



INTERNAL RECRUITMENT

BACKGROUND

Rwanda Youth in Agribusiness Forum is platform of young entrepreneurs operating in any sub sector of agribusiness with the aim of changing and challenging youth mindset towards agribusiness opportunities for food security and job creation.

RYAF has a MoU based partnership with Rwanda Dairy Development Project (RDDP) under RAB SPIU/IFAD funded projects to implement RDDP activities by engaging youth in proper management of milk collection centers (MCCs) owned by dairy cooperative.

The overall **goal** of RDDP is to contribute to pro-poor national economic growth and improve the livelihood of resource-poor rural households focusing on food security, nutrition and empowerment of women and youth in a sustainable and climate-resilient dairy value chain development. Specifically, the project seeks to increase competitiveness and profitability of the dairy sector for the provision of quality products from small-scale producers to domestic and regional consumers, thus improving their livelihoods, food security and nutrition whilst building overall resilience. The activities of production through RDDP was reached and the focus was oriented to milk value addition and marketing.

Under these collaboration, RYAF is internally inviting its member specialized in Agribusiness to apply for the position of MCC associate manager for assisting cooperative in MCC management and milk marketing.

Job title: MCC associate manager (25)

TERMS OF REFERENCE

Responsibilities of MCC associate managers are included but not limited to:

1. Undertake the cooperative capacity organization and need assessments;
2. Capacity building of cooperatives on topics that hinder cooperative performance including but not limited to cooperative governance and leadership ; cooperative fundamentals; accounting and basic financial management applied to dairy cooperative and Planning
3. Develop capacity building plan and implementation of capacity building of members .
4. Support the cooperative on the access to market.
5. Develop report of cooperative performance progress.
6. Technical assistance in accounting and financial management including supporting documents, recording financial transaction in the book of account and financial reporting



7. Providing assistance in financial planning including long lasting strategic plan, action plans, budget plan , Budget monitoring and review and budget execution report
8. Providing assistance in finance education including need identification and prioritization; using credit wisely; Taxes and insurance provision
9. Providing assistance in access to finance including Business planning, financing proposal, loan management, equity and liability management
10. Providing assistance in access to market including market analysis, Negotiation of market and networking, contract management, ensuring proper management of MCC suppliers (farmers and inputs supplier) and MCC customers, supporting value addition at MCCs
11. Monitoring and supporting the implementation of roles and responsibilities of cooperative organ
12. Monitoring and supporting the implementation of cooperatives code of conduct
13. Monitoring and supporting the Implementation of cooperative internal procedure manual and policies
14. Monitoring and supporting the roles and responsibilities of cooperative members in development of MCC.
15. Mobilization of farmers to supply milk to MCC and Support to increase raw milk supplied to MCC;
16. Organization of farmers into small clusters (Livestock farmers field school group) for the proper collaboration with cooperatives members
17. To develop projects that are aimed in transforming MCC into a business hub
18. Support to implement the resolutions and recommendations drawn by different service providers namely RALIS, RCA, HPI, RNDP and other stakeholder in dairy value chain);
19. To make follow-up on RDDP activities in MCC covered area
20. . Mobilization of farmers to join the cooperative
21. To act as supervisor of MCC employee where there is no MCC manager
22. To ensure team work with other MCC staff and cooperative leaders for the proper performance and development of MCC
23. To ensure the efficient operation of milk collection centers and Cooperatives
24. To ensure proper milk recording including milk collected by MCCs, milk sold, milk rejected by MCC during reception and milk reject by MCC client upon delivery
25. Mobilization of farmers, cooperative and youth on the adoption of milk value addition and milk marketing matching grant as well adoption of climate smart investment.



26. To prepare monthly, quarterly and annual report of MCC performance
27. Submit monthly, quarterly and annual report to RYAF after approval of cooperative leaders

SELECTION CRITERIA

To qualify for this offer, these will be the key requirements:

1. Bachelor's degree holder in agribusiness and agriculture economics, agriculture economics and rural development.
2. Served the implementation of projects of SPIU IFAD Funded projects through RYAF- framework in cooperative management or worked with RYAF more than one year.
3. Proof of being RYAF registered member
4. Computer skills in MS office (Words, Excel, Power Point)
5. Strong verbal and written, listening and communication skills
6. Being able to start job on 2nd August 2020 and work every in the country

Application procedures

1. Submission of all documents required in the link
<https://docs.google.com/forms/d/16PxdxjoN-hKiORMSv9WFHBjWqfzheKwkqh0025uSIDQ/edit>
2. Application will close on 27/07/2020 at 12:00 AM

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RYAF Corporate Liaison Manager

