



Rwanda Youth In Agribusiness Forum (RYAF)

"Youth as Agents of Change in Agribusiness"

VACANCY POSITION

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 for youth capacity enhancement and job creation. 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-II) particular for the cooperatives capacity strengthening. The overall goal of project is to 'Contribute to poverty reduction in the drought prone Eastern Pprovince 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 interested and highly motivated individuals who will carry out the activity related to cooperative management and support, the desired staffs will be assigned to undertake the field activities of Project in Kayonza.

1.Position: Cooperative Officer (1)

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 limited to:

- ❖ Monitoring the implementation progress for the 5 years strategic Plan, Internal rules and regulation, procedure manual of cooperative annual work plan.
- ❖ Monitoring and assisting performing record keeping particularly development of the reports for the cooperatives (technical & financial).
- ❖ Assist in preparation of the cooperative General Assembly (GA) and occasional meetings.
- ❖ Refresh coaching for trained cooperatives in the training for good governance provided by RCA of the cooperative committee's members.
- ❖ 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....
- ❖ Support and facilitate to speed up the payment of cooperative membership fees and mobilization of cooperative new members.
- ❖ Mobilize farmers to register in Smart Nkunganire System and increase awareness on crop insurance program.
- ❖ Facilitate, assist, and link the cooperatives with potential buyers for agriculture products.
- ❖ Facilitate capacity building of the youth in agriculture and livestock businesses.
- ❖ Facilitate cooperative members and nearby community in the establishment of kitchen Gardens.



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- ❖ Undertake timely reporting (Weekly flash report and data, monthly and Quarterly report and Annual report)
- ❖ Generate and provide necessary data to track the project progress in format produced and shared by your supervisor.
- ❖ Perform any other related task that may be required by supervisor

SELECTION CRITERIA

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

1. Bachelor Degree in Agriculture Economics and/or Agri-business, Cooperative Management, Crop production and/or Horticulture or any other related field.
2. Having at least **two proven** working experience in Agricultural Cooperatives.
3. Experience and demonstrated proficiency with MS Office (Word, Excel, PowerPoint).
4. Strong verbal and written, listening in English and French and communication skills.
5. Demonstrated attention to detail.
6. Having critical thinking and analytical skills.
7. No more than **30 years'** old.
8. **Young women are highly encouraged to Apply.**
9. Be able to start immediately after the recruitment process.

2.DRIVER (1).

Job Purpose Statement

The driver is responsible for driving RYAF Car vehicles, monitor their condition, and inform the supervisors of any need for maintenance.

The responsibilities and tasks of a Driver include but are not limited to:

- ❖ Drives RYAF's vehicle to transport employees in the RYAF's daily activities
- ❖ Report facts concerning the accident to Company senior responsible person or law enforcement officials however small it may be;
- ❖ To transport goods and personnel in safe and professional manner
- ❖ Responsible for day to day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, filling logbook, etc,
- ❖ Performs minor repairs and ensures that the vehicle is kept clean.
- ❖ Make vehicle driving reports (daily).
- ❖ Keep vehicle clean and in safety place
- ❖ Make vehicle reparation reports regularly.



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- ❖ Communicate with supervisor whenever the vehicle leaves the safety packing place
- ❖ Perform Other duties as required by supervisor

SELECTION CRITERIA

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

- Having A2 in any given field or A' Level (A3) with Certificate in Mechanics
- Three years (3) professional driving experience with reputable Organization, public and private sectors
- Basic auto mechanical skills is an additional value.
- Valid driving license category B
- Engaged and committed individual willing to abide by RYAF values
- Ability to communicate with institution employees and stakeholders in Kinyarwanda, and English or French
- Basic writing skills and abilities (Kinyarwanda, English)
- Be able to start immediately after the recruitment process.

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 relevant references,
3. National ID,
4. Degrees and certificates copies,
5. Services certificate from the last employer
6. Soft copies must be submitted on the email: ryafrecruitment@gmail.com not later than Tuesday ,October 8th , 2024. 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.

Done at Kigali 1st October, 2024

RWIRIRIZA Jean Marie Vianney
Chief Executive Officer

