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**JOB DESCRIPTION:** AGRI-BUSINESS DEVELOPMENT MANAGER

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| **Job Title:** | Agribusiness Development Manager (ADM) | |
| **Company:** | Self Help Africa | |
| **Department:** | Programmes | |
| **Reports to:** | Head of Programmes (HoP) | |
| **Location:** | Nakapiripirit (covering Amudat, Lamwo and Kitgum Districts) | |
| **Preferred start date:** | Immediately | |
| **Contract period:** | One-year renewable | |
| **Job Summary:** | The ADM will ensure development of sustainable and profitable honey agri-enterprises (honey aggregation hubs, cooperatives among others) that will improve the competitiveness of bee keepers to respond to new and expanding market opportunities. S/he will be responsible for proper budget monitoring and management, project officers supervision, representation and coordination with key stakeholders in all the districts. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Technical oversight.**   1. Provide overall leadership in applying a honey value chain and market system approaches and documentation of learning in different components of the project. 2. Oversee the development, improvement and upscaling of inclusive model with private sector actors together with the partners. 3. Facilitate access to input and output markets for bee keepers. 4. Oversee the assessing, formation, training and coaching of honey cooperatives to implement honey collection marketing in the honey hubs. 5. Oversee identification and establishment of nucleus farms for learning best practices sites and adoption of best practices. 6. Oversees the establishment and developing of off-farm businesses that support the honey value chain e.g. inputs, agents etc. 7. Conduct continuous market intelligence and assessments to inform programming including identification of sectors and value chains that have high potential to benefit the smallholder farmers 8. Facilitate sustainable access to financial service and products for bee keepers and integration of Savings and Loan Association in all the farmers groups. 9. Conduct refresher and specialized trainings as needed by staff and partners and design necessary didactic materials (manuals etc) 10. Ensure training, businesses mentorship and technical assistance are provided by Agribusiness Development Officers (BDOs) 11. Coordinate with other project officers to support farmer and producer organizations to evaluate market requirements and develop production plans responsive to market demands. | ●Strong integration of enterprise development approach and inclusive market system approaches adopted in the project  ●Increased market participation and services to bee keepers |
| **R1: Project Leadership and Management**   1. Prepare and oversee project implementation plans and ensure effective project management 2. Supervise project staff and provide technical assistance to staff in value chain development, cooperative model and market systems 3. Plan and assign deliverables and activities to all relevant stakeholders, review their progress and address deviations in terms of timelines and quality, based on agreed outputs and budgets 4. Oversee budget management (budgeting, cash forecast, financial accountability, review etc) and interface with finance, logistical and procurement departments. 5. Submit high quality donor and internal reports. | ●Timely and quality Implementation of the project within the scope, budget, timeline and acceptable quality levels specified in the donor contract. |
| **R4: Monitoring, Evaluation, Accountability and Learning (MEAL)**   1. With support from M&E Coordinator, formulate and implement the M&E plan (including external and internal reviews and evaluations) and (donor) including participation in surveys and analysis. 2. Ensure timely delivery of programme activities including monitoring against log frames, performance management work plans 3. Documentation and dissemination of scalable best practice derived from private sector experiences and approaches to meeting SDGs 4. Ensure full synthesis, analysis and documentation and sharing of project insights, processes and outcomes within SHA Uganda and other SHA COs and key stakeholders. 5. Explore opportunities for positioning, innovation, upscaling and potential follow up projects | ●Effective monitoring, reflection and evaluation system  ●Timely interventions if deviating from plan  ●Project reporting contribute to sector learning and SHA track-record externally. |
|  | **R5: Network and Relationship building**   1. Initiate and manage cooperative and productive linkages with external partners and the donor(s) by ensuring a high level of SHA visibility and branding according to donor guidelines 2. Support SHA partners to understand and practice ethical codes of conduct, that are in line with SHA’s own core values 3. Initiate and oversee strategies for engagement of civil society in policy formulation at local, regional and national levels, and support the implementation of agreed policy engagement initiatives | ●Good cooperation with relevant stakeholders and project visibility. |
| **Key Relationships:** | **Internal**   * Head of Programmes, Project Officers, Technical Advisors & other project staff * Self Help Africa Uganda Country Programme Staff and administrative staff   **External**   * Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations | |
| **Qualifications/Other Requirements:** | * Minimum of Bachelor’s degree (Masters degree preferable) in Agriculture, Business Administration, Agribusiness, Agricultural Economics or related field, * At least 3-5 years of working experience in a managerial position in NGO sector or private sector actors * Strong technical background on development programming focusing on enterprise development, value chain development, market system and other related fields. * Experience and knowledge in the design and implementation of apiculture on-farm and off-farm enterprise development projects for smallholder farmers * Skills in training/facilitation of development processes including communties mobilization, enterprise development and networking with stakeholder including donors. * Experience in monitoring and evaluation including excellent analytical/problem-solving . * High level skills and experience in planning, budgeting and writing management and financial reports to donors, * Commitment to international and humanitarian NGO codes, standards and practices, * Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email.   **Desirable**   * Experience working in project geographical region and knowledge of local languages in the target districts | |
| **Role Competencies:** | * Excellent communication skills * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action. | |

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes. This Job Description has been read and clearly understood.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Self Help Africa is committed to equal employment opportunities