



## **Facilitating Investment in Sustainable and Transformational Businesses and Lifestyles in Africa**

### **Junior Project Officer – Kenya**

**Reference No: WFTOAFRICAME/DOMESTICFT/2021-22KE**

World Fair Trade Organization Africa and the Middle East (WFTO Africa & ME) is a regional Fair Trade Network that promotes and advocates for Fair Trade values and practices, thus enabling economically marginalized producers to sustainably improve their livelihoods and communities through Fair Trade. The organization is the Regional Chapter of the World Fair Trade Organization (WFTO) for Africa & the Middle East, and focuses on facilitating members to strengthen their organizations in compliance with Fair Trade standards, enhancing members' ability to access markets and ensuring that producer voices are heard.

The organization is seeking to fill in the position of Junior Project Officer for its Facilitating Investment in Sustainable and Transformational Businesses and Lifestyles in Africa project. The junior officer will be responsible for providing critical support for the implementation of the project in Kenya under the direction and supervision of the Project Officer (based in South Africa).

### **Background**

Fair Trade is defined as a trading partnership, based on dialogue, transparency and respect that seeks greater equity in international trade. It contributes to sustainable development by offering better trading conditions to, and securing the rights of marginalized producers and workers. Fair Trade Organizations, backed by consumers, are engaged actively in supporting producers, awareness raising and in campaigning for changes in the rules and practice of conventional international trade. Within the context of Sustainable Development, Fair Trade has been described as an example of the active and inclusive partnerships we need in the pursuit of the Sustainable Development Goals (SDGs). It can be a tool for promoting sustainable and equitable production and consumption patterns that keep our planet healthier and our societies more inclusive. Through connection with marginalized producers and workers to sustainable value chains, Fair Trade does its fair share to reduce inequalities and help people get out of poverty.

However, while the consumer awareness and consumption of Fair Trade products in Europe and the wider Global North has grown significantly, the same cannot be said about consumers and consumption in the (Global South) local markets, where Fair Trade products and services remain scarce as most of the Fair Trade producers largely depend on export market for their products. Even where efforts have been made to sell within local markets, the producers hardly do so under the Fair Trade brand largely due to low local awareness of Fair Trade and the other sustainable products.

In recent years however, there are emerging markets in the region and Fair Trade grassroots consumer movements are beginning to develop. These emerging markets are leveraging the power of the consumer to influence development agendas of Southern governments and local private sector actors. The predominantly growing middle class, who because of exposure, education and

technological disposition, would appreciate quality sustainably produced products, but lack the necessary connection between the consumer choices they need to make and the impact of these choices on the economy and the advancement of sustainable consumptions and lifestyles. These nascent developments require nurturing and support, hence the development of the Facilitating Investment in Sustainable and Transformational Businesses and Lifestyles in Africa, Project.

### **Main Project Objectives**

The project has four main objectives, namely: -

- (a) To educate and engage consumers in Kenya (Nairobi, Machakos) and South Africa (Cape town) on the positive impact of adopting sustainable consumption and lifestyles;
- (b) To develop and strengthen a coalition of organizations, institutions and partners including private and public agencies that promote sustainable consumption and production in Kenya and South Africa within the framework of Fair Trade;
- (c) To engage businesses (including major retailers, brands and traders) and producer organizations to produce, purchase and promote more sustainable and fair trade products by adapting to Fair Trade supply chains thereby making sustainable products more accessible to Kenyan and South African consumers;
- (d) To strengthen the capacity of WFTO A&ME to provide Fair Trade business solutions for producer organizations in the region and to support the project.

The main purpose and scope of this position is to be responsible for providing critical support for the implementation of the Facilitating Investment in Sustainable and Transformational Businesses and Lifestyles in Africa project in Kenya under the direction and supervision of the Project Officer.

