



WE ARE HIRING: **Senior Programme Officer**

Fairtrade Africa

04.02.2020



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.

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

ABOUT THE JOB

TEAM: Southern Africa Network (SAN)

LOCATION: Mauritius, Southern Africa Region

REPORTING LINES:

Post holder reports to: Head of Region – Southern Africa Network

Staff reporting to this post: None

BUDGET RESPONSIBILITY: None

MAIN PURPOSE OF THE JOB:

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.

KEY PERFORMANCE AREAS

Organisational Strengthening

- Initiate and maintain relationships with local communities, public and government institutions, educational institutions among other stakeholders

- Understand 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 favor of FTA through the support of the Programme Manager.
- 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
- 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

Post and Pre-Certification

- Organise 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

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
- Support and or, participate in Monitoring, Evaluation and Learning (MEL) activities
- Advise on member's perceptions and attitudes towards FTA and the NFOs and other stakeholders operating within the region

SKILLS & EXPERIENCE REQUIRED

Qualification

Bachelor's Degree in Economics, Agriculture or related field

Experience and Knowledge

- 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
- **Skills**
 - 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

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 based on discussions with the post holder and the line manager. The post holder will be expected to work to agreed objectives, which should facilitate achievements of key responsibilities in accordance with the Performance Review Process

HOW TO APPLY

APPLICATION DEADLINE: 20th FEBRUARY 2020

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/> Qualified applicants will be subjected to background checks as a pre-condition of employment. Completed applications should be saved in the applicant's name and the position (**Senior Programme Officer-SAN**), and be e-mailed to recruitments@fairtradeafrica.net .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.