



AGRIDEP International is an independent development and humanitarian organization that advances rural people's rights and equality for women. We believe in the power and potential of every farmer. But this is often suppressed by poverty, violence, exclusion and discrimination. And its farmer who is most affected. Working together with farmers, young people, our supporters and partners in more than 38 countries across Africa, Asia and the America. In Rwanda, AGRIDEP International currently has programs in Kayonza, Gatsibo, Kamonyi, Muhanga, Bugesera and Kirehe districts. AGRIDEP International Rwanda has adopted an integrated programming approach HFCT (Household Focused Community Transformation) through 4 sectors: Livelihoods, Education, Health and Nutrition.

AGRIDEP International implementing an AFD funded ALN, seeks to hire a highly-qualified, dedicated, and experienced Professional. AGRIDEP is an international NGO for sustainable development with worldwide operations by promoting agriculture, livestock and nutrition value chain activities.

Position: Development Project Officers

Category: Agriculture, Economy and Nutrition

Location: Kigali with travel in districts

Number of positions: 6

Deadline: 25 October 2022

Key Duties and Responsibilities:

To support in planning and implementation of project activities

- Draw annual, monthly and quarterly plans for all activities to be conducted within the months
- Provide weekly plans and updates on the different activities carried within the week
- Support in Developing FDPs and conduct regular reviews
- Develop the capacity of each famers group to improve production and productivity of selected enterprise(s) through demonstrations and training on the technical aspects of farmer's field schools to enhance best agronomic practices

- Continues assessment and monitoring of VSLA Methodologies and utilization of the OVC fund in the community.
 - Monitor and Support 2 KIPs to improve quality of their implementation and documentation.
 - Support youths to attain skills in vocation (assessment of youth for Salon, Mechanic, welding) and IGA Booster (cost Share /start up kits)
 - Organize quarterly review meetings for partners and communities to reflect on progress on project activities and sustainability strategies as well as create spaces and opportunities for action-learning and debate
 - Monitor and report on achievement of output and outcome indicators as planned
- To build the capacity of the Field Extension Facilitators in line of their development needs through FLCs support, ALN among others.***

- Coordinate the activities of agriculture at district level. These will include activity planning and coordination, data collection, monitoring, and reporting.
- · Build capacities with and provide technical advice to companies, farmers, and producer organizations.
- · Build a network among farmers, cooperatives, agri-businesses, development partners, and government officials in the selected districts
- · Support farmers and farmer organizations to develop improved market linkages and business to business cooperation.
- · Support the introduction of innovative agriculture technologies and expertise that would benefit horticulture value chain development and SME farmers in target districts.
- · Contribute to the identification of high potential areas for project activities related to fruits and vegetables within districts
- · Provide support in the organization and delivery of technical workshops, consultations, seminars and training session.
- · Support farmer promoters and farmer facilitators in the establishment and management of demonstration plots/farmer field schools to learn the necessary techniques on producing quality horticulture produce.
- · Support and coordinate with lead farmers in the establishment of collection centres.
- · Work in close coordination with the rest of the team ALN team.

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- To facilitate Reporting, Resource Management and Documentation***
- Prepare and submit timely progress reports to FSP Coordinator on programme interventions
 - Document family and child success stories on programme interventions.
 - Support community development structures to document programme activities.
 - Keep, maintain and update the database and files of families on the programmes in a timely manner.
 - Submit accountability/report for programme items distributed in the community to Finance and other relevant departments in a timely manner.
 - Develop activity and budget tracking tool, and use on a monthly basis to track and report on activity and budget management
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- Submit accountability/report for programme items distributed in the community to Finance and other relevant departments in a timely manner.
- Perform other duties assigned by her/his superior

Qualifications, Skills and Experience:

- The ideal applicant must hold a Bachelor's degree in Agriculture or Agribusiness, Rural development Livelihood interventions or any other relevant agricultural discipline.
- At least 2 years' experience in implementing agricultural projects in rural Rwanda, most of which should have been as a direct field staff. Training and experience in implementing Livelihood intervention.
- Computer literate Writing and reporting skills
- Fluent in French and/or English and Kinyarwanda. Good communication in French will be added value. Excellent written and verbal communication in English is a requirement.
- Networking and influencing skills
- Ability to communicate in applicable local language(s)
- Passion for children and women .
- Moto driving license is added value but not a must
- Track record demonstrating high integrity, reliability and dependable
- Ability to work with minimal supervision and perform other duties as required

How to Apply:

All suitably qualified candidates please send your electronic application letter, detailed curriculum vitae (CV), and photocopies of academic certificates, and names and contact details of three traceable referees to the address below recruitment@agridep.org no later than **25th October 2022**

The Head Human Resources and Administration