



Fairtrade Labelling Organizations (FLO) International is the leading Fairtrade standard setting and certification body. It regularly inspects and certifies about 508 producer organizations in more than 60 countries in Africa, Asia and Latin America. It permits nearly 1,5 million producers, workers and their dependents in more than 60 developing countries to benefit from labelled Fairtrade.

FLO International is divided into the following two organizations:

**1. FLO International e.V.** is a publicly recognized non-profit multi-stakeholder association involving FLO's 20 member organizations (or Labelling Initiatives), producer organizations, traders and external experts. It develops and reviews standards and assists producers in capitalizing on market opportunities.

**2. FLO-CERT GmbH** is a limited company that coordinates all tasks and processes all information related to the inspection and certification of producers and trade. Operating independently from any other interests, it follows the international ISO standard for certification bodies (ISO 65).

The Producer Business Unit of FLO International e.V. is looking to contract a

**Liaison Officer for Egypt, Palestine, Lebanon, Jordan  
(Sub regional responsibilities to be defined)**

### **Liaison Officer Terms of Reference**

#### **Function**

To act as the regionally based liaison person between the Producer Business Unit (PBU) and FLO certified producers, potential FLO producer partners, and Fairtrade stakeholders and partners, in Egypt, Palestine, Lebanon and Jordan.

#### **Core Responsibilities**

Providing information, advice and training to producers to improve compliance with Fairtrade standards

Providing information, advice and training to producers to improve their market opportunities.

Providing information to FLO International e.V. about producers in their sphere of activity.

#### **Tasks**

- Seeking new Suppliers/Products/Origins
- Providing an introduction to producers to Fairtrade.
- Assessing Producer Groups as Businesses
- Support Work following Inspections
- Sourcing and liaising with local external support agencies
- Helping coordinate the Pricing Process.
- Provide information about local networks.
- Provide regular and consistent reports on targeted producer groups
- Represent the PBU in local workshops/conferences as required and agreed.

#### **Not Tasks**

- Standard setting, Inspection, Certification, Product Management, Supply Chain Management.



**Reporting**

To the appropriate Regional Coordinator at FLO e.V. office in Germany.

**Communication Lines**

To Producer Business Unit (PBU), FLO International e.V.

**Requirements**

- University degree in agricultural, social, or economic science or development studies
- At least five years of professional working experience
- Experience in working with small farmers organizations at the grassroots level
- Motivation to continue working at the grassroots level
- Strong self-management skills: able to work alone and independently; good planning and organizational capacities
- Good contacts with local NGOs and Government resources
- Ability to communicate effectively with counterparts from different strata of society
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender balance
- Dynamic trainer
- Team player: working with local and remote teams
- Basic accounting skills (other business skills desirable)
- Familiarity with local culture
- Fluent in English and Arabic. Good knowledge of French would be a plus.
- Fluency in any languages relevant to the region of responsibility (Egyptian, Jordanian)
- Preparedness to frequent travels in the region in basic conditions
- Proficient in the use of computers, including MS Office, internet
- Experience with Corporate Social Responsibility and certification systems would be a plus

**Terms of the contract:** Consultant contract for twelve month period renewable, starting August 2008.

**Location of the post:** Egypt

There is currently no FLO e.V. representative office in Egypt, the Liaison Officer might have to set up set-up his/her own office.

**Applications (motivation letter, honorarium indication, curriculum vitae and two references) should be sent to the following address: [c.avglon@fairtrade.net](mailto:c.avglon@fairtrade.net)  
With the reference: LO Egypt**

**Deadline for applications:** 20<sup>th</sup> June, 2008

*Only those applicants will be contacted who will be invited for an interview*

**Interviews:** 29<sup>th</sup> – 30<sup>th</sup> June 2008