



INTERNAL RECRUITMENT

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.

TERMS OF REFERENCE

The RYAF under an MoU with Rwanda Agriculture and Animal Resource development Board(RAB) has been assigned for the implementation of activities under Kayonza Irrigation and Integrated Watershed Management Project (KIIWP), The overall goal of project is to 'Contribute to poverty reduction in the drought prone Eastern Province of Rwanda'. Its development Objective is to 'improve food security and incomes of rural households on a sustainable basis' and build their climate resilience. The project is being implemented in **Kayonza** District in the Eastern Province.

It is with this background that RYAF wish to recruit highly motivated individuals among the human resources who has served the forum in different programs and activity implementations, the desired staffs will be assigned to undertake the field activities of Projects.

Position: Cooperative Officer(10)

TERMS OF REFERENCE

To be able to deliver services that meet members and partners' expectation, RYAF is looking for high motivated individual who will carry out responsibilities related to day-to-day operations of the Forum as follow: the responsibilities of this role will include, but certainly not be limited to:

- ❖ Conduct baseline assessment at each cooperatives level to assess managerial, technical and financial cooperative position for baseline data.
- ❖ Support the cooperative to develop or revise compliance with by-laws (procedures, internal rules and regulations); and record keeping.
- ❖ Assisting in the development of the reports for the cooperatives (technical & financial monthly, quarterly and annual reports).
- ❖ Assist in preparation of the cooperative regular meetings and occasional meetings.
- ❖ Support in the trainings of the cooperative committee's members on the cooperative governance.
- ❖ Support to speed up the payment of cooperative membership fees

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- ❖ Organize and conduct the coaching to the cooperative members on the agribusiness topic for raising the cooperative skills on the access to market, access to finance, ...
- ❖ Mobilize farmers on the access to agriculture inputs like seed and fertilizers.
- ❖ Facilitate and assist the cooperatives and link them with potential buyers for agriculture produces.
- ❖ Organize the farmers into clusters based on the value chain in order to maximize the benefit from clustering.
- ❖ Support and follow-up of the distribution of vegetable seeds, establishment of household and model kitchen gardens and bio fortified seeds.
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- ❖ Linking farmers (or Households) with quality fruits trees seedling for planting on homestead or on the selected site.
- ❖ Support youth in the local community in terms of empowerment and advocacy empowerment
- ❖ Perform any other related task that may be required by employer .

SELECTION CRITERIA

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

1. Bachelor Degree in Agri-business, Crop production or any other agriculture related field.
2. Being in RYAF database as former employee or intern and served the forum in the period of at least one year.
3. No more than 35 years old
4. Shown a good conduct and completion of activities in the previous assignment
5. Experience and demonstrated proficiency with MS Office (Word, Excel, PowerPoint) and openness to learning.
6. Strong verbal and written, listening and communication skills.
7. Languages Skills in English or French, knowledge of all is an advantage
8. **Demonstrated attention to detail.**
9. Management and analytical skills

Application Modalities

The following are the key guidelines to apply for the above RYAF jobs offer:

1. Application letter addressed to the Chief Executive Officer.
2. Updated Curriculum Vitae of not more than 3 pages with at least 3 professional references,
3. National ID,
4. Degrees and certificates copies,
5. Services certificate from cooperative for those who served RYAF through the internship framework with cooperatives

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Rwanda Youth In Agribusiness Forum (RYAF)

"Youth as Agents of Change in Agribusiness"

6. Soft copies must be submitted not later than August 26, 2021. Shortlisted candidates will be contacted for the next stage of selection processes. Use the link below appeared on RYAF website to submit your application:

<https://docs.google.com/forms/d/1X0SJhFZgCdCNMQ-4ZBW8aDwnR1ZxeoeP9y7Um0KaXgY/edit>

Done at Kigali August 19, 2021

RWIRIRIZA Jean Marie Vianney
Chief Executive Officer