



## **JOBS ADVERTISEMENT**

### **Background**

The Rwanda Youth in Agribusiness Forum (RYAF) is a nationwide platform whose purpose is to change the current perception among the youths vis-à-vis the agriculture sector in Rwanda, while orienting them to seize investment opportunities through awareness creation, skills development, and advocacy support services. The idea is to create a critical mass of change agents to influence transformation of agricultural business landscape with courage, determination and positive attitude.

It is a platform of young entrepreneurs operating in any sub-sectors of agribusiness value chain (crop production, livestock production, agro-processing, inputs and other agro-services as well as ICT for Agriculture). Officially launched in May 2016 with the aim to rejuvenate the sector here in Rwanda, RYAF strive to change and challenge youth mindset vis-à-vis agribusiness opportunities for food and nutritional security and sustainable job creation. The forum is officially legalized in the official gazette number 50 of 11<sup>th</sup> December 2017.

### **TERMS OF REFERENCE**

To be able to deliver services that meet members and partners' expectation, RYAF is looking for a dedicated staff team to carry out responsibilities related to day-to-day operations of the Forum as follow:

#### **1. Job Title: Business Development and Fund Mobilisation Manager (1)**

##### **key responsibilities:**

- Carry out RYAF needs assessment to identify key priorities areas for financing;
- Define a work plan that reflects RYAF's priorities and related budget;
- Develop and implement strategies to support RYAF's resource mobilization efforts;
- Developing and leading a strategic membership development program designed to increase total membership and membership dues revenue.
- Identify and communicates resource mobilization opportunities that link RYAF supported initiatives and to RYAF members in timely manner.
- Provide quality assurance of funding proposals, and assures that they meet both internal and resource partner requirements;
- Co-ordinate business development processes and funding activities with relevant partners
- Monitor compliance with grant financial and non-financial requirements for a portfolio of resource partners;
- Develop dashboards to monitor resource mobilization/ business development activities and inform decision-making;
- Prepare internal timelines for proposal development and coordinate with relevant persons and Partners to prepare quality proposals in line with Partners requirements and according to the time frame;
- Prepare project proposals for funding partners and co-financing



- Approach and raise sufficient funds from partners and foundations within Rwanda and abroad to finance developmental project
- Networking, updating, and liaising with key in-country and international partners
- Capture lessons learned in resource mobilization and business development to support the improvement of RYAF programs and procedures;
- Support the development and delivery of training for staff who contribute to developing funding proposals;
- Mobilize and support RYAF member to develop their grant concepts and full proposals and applying in clusters targeting youth from districts.
- Developing and implementing RYAF's framework for delivering integrated business development services to youth in Agribusiness,
- Work with the Board to develop surveys and other assessments to monitor member satisfaction and trends.
- Developing proposals for submission to potential partners to collaborate on the development RYAF member businesses.
- Ensure timely and effective compliance with resource partner's reporting obligations and requirements;
- Performs other duties as may be assigned.

## **Required skills, experience and qualifications**

- A Master's degree in Business Administration, Project Management, Development Studies, Management or Agribusiness with Three years of working experience in the similar or related field to Business Development, Resource mobilization, Project development, fundraising, partners engagement, fundable concept note development and Assessment.
- Bachelor's degree in Business Administration, Project Management, Development Studies, Management or Agribusiness with five years of working experience in the similar or related field to Business Development, Resource mobilization, Project development, fundraising, partners engagement, fundable concept note development and Assessment.
- Expertise in Resources Mobilization Strategies is key;
- Excellent management & leadership skills;
- Excellent skills in facilitation and capacity building for inter-linkages between staff, partners & stakeholders;
- Excellent conceptual, analytical, documentation and presentation skills;
- Excellent verbal and written communication skills, including report writing;
- Excellent planning and prioritization skills;
- Ability to think strategically;
- Strong analytical/problem-solving skills;
- Multi-tasking and negotiation skills;
- Demonstrable commitment to support team working;
- Creative and takes initiative;
- Able to work effectively in a diverse team environment;
- Ability to negotiate with different partners



## 2. Gender and Social inclusion Officer (1)

### Key responsibilities:

- Provide technical leadership to RYAF to ensure integration of gender and social inclusion in different programs and interventions leading to the socio-economic development of youth including youth with disability;
- Conduct assessments to identify ways to continually target the involvement of youth including youth with disability in different development programs;
- Conduct gender and social inclusion analysis within RYAF' interventions including local partners to ascertain gaps and recommend possible directions for inclusion;
- Analyze gender social inclusion gaps and develop strategies to address them in collaboration with key stakeholders;
- Design and implement capacity development initiatives in relation to gender inclusion;
- Draft thematic briefing papers on gender inclusiveness to keep stakeholders informed;
- Design and deliver realistic gender strategies and interventions that will lead to positive gender equality outcomes;
- Track and report against gender indicators and disaggregate data by gender to analyze results within each domain;
- Advise and support the programs and partners to integrate gender and social inclusion into activities;
- Provide technical support to the various youth committees to facilitate an informed debate on gender and social inclusion issues;
- Organize and manage dialogue and interaction workshops on gender inclusiveness;
- Implement and mainstream gender inclusiveness programs and initiatives;
- Provide inputs to gender and social inclusiveness annual work plan, monitor actions and draft quarterly and annual reports on gender and social inclusiveness-related activities;
- Ensure the collection of disaggregated data from all projects which support RYAF and produce quarterly reports;
- Perform any other assigned task.

