



WE ARE HIRING:

**Programme officer,
Rwanda**





ABOUT US

23.01.2020

ABOUT FAIRTRADE AFRICA:

Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern & 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. The FTA Board directs policy and strategic development of the organization.

OUR PURPOSE:

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

ABOUT THE JOB

TEAM: EASTERN AND CENTRAL AFRICA NETWORK

LOCATION: Kigali, Rwanda

REPORTING LINES:

- Post holder reports to:** Programme Team Leader
- Staff reporting to this post:** None

BUDGET RESPONSIBILITY: No

PURPOSE OF THE POSITION

- To provide the producer and member organisations with pre and post certification support, conduct needs assessment and thematic trainings.

DUTIES & RESPONSIBILITIES

KEY PERFORMANCE AREAS

1. Pre and Post certification

- Organize Pre and post certification training
- Provide support to producer organizations to prepare towards audit through trainings on the Fairtrade standards
- Support producer organizations in the implementation of corrective measures and follow up on performance issues

2. Organizational strengthening

- Support on producer needs and concerns, advocate on relevant policies to enhance FTA's work with the local opinion leaders and decision makers.
- Ensure awareness of the local trends, perceptions and players in the local community.
- Support the identification of opportunities for programmes and projects development
- Support and provide advice to producer groups to enable access to trade and marketing opportunities
- Represent FTA in country and field events
- Support the needs and situational assessment of producer organizations and propose recommendations to best support Small Producer Organizations
- Provide thematic training on issues such as; Gender, workers' rights, climate change, living income among others.

3. Membership Support

- Support in the FTA membership strategy and ensure follow up on membership issues with regional office.
- Submit necessary reports on country activities as per required timelines
- Advise on member's perceptions and attitudes towards FTA and the NFOs and other stakeholders operating within the region

SKILLS & EXPERIENCE REQUIRED

EDUCATION QUALIFICATION

- Bachelor's Degree in Agriculture, community development, social sciences or related field

KNOWLEDGE, SKILLS AND EXPERIENCE

- A minimum of 3 years' experience in agricultural development
- Knowledge and understanding of Fairtrade standards
- Thematic knowledge and expertise in FTA's priority areas

- Good command of spoken and written English.
- Excellent interpersonal skills with ability to interact with individuals across multi-functional disciplines
- Good organizational skills
- Good training and facilitation skills
- Ability to work to deadlines and cope with pressure, multi-task.
- Flexible team player, with awareness of and sensitivity to the multi-cultural environment in which the FTA operates;

HOW TO APPLY



APPLICATION

To apply for this position please download recruitment application form on our website www.fairtradeafrica.net (CVs will not be accepted). Completed applications should be e-mailed recruitments@fairtradeafrica.net not later than **February 6th, 2020**.

All applicants should state how they meet essential requirements of the job in the application form and should include email address and telephone contact details in their applications. Qualified applicants will be subjected to a background check as a condition of employment. If you have any queries, please e-mail recruitments@fairtradeafrica.net or call +254 20 2721930 and ask to speak to a member of the Admin team.