



**Africa Development Promise – Rwanda
Field Officer Job Description**

Job Title: Field Officer

Reports to: Country Coordinator

Supervisory duties: None

Location: Bugesera District, Eastern Province, Rwanda

Start Date: January 11, 2021

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 Country Coordinator, the Field Officer (FO), will mobilize and train cooperative farmers to adopt modern agriculture practices. The FO must keep abreast of policy changes and other factors that impact project implementation. Through capacity building the FO will work with cooperative members to minimize losses and increase the quality of their produce. 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.

Essential Job Functions and Duties:

Field Operations Management

- Responsible for successful project implementation to ensure results are consistent with the annual work plan and within budget
- Monitor cooperative progress through regular site visits
- Identify cooperatives challenges and opportunities and recommend strategies for improvement
- Lead and coordinate training workshops and ongoing mentorship as assigned by Country Coordinator
- Assist the cooperatives in improving agricultural production, identifying appropriate markets, and developing contracts
- Contribute to thought leadership in development of project workplans and activity implementation
- Coordinate with Joint Action Development Forum (JADF) and other Government institutions to ensure ADP goals are aligned with government priorities
- Maintain coordination with other stakeholders (International and Local NGOs, Government Institutions and Private Sector Partners) to stay abreast of other activities to avoid duplication efforts and identify opportunities for collaboration
- Coordinate logistics and prepare cooperatives for planned donor/volunteer visits

Monitoring and Evaluation (M&E)

- Compile project activity level data in accordance with ADP's M&E plan

- Communicate key project findings with cooperative leaders and members and when necessary provide recommendations for improvement
- Support in the identification of new cooperatives and in the conducting of baseline surveys
- Analyze collected data and use analysis to make informed decisions

Reporting

- Update and maintain the program reporting calendar
- Prepare the monthly progress report and the following month's planned activities and submit to the Country Coordinator for review and submission to HQ
- Keep the District/Sector staff responsible for cooperatives abreast of any issues affecting the performance of the cooperatives supported by ADP

Qualifications, Skills and Experience:

- Bachelor's degree in Agricultural Sciences, Rural Development and/or Cooperative Management.
- Knowledge of Business Administration, Entrepreneurships, and Project Management would be an added advantage
- Experience in Farmer-to-Farmer technique or similar techniques
- Hands on experience as a trainer, preferred
- Strong problem-solving skills
- Good planning and report writing skills
- Excellent verbal and written skills in English are required
- Computer literacy (Word, Excel, and Power point)
- Rwandan Citizen

Employment conditions:

- This is a one-year contractual position where continuation and renewal depend on performance and continuation of funding.
- The office is based in Nyamata, Bugesera District

How to Apply:

Please submit a cover letter and CV outlining your skills, qualifications, and relevant experience that make 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 November 27, 2020.

Expected start date is January 11, 2021. All applications must be sent via email to:

info@africadevelopmentpromise.org.

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