### Required skills, experience and qualifications

- Bachelor degree in Gender studies, Social Work, Community Development, Social Sciences and Sociology;
- Ability to analyze policies, strategies and programs, and develop measures to effect change;
- Strong analytical skills in gender monitoring and evaluating related programs;
- Understanding of gender issues in the development and demonstrable commitment to promoting gender equity within the organization.
- Demonstrated report writing skills and strong representation and negotiation skills in English and/or French;
- Ability to integrate and mainstream gender and disability into program activities as a cross-cutting area;
- Ability to take initiative to organize time effectively within a range of often conflicting deadlines and competing priorities;
- Enthusiasm, creativity, and flexibility with excellent interpersonal skills and team spirit to respond to occasional heavy, peak workloads;
- Women are strongly encouraged to apply.



### 3. Public Relation and Communication Officer (1)

#### Key responsibilities:

- Develop and maintain social media content.
- Write new stories, create new pages, and solicit updates from other departments.
- Assist with writing Newsletters for stakeholders based on a calendar developed by the Board and Senior Management,
- Work with IT to implement design changes to the Forum website, as well as perform any needed reform on its appearance to fit the needs for marketing and information sharing,
- Design and execute social media strategy for RYAF
- Marketing & Communications Publications,
- Assist in writing content for key organization publications including: Annual Report Brochures, fact sheets, etc.
- Conduct frequent member interviews to be used for newsletters, direct mail, website, press conferences, etc.
- Maintain the RYAF photo library by taking photos, seeking pro bono photography, or contracting with paid photographers, to capture our work and the work of our agencies.
- Develop video content for use on the website and in social media.
- Design ads, flyers, banners, brochures, fact sheets, event signage, invitations, etc. as needed.
- Communicate Community Events, Speaking Engagements & Tours as needed
- Manage inquiries from third parties (individuals or organizations) wishing to organize events in collaboration with RYAF.
- Manage inquiries from outside groups that want a representative from RYAF to speak at their events.
- If appropriate, and on the permission of the board, transmit the information to relevant audiences.
- Assist in the development of public relations strategies for RYAF as needed
- Write press releases and send them to appropriate press outlets as needed.
- Maintain press list with accurate contact information.
- Assist in analyzing and reporting impact of communications on organizational success.
- Assist with the organization and implementation of department events.
- Help establish and maintain internal communications to keep staff informed of the work of the organization.
- To attend and service RYAF Executive Committee/General Assembly meetings and take minutes and distribute after meetings along with any other relevant materials and to attend other meetings/events in a secretariat capacity as and when required.
- Attend meeting internal and external and provide its minute on time.
- Create and ensure good organisational relationship with its stakeholders and partners,

#### Required skills, experience and qualifications

- Bachelor's degree in Journalism, communications, public relations or related field with one year working experience in similar role.



- Demonstrated ability to write strategic communications pieces for an organization, including press releases, newsletters, website content, etc.
- Experience with content management platform.
- Strong photography and videography skills.
- Experience managing social media for an organization preferred.
- Prior experience in a communications role strongly required. An additional experience in communications for fundraising would be a plus
- Excellent written and oral communication skills.
- Fluency in Kinyarwanda and English is a must, working knowledge of French would be an added advantage
- The individual must have strong interpersonal skills and have the ability to relate organization's stakeholders
- The individual must be self-motivated and committed to workplace participation and diversity with the ability to work as a team member and/or independently
- Ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment. Interest in RYAF's with youth in the agribusiness sector

#### **4. District coordinator (1)**

##### **Key responsibilities:**

- To ensure districts annual and quarterly planning implementation of activities, monitoring/reviewing and timely reporting as per action plan
- Organise periodic coordination meetings
- Produce and submit monthly, quarterly and annual monitoring reports of the district-based activities.
- Maintaining and developing strong relationships with current members to encourages participation in RYAF activities, and other like-minded professional forums and organizations to promote RYAF business interests
- Coordinating all member-centered events including event planning, participants and guests' invitations and overall publicity and visibility
- Responsible for acting as the main point of contact for members – related services and inquiries,
- Identify and analyses emerging membership and historical issues members
- Ensure the overall coordination of the RYAF activities at district level
- Coordinate with other interveners in the field to ensure the synergy and complementarity
- Practice record keeping and communication skills related to the daily improvement of youth engagement in agri business
- Create and maintain a strong database for RYAF members and their activities
- Be a one-stop contact person for all activities carried out at the district level and for any activities-related updates, inquiries and issues of RYAF members.
- Coordinate members initiative at district level and address them in the right and timely manner



- Relate the activities at district level to the central coordination
- Produce and maintain relevant information of youth engaged in agribusiness and link them to the organisation and partners need.
- develop and propose ongoing technical and managerial training programs for RYAF members.
- Coordinating all member-centered events including event planning, participants and guests invitations and overall publicity and visibility
- Work with the other technical and managerial programs within RYAF to develop and propose ongoing technical and managerial training programs for RYAF members,
- Monitoring and reports on key metrics related to membership and generate reports to inform engagement strategy including monthly membership status updates/report from each cluster
- Perform any other duties that may be required from time to time.

