



**WE ARE HIRING:**

**SENIOR PROGRAMME  
OFFICER**





**24.01.2020**

## ABOUT US

### 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:** Addis Ababa, Ethiopia

### REPORTING LINES:

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

**BUDGET RESPONSIBILITY:** yes

### PURPOSE OF THE POSITION

To provide the producer and member organizations with pre and post certification support, conduct needs assessment, thematic trainings and providing coaching to ensure that these organizations grow to provide the best form of services to their members

# DUTIES & RESPONSIBILITIES

## KEY PERFORMANCE AREAS

### 1. Organizational Strengthening

- Initiate and maintain relationships with local communities, public and government institutions, educational institutions among other stakeholders
- Attend to 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.
- Advise on how to manage risk and optimize on the opportunities
- Influence localized policies and perceptions in favour of FTA through the support of the team leader
- 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 and or, participate in Monitoring, Evaluation and Learning (MEL) activities
- Support the needs and situational assessment of Small producer organizations and propose recommendations
- Support in provision of technical assistance to members in the development of business strategic plans, marketing plans related to business development and growth requirements
- Provide thematic training on issues such as; Gender, workers' rights, pest management

### 2. Pre and post certification

- Organize Pre and post certification training
- Provide support to cooperatives 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

### 3. Membership Support

- Implement 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

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### KNOWLEDGE, SKILLS AND EXPERIENCE

- Bachelor's Degree in Economics, Agriculture, Rural development or related field
- A minimum of 3 years' experience in agricultural development
- Experience in supporting ethical and sustainable supply chains
- Knowledge of agricultural development and sustainable business practices
- 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
- Conflict resolution skills
- Good organizational skills
- Good training and facilitation skills

# HOW TO APPLY



## APPLICATION

To apply for this position please download recruitment application form on our website [www.fairtradeafrica.net](http://www.fairtradeafrica.net) (CVs will not be accepted). Completed applications should be e-mailed [recruitments@fairtradeafrica.net](mailto:recruitments@fairtradeafrica.net) not later than **6<sup>th</sup> February, 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](mailto:recruitments@fairtradeafrica.net) or call +254 20 2721930 and ask to speak to a member of the Admin team.