



WE ARE HIRING:

**Join us: Senior Project Officer Productivity –
Living Income Program.**

12.08.2026



ABOUT US

Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern Africa; Southern Africa; West Africa; and Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade System and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.

FAIRTRADE AFRICA PURPOSE: To improve the socio-economic conditions of African producers through increased access to better trading conditions.

ABOUT THE JOB

To support the producer and member organisations conducting needs assessment, thematic trainings and providing coaching to strengthen capacity. To provide pre and post certification support as required. Constantly provide feedback to the project Coordinator.

LOCATION: Côte d'Ivoire – Abidjan or Yamoussoukro

REPORTING LINES:

Post-holder reports to: Living Income Coordinator

Staff reporting to this post: None

BUDGET RESPONSIBILITY: Yes



DUTIES & RESPONSIBILITIES

Key Performance Areas

Project Management

- Establish a business case for each project, supported by budget information and income projections.
- Support the implementation of projects to assist producer organisations and farmers.
- Manage the implementation of projects to develop the capacity of producer organizations
- Monitor operational activities and effectiveness of results and milestones.
- Act as a key point of contact at the program level for productivity, traceability, HREDD, as well as any other relevant project's aspect for member and producer organization queries, ensuring that issues are dealt with promptly and efficiently.
- Provide relevant support to SPOs to maintain them as FAIRTRADE certified SPOs. Support pre and post certification training activities as required.
- Compile monthly updates and quarterly reports using FTA and project templates.
- Support and participate in Monitoring, Evaluation and Learning (MEL) activities.
- Support the development of project proposals.
- Ensure that the FRB distributed to producers are very well filled by coaches and farmers and that the data recorded therein is of very high quality.
- Actively participate to the meetings with programmes partners and stakeholders.
- Support MEL department within the farm record keeping book data quality cross-checking.

Technical Advisory

Provide thematic training and technical advisory support training to producer organisations and Fairtrade Premium Committees:

- Project and financial management
- Gender main streaming
- Hired Labour Standards
- Fairtrade Premium management
- Set up of Labour Services Group
- Set objectives for each of the three (3) cooperatives participating in the Living Income Program with ACTION and Marks and Spencer, in collaboration with said cooperatives and in accordance with the program's objectives.
- Monitor the implementation of productivity activities.
- Contribute significantly to the development of relevant performance indicators for implemented actions, and to the development of monitoring and data collection tools.
- Provide all necessary support to the Project Coordinator.
- Report relevant information to ensure the smooth running of the project and the achievement of its objectives.
- Product Certification Cycle.
- Provide support to POs and to the Project coordinator on Farm record book implementation monitoring.
- Any other relevant action linked to the project and requested by line manager.

Organizational Strengthening

- Initiate and maintain relationships with local communities, public and government institutions, educational institutions among other stakeholders.
- Build strong relationship with NFOs and overall FT system.
- Understand producer needs and concerns, advocate on relevant policies to enhance FTA's work with the local opinion leaders and decision makers.
- Ensure awareness of the local trends, perceptions and players in the local community.
- Advise on how to manage risk and optimise on the opportunities
- Influence localised policies and perceptions in favour of FTA through the support of the Programme Manager.
- Support the identification of opportunities for programmes and projects development
- Support and provide advice to producer groups to enable access to trade and marketing opportunities
- Represent FTA in country and field events
- Support the needs and situational assessment of producer organizations and propose recommendations to best support Small Producer Organizations
- Support in provision of technical assistance to members in the development of business strategic plans, marketing plans related to business development and growth requirements.
- Capable of assessing the performance of field staff and making a relevant improvement plan (if applicable).
- Support finance officer as well as Programme Coordinator to receive on time from cooperatives very good quality of proofs of expenditures.

SKILLS & EXPERIENCE REQUIRED

Qualifications

Bachelor's Degree in Agro-economy, Agronomy, Agriculture, Sustainable Development or related field

Experience and Knowledge

- A minimum of 3 years' project management experience in a similar environment
- Experience of delivering training to a range of audiences
- Experience in business development within sustainable supply chains
- Good knowledge of cocoa cultivation practices and the challenges facing the cocoa sector.
- Proactive approach.
- Strong ability to develop and implement approaches to measure results achieved and changes made in relation to actions carried out in accordance with program objectives.
- Knowledge and understanding of Fairtrade standards
- Thematic knowledge and expertise in FTA's priority areas
- Good knowledge of data quality control.
- Proficient in using data collection frameworks in the agricultural sector.

Skills

- Good command of spoken and written English.
- Excellent interpersonal skills with ability to interact with individuals across multi-functional disciplines
- Conflict resolution skills
- Good organizational skills

- Good training and facilitation skills
- Strong planning and project management skills
- Ability to speak local language
- Ability to move frequently in the field.
- Extensive experience in rural community management.
- Methodical.
- Rigorous.

HOW TO APPLY



APPLICATION DEADLINE is 26th August 2026

An application form (**CVs will not be accepted**) can be found on the jobs and volunteering page of our website: <https://fairtradeafrica.net/vacancies-and-tenders/> .

If you have any queries, please e-mail recruitmentwestafrica@fairtradeafrica.net or call **+254 202721930** or **+254 704180169** and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as a pre-condition of employment. Completed applications should be saved in the applicant's name and the position (Senior Project Officer Productivity–Living Income Project) and be e-mailed to recruitmentwestafrica@fairtradeafrica.net

All applicants should state how they meet essential requirements of the post.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.