



Cooperative Technical Advisor Job Description

Job Title: Cooperative Technical Advisor (CTA)

Reports to: Executive Director

Location: Gayaza, Wakiso District

1. Organizational background and position objective

Africa Development Promise (ADP) is a US based international non-profit organization whose mission is to improve the lives and livelihoods of rural women in East Africa through training and resources that support their collective efforts to operate competitively in the marketplace. With offices in Rwanda and Uganda, ADP works with rural women who rely on subsistence farming for food security and employment. ADP's goal is to move them from growing food for subsistence to food for business using the cooperative model of enterprise.

Working under the direction of the Executive Director, the CTA, will be responsible for providing leadership, project delivery, and guidance to ADP supported cooperatives to strengthen our agricultural and solar projects. The CTA must keep abreast of policy changes and other factors that impact project implementation. Through capacity building the CTA will work with cooperative members to increase productivity, minimize losses, identify markets, and grow their enterprise.

ADP is looking for a highly motivated, self-starter who is passionate about our mission and sees themselves as an agent of change and not simply as a service provider/implementor or representative of nongovernmental organization.

2. Essential job functions and duties

2.1. Program Management

- Responsible for successful project implementation to ensure results are consistent with the annual work plan and within budget
- Lead, manage and coordinate day-to-day planning, implementation, and management of ADP's solar and agriculture program activities
- Conduct comprehensive assessment of existing cooperatives to assess the readiness to help them get to the next level
- Design and deliver a needs-based training program on agribusiness management, and value chain development for cooperatives
- Design and implement a training program to strengthen the operational and managerial skills of the agricultural cooperatives' members
- Establish market linkage with public and private sectors
- Support cooperatives in forming saving groups/associations
- Organize sessions on knowledge management and sharing of experiences
- Conduct regular cooperative site visits to ensure that activities are progressing as planned
- Coordinate field arrangements and organize cooperatives for planned donor/volunteer visits
- Conduct other duties as assigned

2.2. Country Program Strategic Planning

- Contribute to ADP's evolving solar and agriculture cooperative strategy in response to the ground realities
- Contribute to the annual operating plan development

2.3. Partnerships

- Build relationships with local sector players such as the District, private sector, associations, educational institutions, NGOs, and other cooperatives to raise awareness of ADP's work and keep abreast of local initiatives; and identify opportunities for cooperative development and collaboration

2.4. Monitoring and Evaluation

- Work with the Executive Director to develop consistent timelines for monitoring implementation of projects, Input – Output – Outcome
- Analyze collected data and use analysis to make informed decisions for refinement of program
- Conduct baseline survey and track delivery against cooperatives goals and objectives and measure performance and progress against baseline
- Input all collected data into ADP's cloud-based monitoring platform and / or other monitoring platform

2.5. Reporting

- Update and maintain the program reporting calendar
- Prepare the monthly progress report and the next month's planned activities and submit to the Executive Director for review and submission.
- Document all cooperative project activities, achievements, best practices, and challenges in a monthly report. This should include pictures, videos, and most significant change stories that can be used as marketing material

2.6. Qualifications

- Bachelor's degree, preferably in international development or a technical area related to agriculture, entrepreneurship, and livelihoods improvement
- Minimum of 5 years of professional experience preferred, with a minimum of one year in a similar role at similar organization level.
- Self-starter with a passion to drive results, with ownership, accountability, and a spirit to succeed.
- Strong team player, able to work independently, quick learner, resourceful, results oriented, and able to build consensus, detail oriented and excellent follow through.
- Knowledge of financial management and internal controls in a development environment
- Excellent written and verbal English communication skills, presentation, report writing and interpersonal skills
- Strong organization and prioritization skills, superb time management and attention to detail
- Demonstrated ability to work independently and in a team
- Proficiency in Microsoft Office applications (Word, Excel, Power Point)

2.7. Employment conditions

- This is a one-year contractual position where continuation and renewal depend on performance and continuation of funding
- This position is a four-day workweek of thirty-two (32) hours
- ADP's office and training facility is based in Kiwale Village, in Gayaza Parish, Nangabo Subcounty of Wakiso District. The employee is responsible for transportation to and from work

How to Apply:

Please submit a cover letter and CV outlining your skills, qualifications, and relevant experience that makes you an ideal fit for the position. In addition, provide salary requirements and name and contact information of three (3) professional references. Deadline for applying is **December 4, 2020**. Expected start date is January 11, 2021. All applications must be sent via email to: info@africadevelopmentpromise.org with the **position title** in the subject line.

Africa Development Promise is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of gender, race, religion, national origin, or disability.