



## JOB ADVERT

### Position Overview:

Rwanda Youth in Agribusiness Forum (RYAF) has signed Memorandum of Agreement (MoA) with SPIU RAB for the implementation of Project Entitled **"Rwanda Dairy Development Project (RDDP) Phase II"**. Under this MoA, RYAF is responsible for the intervention of mastitis control and prevention and the intervention of supporting Milk collection centers (MCC) in daily operation with the overall target of increasing the quality and quantity of milk in the supply chain and increasing the participation of youth in dairy value chain. The intervention is done in close collaboration with other project implementing partners and service providers.

To fulfill the responsibilities of RYAF under the MoA; **RYAF is recruiting the Agribusiness officer for MCC operation (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:

- Support the cooperative in dairy operation of cooperative and MCC.
- Assist in preparation of the cooperative General Assembly (GA) and occasional meetings.
- Support the cooperative in the preparation of operational documents (5 Years strategic plan; amending the internal rules and regulations according to new cooperative law, procedural manual of cooperative and annual work plan)
- Monitoring the implementation progress for the 5 years strategic Plan, Internal rules and regulation, procedure manual of cooperative and annual work plan
- Assist the cooperative in the preparation of coaching and training to the members of cooperatives and farmers working with cooperative on proper dairy husbandry practices with the goals of increasing the quantity of milk collected by the MCC and reduced the quantity of milk rejected due to poor quality.
- Support in data capture and record keeping in MCC operations
- Identification of youth doing dairy farming and mobilize them to join dairy cooperatives or work with dairy cooperatives.
- Encourage the cooperative on the initiation of milk supply contracts that define milk quality, milk-handling procedures, and time of delivery and payment terms with specific Penalties for the breach of contract.
- Support the development and signing of milk supply contracts between farmers and MCCs, MCPs/MCCs and milk aggregators, MCCs and processors or other off-takers;
- Support to implement the law and regulations governing dairy sector and the resolutions and recommendations drawn by different service providers addressed to MCCs/Cooperative
- Support to replicate the best practices learned from service Providers;





- In collaboration with the cooperative's management committee, support in preparation of MCC business reports both technical and financial
- Facilitate, assist, and link the cooperatives with potential buyers for dairy products.
- To mobilize farmers to supply milk to MCCs and join the cooperative so that to increase the quantity of raw milk supplied to the MCC
- Undertake timely reporting (Weekly flash report and data, monthly and Quarterly report and Annual report
- Undertaking any other assignments or relevant duties in the field of his/her competences as may be assigned by his direct supervisor.

### SELECTION CRITERIA

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

1. Bachelor Degree in Agriculture Economic or agribusiness; Cooperative management
2. Having an experience of working with agricultural Cooperatives will be added advantage but not mandatory.
3. Experience and demonstrated proficiency with MS Office (Word, Excel, PowerPoint).
4. Strong verbal and written, listening in English and communication skills.
5. Demonstrated attention to detail.
6. Having critical thinking and analytical skills.
7. Showing the interest of creating own business in dairy value chain after the time of employment
8. No more than **30 years'** old.
9. **Young women are highly encouraged to Apply.**
10. Be able to start immediately after the recruitment process.

### Application Modalities

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

1. Motivation letter addressed to the **RYAF Chief Executive Officer**.
2. Updated **SIGNED** Curriculum Vitae of not more than 3 pages with at least 3 professional references, Degrees and certificate copies.
3. **Submission of National identity card for proving the age**
4. Mentioning the name of position applied for in the subject
5. Soft copies must be submitted to the email: [ryafrecruitment@gmail.com](mailto:ryafrecruitment@gmail.com) not later than Friday 19<sup>th</sup> December 2025, **23:59 PM**.
6. Application will be sent in a single PDF file, separate documents will not be considered.
7. Shortlisted candidates will be contacted for the next stage of the selection process.

Done at Kigali, on 12<sup>th</sup> December 2025

Jean Marie Viannay RWIRIRIZA

RYAF Chief executive officer