade stakeholders, other organizations and persons as appropriate;
- Design of standard setting projects, preparation of the necessary papers (progress and final reports) to the Standards Committee and/or the Standards Director for decision making on standards. If applicable design of such projects by tendering of those projects, selection of consultants, guiding the consultant during the project and final endorsement of the consultant's report;
- Comparative analysis of Fairtrade standards and other standards (pricing parts), and contribute to defining relationships between these;
- Contribute to the development and improvement of standards methodologies in pricing for Fairtrade labelling;
- Contribute to discussions on standards and policies of labelled Fairtrade, in particular within the framework of the Standards Committee;
- Ensure the updating of standards in all of FLO's information and communication;
- Contribute to execution of general (office) tasks related to work in standards and policies as they come up;
- To collaborate with FLO, FLO-CERT and LIs as necessary for the purpose of consistency in certification decisions;
- Feedback certification decisions and analysis into FT policy and standards development process
- Support FTA members to remain certified and to appeal certification decisions, where applicable
- An organised, methodical approach to work and ability to juggle competing priorities to tight deadline

SKILLS & EXPERIENCE REQUIRED

Required

- Educational background in Agricultural science, Agricultural (economics) or development studies
- Minimum 3 years relevant professional experience
- Professional experience with project management and outsourcing of projects to consultants
- Excellent communication skills both in writing and verbally and analytical capacity to make complex issues easily understandable
- Advanced knowledge of smallholder and workers social and economic conditions in developing countries
- Excellent knowledge and understanding of voluntary certification schemes
- Strong motivation for Fairtrade and its standard setting and guaranteeing system
- Languages: Fluency in English, working knowledge in French would be preferred
- Professional experience of work in international development, particularly small business development
- Professional experience of work in the not-for-profit sector
- Experience in working with people from different cultures and backgrounds
- Ability to work with standard operating procedures and fixed Fairtrade principles

Desired:

- Post-graduate qualification in a relevant discipline (environmental conservation, Standards and Certification, sustainable development or a related field);
- Expertise in sustainability challenges in international supply chains, certification and labeling, ethical standards and standards setting processes
- Good knowledge of agricultural markets, smallholder production systems and social standard system

Skills:

- Excellent computer and good organizational skills;
- Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals;
- Poses strong research and analysis skills, with exceptional attention to detail;
- Pleasant, diplomatic manner and disposition in interacting with colleagues and the general public;

Competencies:

The following are core competencies required for the role:

- **Delivering results** - Ability to deliver high quality measurable results whilst at the same time maintaining or even raising quality of work;
- **Passionate Commitment** –Speaking confidently and knowledgably about FTA and the work we do;
- **Knowledge management** – working in a way that promotes, information and knowledge sharing to the team and our broader network

- **Embracing Change-** This competency is about showing are flexible and responsive to changing needs. It's about solving problems as they arise and welcoming new ways of doings things.

HOW TO APPLY

APPLICATION DEADLINE: 5th March 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 **STANDARDS AND CERTIFICATION OFFICER**. 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.