



Rwanda Youth In Agribusiness Forum (RYAF)

"Youth as Agents of Change in Agribusiness"

JOB ADVERT

Internal Recruitment

Position: RYAF-RDDP Operation Manager FOR RDDP II (1)

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 the transformation of the agricultural business landscape with courage, determination, and a positive attitude. Within the framework of engaging youth in the dairy value chain, RYAF has been a service provider in mastitis control and prevention and support in milk collection management (MCC) in the previous phase of the Rwanda Dairy Development Project (RDDP) through the Memorandum of Understanding (MoU) that was between RYAF and Single Project Implementation Unit (SPIU) of Rwanda Agriculture and Development Board (RAB). RYAF will continue to provide similar services in RDDP II specifically mastitis control and prevention under the component of Increasing productivity and resilience of dairy smallholder production systems and engagement of agribusiness youth to support MCC operation under the component of Increasing dairy value chain efficiency.

Function:

RYAF RDDP operation manager will be responsible for the overall management of MOU between RYAF and RAB SPIU for the implementation of Rwanda Dairy Development Project II which includes efficient management of project resources; coordinate and supervision of field operations, ensuring quality control and timeliness of all deliverables as required by MOU. S/He will work closely with different project coordinators, partners and services providers to facilitate the implementation of RDDP II project.

S/he will ensure full compliance with the MoU obligations and regulations and will oversee the reporting process to the RAB SPIU. S/he will oversee performance management of all youth engaged in the implementation working exclusively on project through RYAF and will ensure timely reporting on the progress of activity implementations.



RESPONSIBILITIES AND DELIVERABLES

A. MoU management and coordination of activity implementation to ensure achievement of project objectives and outputs & activities based on MoU targets (50%)

- Provide overall leadership and management of the MoU including programmatic, administrative, operational, and logistical direction.
- Review, approve and consolidate progress reports in compliance to Project requirements and Forum requirements.
- Lead overall project planning based MoU Obligation, technical and operational approaches, monitoring, and evaluation (M&E), and feedback loops required for project delivery and success.
- Coach and mentor youth engaged in project implementation to ensure achievement of MoU targets.
- Manage implementation team performance and ensure timely completion of annual staff performance reviews.
- Ensure smooth coordination with RYAF team to ensure timely submission, review and dissemination of project information based on MoU and reports.

B. Activity planning, monitoring, and reporting (30%)

- Ensure compliance with donor requirements and RYAF internal policies and procedures.
- Review, approve and consolidate progress reports in compliance to Donor and RYAF requirements.
- Collaborate with the RYAF team, project team to develop and implement Projects Annual Work Plans and Budgets (AWPB) on RYAF Concerned activities.
- Ensure the quality of project deliverables, including activities, outputs, documentation, and reporting.
- Ensure coordination, documentation and sharing of project learnings and key adaptations.
- Collaborate with the Forum public relation and communication officer to document and communicate success stories from activity implementations.
- Regular documentation of lesson learnt from activity implementations

C. Budgeting Management 10%

- Collaborate with the Forum corporate liaison management unit to ensure effective Budget preparation and execution.



- Ensure sound activity financial planning, management, logistical and operational structures and management, and reporting.
- Ensure compliance with RDDP II and RYAF policies and procedures.
- Ensure strategic and regular budget execution monitoring for efficient management of financial resources.

D. Coordination and Stakeholder's management (10%)

- Collaborate with the RYAF team to ensure the contribution of project to the forum strategic objectives
- Establish plans for collaboration with sector actors and policy makers for their engagement in activity implementations and knowledge sharing.
- Participate in events organized by other with stakeholders for the benefit of project implementation
- Develop and review the project exit strategy.

E. Other duties (10%)

- To provide the support on other activity intervention targeting the livestock cluster in the forum
- To undertake other duties as required by the Chief Executive Officer and Corporate Liaison Manager of RYAF from time to time in the benefit of the forum

F. Other Preferred qualities

- To work flexibly and closely with others
- To maintain confidentiality over personal information relating to RYAF staff, stakeholders, and clients.
- Able to work well under pressure and in challenging workload
- Ability to manage and execute multiple tasks with little supervision while meeting strict deadlines
- Willingness to work with a flexible schedule
- Responsible for personal development for improving working conditions

Qualifications

- A minimum of a Bachelor's degree in Animal Sciences, Veterinary Medicine, Animal Sciences, or related fields with proven above 2 years of working experience in project implementations within RYAF
- Experience in the coordination of projects
- Supervisory skills; leadership skills; and team management skills;
- Coordinating multi-faceted projects
- Strong skills in project design, implementation, monitoring and evaluation, and reporting



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- Solid communication skills, both verbal and written, as well as public speaking skills;
- Superior attention to detail;
- Exceptional ability in project planning, implementation, and follow-up.
- Critical thinking skills; problem-solving skills;
- Multi-tasking abilities; integrity, honesty.

Reporting

- The Project Manager will report directly to the Chief Executive Officer of RYAF and collaborate closely with the Corporate Liaison Manager, to the project, and other relevant stakeholders
- Provide regular updates on project activities,

Application Modalities

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

1. Application letter addressed to the RYAF Chief Executive Officer.
2. Updated Curriculum Vitae of not more than 2 pages with at least 3 professional references,
3. National ID,
4. Employment completion certificates,
5. Degrees and certificates copies,

Soft copies must be submitted on the email: ryafrecruitment@gmail.com not later than 31st July 2024 Application will be sent in a single PDF file, separate documents will not be considered, mention the position name in the email subject. Shortlisted candidates will be contacted for the next stage of the selection process.

Done at Kigali, on 26/07/2024

Jean Marie Vianney RWIRIRIZA
RYAF Chief executive officer

