



Rwanda Youth In Agribusiness Forum (RYAF)

"Youth as Agents of Change in Agribusiness"

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 (KIWP II). 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 of Rwanda.

It is with this background that RYAF wishing to recruit interested and highly motivated individuals to carry out the activity related to cooperative management and development. The desired staffs will be assigned to undertake the field activities in KIWP II framework. .

Position: Cooperative Officer(1)

TERMS OF REFERENCE

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

- ❖ To assess managerial, technical and financial cooperative position for baseline reference and create plan to bring tangible impact to the cooperative development.
- ❖ Support the cooperative to develop or revise compliance with by-laws (procedures, internal rules and regulations); and record keeping.

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- ❖ 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 training of the cooperative committee's members on the cooperative governance.
- ❖ Support to speed up the payment of cooperative membership fees
- ❖ 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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- ❖ Support youth in the local community in terms of empowerment and advocacy
- ❖ 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, Rural development or any other agriculture related field.
2. Having at least one year of working experience, in RYAF program (Projects, Internship)
3. No more than 35years old
4. Proven experience in cooperative management is added advantage
5. Proven experience in planning and conducting the training/coaching to farmers is added advantage.
6. Experience and demonstrated proficiency with MS Office (Word, Excel, PowerPoint) and openness to learning.
7. Strong verbal and written, listening and communication skills.
8. Languages Skills in English or French, knowledge of all is an advantage
9. Demonstrated attention to detail.
10. Management and analytical skills
11. Be able to start immediately after the recruitment process.





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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 and **SIGNED** Curriculum Vitae of not more than 3 pages with at least 3 professional references,
3. National ID,
4. Degrees and other **Proof of experience** such as certificates copies....,
5. Services certificate from the last employer
6. Soft copies must be submitted on the email: ryafrecruitment@gmail.com not later than Friday 12, 2023 at 2:00pm. Application will be sent in a single email (pdf file), separate document will not be considered, mention the position name in the email subject. Shortlisted candidates will be contacted for the next stage of selection processes.

Done at Kigali May 8th 2023

RWIRIRIZA Jean Marie Vianney
Chief Executive Officer

