



## 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) particularly for the cooperatives capacity strengthening. 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.

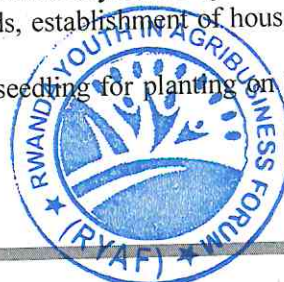
It is with this background that RYAF wish to recruit interested and highly motivated individuals who will carry out the activity related to cooperative management and support, the desired staffs will be assigned to undertake the field activities of Project in Kayonza.

### Position: Cooperative Officer (3)

#### 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:

- ❖ 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, strategic plan); and record keeping.
- ❖ Assisting and building the cooperative capacity for 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 and ensure the committees' performance.
- ❖ 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.
- ❖ Support and follow-up of the distribution of vegetable seeds, establishment of household and model kitchen gardens and bio fortified seeds.
- ❖ Linking farmers (or Households) with quality fruits trees seedling for planting on homestead or on the selected site.





Rwanda Youth In Agribusiness Forum (RYAF)  
"Youth as Agents of Change in Agribusiness"

- ❖ Mobilize, advocate, and empower the youth around the intervention community in sense of incubating them to be members of cooperatives.
- ❖ Be RYAF and KIIWP-II Project representation icon in project intervention area with 7 RYAF Embedded Values: **Integrity, Innovation, Collaboration, Empowerment, Inclusivity, Accountability and Impact.**
- ❖ 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 Agriculture Economics, Agriculture mechanization and/or Agri-business, Cooperative Management, Crop production and/or Horticulture or any other related field.
2. Having at least one year proven working experience.
3. Having proven experience of working with Cooperatives in Agriculture field.
4. Having proven experience with Cooperative documents (Procedure Manual, Internal Rules and regulations, cooperative strategic plan) would be added advantages.
5. Having writing skills and capacity to write a very good comprehensive report is added advantages.
6. Experience and demonstrated proficiency with MS Office (Word, Excel, PowerPoint).
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. Having critical thinking and analytical skills.
11. No more than 35 years' old.
12. **Young women are highly encouraged to Apply.**
13. 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](mailto:ryafrecruitment@gmail.com) not later than Wednesday, March 27<sup>th</sup>, 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 March 19<sup>th</sup>, 2024.

**RWIRIRIZA Jean Marie Vianney**  
Chief Executive Officer