Reporting to: Project Officer

Duty Station: Nairobi, Kenya

Timeframe: 1st February 2021 – 30th November 2022

### **Key Responsibilities / Accountabilities:**

- i) Support the implementation and delivery of the two-year Facilitating Investment in Sustainable and Transformational Businesses and Lifestyles in Africa (Kenya and South Africa) Project in Kenya.
- ii) Contribute to the development of project plans in line with the approved proposal and donor requirements and ensure project delivery according to project plan.
- iii) Organize project meetings (including inception workshop, annual review meetings) with partners and relevant stakeholders in Kenya supported by the Project Officer.
- iv) Work with the Project Team to ensure effective project delivery and reporting.
- v) Contribute to the development of reports and highlights on the project as stipulated in the organization and donor reporting requirements.
- vi) Contribute to the development and maintenance of an effective Facilitating Investment in Sustainable and Transformational Businesses and Lifestyles in Africa (Kenya and South Africa) Project data information file including documentation of document best practices and lessons for sharing widely and with partners to influence policy and practice.
- vii) Support high quality monitoring and evaluation of the project in line with organization and donor guidelines

- viii) Support programmes for periodic donor monitoring visits, external evaluations and external audit processes.
- ix) Ensure compliance to donor contract requirements.
- x) Contribute to other national, regional and global level campaign work in relation to the priorities of the network including WFTO.
- xi) Any other tasks that you may be assigned

### **General**

- i) As part of the project team; the junior officer will participate in project meetings and reviews in pursuing the implementation of the project and the overall project activities of the organization.
- ii) Ensure transparency and accountability to the community of WFTO members including those that may not be part of the project.

### **Key Results Areas**

- i. Timely and effective delivery of project outcomes,
- ii. Timely and accurate donor reports,
- iii. Accurate and reliable budgets and financial reports,
- iv. Timely implementation of audit recommendations,
- v. Efficient communication on projects cash flow,
- vi. Prompt responses to budget related queries,
- vii. Good partnership management.

### **Required Qualifications, Skills and Experiences**

- i) A degree in Social Sciences/ Business Management with focus on strategic planning, innovation and venture creation, marketing or related fields, with at least 2 years of experience in implementation of project/s that is/are linked to marketing, campaigns or education. Candidates with Diplomas in similar fields but with at least 4 years' experience will also be considered.
- ii) Experience in working with and capacity building of microenterprises and small businesses
- iii) Experience in working with and capacity building of and smallholder farmers/producers;
- iv) Excellent skills in new media approaches and its creative application in development process including campaigning
- v) Experience in social research/survey work in a development organization
- vi) Knowledge on Fair Trade
- vii) Fluent in spoken and written English
- viii) Good time management skills and willingness to work occasional long hours and travel to the field frequently;
- ix) Ability to work in a team, a good communicator and learner;
- x) A problem solver, team player and independent thinker.
- xi) Capacity to manage several tasks simultaneously. Be flexible and willing to assume a range of unanticipated assignments.
- xii) Excellent computer skills in Microsoft office suite.

### **Essential Competencies/Behaviours**

- i) Adaptability: Able to adjust to changes in work conditions, assignments, and work schedules;
- ii) Communication: Able to communicate well with others.
- iii) Critical and Strategic Thinking: Obtains information, identifies key issues and relationships, and breaks down problems into simple tasks or activities;
- iv) Integrity/Trust: Demonstrates honesty, is widely trusted, keeps commitments, treats people with dignity and respect, admits mistakes; does not misrepresent him/herself for personal gain;
- v) Interpersonal Effectiveness/Teamwork: Ability to develop positive working relationships and work effectively with others.
- vi) Initiative/Results Oriented: Takes action to achieve goals beyond what is required is proactive, is a self-starter;
- vii) Technical/Professional Knowledge: Performs complex tasks in area of expertise.

Candidates who meet these requirements are required to send their CV and a 1-Minute-long video clip saying why they are suited for this position. Both should be attached on an email quoting the position and relevant reference number in the subject line to: [info@wfto-africa.org](mailto:info@wfto-africa.org).

Applications should include three work-related references and their day-time telephone numbers. The application deadline is Friday 15<sup>th</sup> January 2021. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, or national origin. WFTO Africa & ME is an equal opportunity employer. Only candidates who meet qualifications will be shortlisted and contacted by 19<sup>th</sup> of January 2021, if you do not receive a response from us by then, please consider your application unsuccessful. Successful candidate is expected to report to work on Monday 1<sup>st</sup> February 2021. Gross Salary for the Position is Euro 835 per month.