



# WE ARE HIRING:

## Project Coordinator-

Dignity For All Coffee and Flowers Projects in Ethiopia.

**16.04.19**



# ABOUT US

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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

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**TEAM:** Eastern and Central Africa Network (ECAN)

**LOCATION:** Addis Ababa, Ethiopia

**REPORTING LINES:**

**Post holder reports to:** Head of Region – ECAN

**Staff reporting to this post:** Three

**SCALE LEVEL:** Coordinator

**BUDGET RESPONSIBILITY:** Yes

***Dignity For All (D4A) Impact Programme- (FTA and Fairtrade Finland Partnership Programme):***

This is a four year (2018-2021) Programme funded by the Ministry for Foreign Affairs (MFA) of Finland. Underpinned by the Fairtrade Theory of Change (ToC), the MFA Impact Programme seeks justice and fairness through exercising rights and freedoms, empowerment through strengthening the assets and capabilities of the most marginalized farmers and workers, and the attainment of sustainable livelihoods through building resilient agro-based trade systems and societies.

The programme is aimed at capturing and assessing simultaneous change in four areas (spheres of change): Small producer & worker organizations; Supply chain business practices; Consumer behaviour and Civil society action.

The programme has six projects that are currently being implemented in Ghana, Ethiopia, Malawi and South Africa in banana, flowers, wine, tea (Hired Labour), coffee and cocoa (Smallholder producers) value chains. It focuses on FTA key thematic areas of gender and social compliance, workers' rights, living income and living wage.

This role will mainly entail overall management of Dignity For All (D4A) Coffee Impact Project (70%) that targets 3 Fairtrade-certified Coffee Unions i.e. Sidama, Yirgacheffe and Bench maji with extended but limited support (20%) to Dignity For All (D4A) Flower Impact Project targeting 7 flower farms in Ethiopia, including Women School of Leadership (WSOL) initiative (10%) that focuses on disability and gender inclusion.

The Project Coordinator will be responsible for timely and effective implementation of D4A coffee (70%) and flower projects (30%) activities and achievement of projects goals With support from D4A Coffee and Flowers Projects' Business Development Advisors (BDAs), and Disability and Gender Inclusion Officer, S/he will be responsible for effective and timely project planning and oversight, quality implementation, and delivery of results and milestones as agreed with the donor and regional management team.

# DUTIES & RESPONSIBILITIES



- Responsible for all deliverables of D4A Coffee & Flower projects, including specific outputs and outcomes laid out in approved project plans
- Review and approve D4A Coffee & Flowers projects work plan and ensure timely project implementation
- Hold regular meetings with D4A Coffee & Flowers BDAs and Gender Officer to track implementation progress and share relevant projects and administrative data
- Provide coaching, direction, and leadership support to D4A Coffee & Flowers Projects' team members to achieve results
- Manage and monitor project budget utilization in line with donor requirements and timelines.
- Timely production and sharing of the projects' performance metrics, including quarterly narrative and financial reporting using FTA's and donor templates
- Proactively identify bottlenecks and successful strategies needed for effective realization of D4A Coffee & Flowers projects' objectives
- Ensure all payments/activities are in compliance with FTA and donor requests, restrictions and regulations as outlined in donor contracts / Rules and Regulations
- Identify training gaps and implement a capacity building programme for D4A Coffee & Flowers projects' team
- Act as a key point of contact for queries from FTA, target beneficiaries and stakeholders in Ethiopia Coffee & Flower sectors ensuring that, as far as possible, issues are dealt with promptly and efficiently
- Contribute to achievement of Fairtrade Africa's D4A Programme goal

## **Monitoring, Evaluation and Learning**

- Closely monitor D4A Coffee & Flowers projects performance (Financial and narrative/programmatic) and propose strategies for continuous improvement focusing on approved projects log frames
- In close collaboration with Fairtrade Africa's -ECAN MEL team, lead monitoring and evaluation processes for D4A Coffee & Flowers projects
- Submit high quality narrative and financial reports (monthly, quarterly and annually) in accordance with D4A Coffee and Flowers projects' work plans and organisational requirements
- Provide quantitative and qualitative data on a timely basis to the Fairtrade Africa's – ECAN MEL function for reporting purposes
- Establish and maintain a database of all D4A Coffee and Flowers projects' documents and reports area

## **Programme advocacy**

- Support the D4A Coffee & Flower Projects' BDAs to establish and maintain in country strategic partnerships
- Initiate and maintain relationships with local communities, public and government institutions, educational institutions among others who are key stakeholders of FTA
- Support advocacy efforts at national and regional levels
- Supports development of communication material development and supports media visits

## **Resource Mobilization**

- Support HoR –ECAN with resource mobilisation efforts

# SKILLS & EXPERIENCE



## **Minimum Academic Requirement**

- Bachelor's Degree in Project Management, Development Studies, Agriculture, Agri-Business Management, Business Administration or related disciplines.

## **Other Specialist Training or Certifications**

- Project Management
- Human resources management

## **Minimum Years of Relevant Experience**

- At least 5 years' experience in a similar position
- Experience on Ethiopia coffee sector desirable

## **Communication demands and competencies**

- Excellent command of spoken and written English
- Excellent report-writing and donor engagement skills
- Excellent interpersonal skills with ability to interact with individuals across multi-functional and cultural disciplines
- Excellent organisational skills with ability to manage multiple work-streams with various partners at any one time

# HOW TO APPLY

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## **APPLICATION DEADLINE 10<sup>th</sup> 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 **Project Coordinator – Dignity For All Coffee and Flowers Projects in 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](mailto: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.