



Job Announcement

Job Title: Cooperative Development Coordinator
Reports to: Country Director – ADP Uganda Program
Location: Gayaza (Ndazzabazzade) – Wakiso District
Engagement: Full time permanent

Background

Africa Development Promise (ADP) is a US-based non-profit organization that focuses its resources on improving the lives and livelihood of rural women in Rwanda and Uganda. Their primary entry point is agriculture because seventy percent of women rely on subsistence farming for their livelihood or self-employment. ADP supports economic self-sufficiency by promoting the cooperative model of enterprise that pools resources (money, labor, and knowledge) to create economies of scale; thus, reducing risks to individual members, and instead placing it on the enterprise itself. Through our work, ADP is poised to touch most of the 17 SDGs, but the potential to make the greatest impact lies within SDG 1: No Poverty and SDG 5: Gender Equality.

Mission

ADP is an 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.

Vision

ADPs envisions a future where rural women have the knowledge, resources, and opportunities to build sustained and resilient livelihoods that benefit themselves, their families, and their communities.

Description of scope of work for the Cooperative Development Coordinator

Working under the direction of the Country Director, the Cooperative Development Coordinator (CDC), will be responsible for building the capacity of ADP supported agricultural cooperatives to increase productivity, minimize losses, identify markets, and grow their enterprise. The CDC will also support cooperatives to mobilize, organize, and recruit women or Self-Help Groups (SHGs) interested in participating in economic undertakings carried out by the ADP-supported Cooperatives.

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 Character Traits

Good leadership style, excellent facilitation and training abilities, planning and execution skills, good decision making, team player and non-judgmental attitude.

Specific Roles and Responsibilities for a Cooperative Development Coordinator

- Responsible for successful project implementation to ensure results are consistent with the annual work plan and within budget
- Identify cooperatives challenges and opportunities and recommend strategies for improvement
- Facilitate or deliver a needs-based training program on agribusiness management, and value chain development for cooperatives
- Monitor cooperative progress through regular site visits
- Support cooperatives in mobilizing, and organizing prospective members, Self-Help Groups (SHGs), or Associations to ultimately join the cooperative and purchase shares
 - Provide close assistance to SHGs to establish proper record keeping
 - Train members on Participatory Self Review and Planning (PSRP) exercises
 - Collect and report monthly data (number of members, groups formed, composition of members, on SHGs)
- Support cooperatives in forming saving groups/associations
- Establish market linkage with public and private sectors
- Scope and identify new cooperatives to add to ADP's pipeline
- Share ADP's values with group members while respecting local customs, norms, and values
- Carry out other activities as assigned by the supervisor

Country Program Strategic Planning

- Contribute to ADP Uganda's agriculture program development strategy
- Contribute to the development of the annual operating plan

Partnerships/Networking

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

Monitoring and Evaluation

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

Reporting

- Update and maintain the program reporting calendar
- Prepare the monthly agriculture program plan
- Prepare a monthly progress report that documents activities, achievements, best practices, and challenges. The report should include pictures, videos, and human-interest stories that can be repurposed for marketing material.
- Document best practices, case studies, and lessons learned

Qualifications, Skills, and Experience

Required:

- Bachelor's degree in Agricultural Sciences, Rural Development and/or Cooperative Management.

- Knowledge of Business Administration, Entrepreneurships, and Project Management
- 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 with ability to speak the local language (Luganda)
- Excellent interpersonal communications and organizational skills
- Ability to drive with a valid driving permit is required
- Proficiency in Microsoft Office applications (Word, Excel, Power Point)

Employment conditions

- This is a one-year contractual position where continuation and renewal depend on performance and continuation of funding
- This position is a five-days' work week of forty hours (40) 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

Application Procedure

Please submit a cover letter and detailed resume 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 **May 11, 2022 at 5:00 pm EAT**. 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.