## **Required skills, experience and qualifications**

- ✓ Minimum of bachelor's degree in rural development, Agribusiness, Agri-economics, statistics or any other related field with one year working Experience.
- ✓ Supervisory skills, leadership, understanding of data privacy standards
- ✓ Solid communication skills, both verbal and written.
- ✓ multi-tasking abilities, integrity, honesty
- ✓ Strong computer skills (Word, Excel and accounting software)

### **5. Accountant (1)**

#### **Key responsibilities:**

- Monitor the day –to – day financial operations within RYAF, such as payroll, invoicing, and other transaction with RYAF.
- Contract outside services for tax preparation, auditing, banking, investment
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Coordinates the distribution and sale of company promotional items
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.



- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed
- Filing and classifying all reports with the others materials of the organization

## **Required skills, experience and qualifications**

- ✓ Minimum of bachelor's degree in accounting, management, finance or related field
- ✓ Experience for using accounting software is an added advantage
- ✓ Supervisory skills, leadership, understanding of data privacy standards
- ✓ Solid communication skills, both verbal and written.
- ✓ multi-tasking abilities, integrity, honesty
- ✓ Strong computer skills (Word, Excel and accounting software)

## **6. Monitoring and Evaluation Officer (1) (under the Implementations of Rwanda Dairy Development Project RDDP)**

- Develop projects performance monitoring plan and ensure adherence to plan during the project's implementation and overall RYAF Activities.
- Develop and strengthen monitoring, inspection and evaluation procedures
- Monitor all ongoing projects activities, expenditures and progress towards achieving the Forum's output;
- Develop monitoring and impact indicator for the projects success that meet the need of the forum;
- Monitor and evaluate overall progress on achievement of results;
- Develop monitoring and evaluation tools and systems that effectively track projects deliverables and progress.
- Create evaluation frameworks including specific methodologies to conduct projects and program evaluations.
- Conduct or oversee baseline, mid-line and end- line projects surveys and gather data into a reportable format.
- Devise quantitative and qualitative indicators, benchmarks and data sources for projects deliverables.
- Organize M&E site visits to ascertain status of project achievements and undertake interviews and discussions with field staff and stakeholders.
- Record data and prepare reports following each program monitoring visit.
- Provide pertinent monitoring and evaluation data for RYAF to be present to the funding partner to strategically inform decisions on projects implementation.
- Document best practices and success stories and prepare documentation for public relations purposes.
- Assist the RYAF Project Managers with preparation of high-quality monthly project reports that highlight project achievements and milestones.



- Make clear, concise, and of high technical quality presentations and materials shared to be shared with the project partners.
- Ensure an end of project evaluation is carried out and carry out a lesson learnt informational update.
- Support monitoring and evaluation of the effects and impact of RYAF to its members;
- Prepare M&E reports and assist in the preparation of technical reports the Projects may require.
- To provide assistance to other projects when deemed necessary

## **Required skills , experience and qualifications**

- ✓ Bachelor's degree in Economics, Project Management, Statistics or related fields with 2 years of working experience,
- ✓ Proficiency in evaluation design and development of indicators,
- ✓ Good working knowledge of statistics and ability to obtain, analyze and interpret data and present findings in written and oral form.
- ✓ Experience in quantitative and qualitative data collection/survey design, implementation and analysis
- ✓ Experience with monitoring and Evaluation System Development
- ✓ Excellent oral and written communication skills.
- ✓ Excellent computer skills on MS Excel, SPSS, Epi- info and SAS
- ✓ Proven skills in process and group facilitation, training and capacity building
- ✓ Fluency in English is essential

## **Application Modalities**

Interested candidates must follow the key guidelines below to apply for the above Job Positions:

1. Motivation letter addressed to the Chief Executive Officer.
2. Signed updated Curriculum Vitae with at least 3 professional references,
3. Proof of working Experience (employment completion certificates,)
4. National ID,
5. Copy of academic degrees and certificates,
6. All applications must be submitted on the email: [ryafrecruitment@gmail.com](mailto:ryafrecruitment@gmail.com) not later than September 9, 2022. Applications will be sent in a single pdf file, separate file will not be considered, mention the position name in the email subject. Only Shortlisted candidates will be contacted for the next stage of selection processes.

Done at Kigali, August 26, 2022

**RWIRIRIZA Jean Marie Vianney**  
**Chief Executive Officer**