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**JOB DESCRIPTION:** MARKET DEVELOPMENT OFFICERS

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| **Job Title:** | Market Development Officers (MDOs) |
| **Company:** | Self Help Africa |
| **Department:** | Programmes |
| **Reports to:** | Market Development Manager (MDM) |
| **Location:** | * Amudat (covering Nakapiripirit District)
* Kitgum (covering Lamwo District)
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| **Preferred start date:** | Immediately  |
| **Contract type:**  | One-year renewable  |
| **Job Summary:** | The MDO will ensure direct planning, implementation, monitoring and reporting of DMDP Project activities with beneficiaries and other stakeholders. This includes: project participants identification (including refugees), setting of aggregation hubs, facilitating market linkages; helping farmers attract decent prices for their produce through value-addition; training and mentorship of honey enterprises to respond to new and expanding market opportunities; supervision of Community Based Trainers; and, coordinating activities with different stakeholders (e.g. Community Based Organisations, private sectors actors, local authorities etc)  |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Facilitate activity planning and implementation of plans with beneficiaries** 1. Facilitate participatory needs assessments/situation analysis, problem analysis and planning exercises.
2. Engage and conduct community stakeholders sensitization on the project activities and methodologies.
3. Lead in the identification of bee keepers and ensure they embrace the project.
4. Develop work plans and ensure that activities are implemented according to the timelines and quality required.
 | ● Community members understand project objectives and processes●Roles and responsibilities of different actors are understood by all●High quality and timely implementation of activities |
| **R2:** **Liaison and linkage with government officials, local businesses, CBOs and other service providers within the project area.** 1. Promote linkages and cordial relationship with government, private sectors actors and other NGOs.
2. Represent the organization to different forum or platform upon delegation by the Market Development Manager.
3. Effectively manage partnerships with private sector actors including ensuring timely reporting and deliverables as planned
4. Ensure synergies between government programmes and the project.
 | ●Effective linkages with local government officials, CBOs/NGOs, and private sector●Information on public and private sector serviceproviders available to smallholder farmers●Local government officials and businesses understand project objectives and processes |
| **R3: Supporting institutional and business development for smallholder farmers and/or farmer groups** 1. Conduct capacity assessment, formation, training and coaching of honey cooperatives and enterprises to become market competitive.
2. Broker deal between honey enterprises and input suppliers, output market, financial institutions, information providers etc.
3. Conduct scoping and sealing partnership with private sector actors.
4. Lead in the establishment of bee keeping nucleus farms to demonstrate best practices and host learnings.
5. Establish and support the development of off-farm businesses such as inputs agents, aggregation agents, tree nursery operators, architects etc. that support the bee keeper businesses.
6. Conduct continuous market intelligence and assessments to inform programming
7. Integrated Village Saving and Loan Association \_Saving with a Productive Purpose (VSLA\_SWAPP) in all the bee keepers groups.
8. Conduct refresher and specialised trainings as needed by Community Based Trainers.
 | ●Viable and market facing bee keepers enterprises (hubs, cooperatives etc)●Private sector actors offering market, inputs and other embedded services to bee keepers. ●Financial inclusion for bee keepers  |
|  | **R4: Mainstreaming Gender and Nutrition in project activities** 1. Sensitise project participants on Gender and Nutrition.
2. Participate in diagnostic studies to understand women, Persons With Disability (PWD) and nutrition constraints to be integrated in project activities
3. Identify and promote measures to enhance the participation of women and other marginalised groups (including refugees) in project activities
4. Collate Gender, PWDs and nutrition concerns ensuring all are manifest in the project M&E reports
 | ●Inclusive project processes and outcomes●Gender, nutrition and disability inclusive indicator |
|  | **R5: Monitoring, Evaluation, Accountability and Learning (MEAL)**1. Implement project M&E plans with support from PM and M&E coordinator
2. Participate in data collection based on agreed M&E tools and processes as advised PM and M&E coordinator
3. Facilitate learning, promote peer-learning between staff and partners, participate in relevant national networks and actively engage in organisation level focal groups.
4. Explore opportunities for positioning, innovation, upscaling and potential follow up projects
 | ●Effective monitoring, reflection and evaluation system●Project reporting to contribute to sector learning and SHA track-record externally. |
| **Key Relationships:** | **Internal*** Market Development Manager, Project Officers, Technical Coordinators & 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
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| **Qualifications/Other Requirements:** | * + Minimum of Diploma (Bachelor’s degree preferable) in Agriculture, Business Administration, Agribusiness, Agricultural Economics or related field,
	+ Demonstrated knowledge of market facilitation skills
	+ Experience in participatory market surveys and value chain analysis of different agricultural commodities
	+ Understanding of key aspects of SHA development work; including food, nutrition and livelihood security and cross-cutting themes (e.g. youth, social inclusion, environment, HIV and AIDS);
	+ Skills in training and facilitation of community processes, including organization and mobilisation of communities and networking among different development partners such as youth groups, community-based organisations, government officers and SHA staff;
	+ Outstanding communication, interpersonal and presentation skills management and organisational skills, including proficiency in computer packages especially with MS Office and other related packages;
	+ Commitment to international and humanitarian NGO codes, standards and practises;
	+ High level of integrity and high standards of personal conduct;

**Desirable**• Experience working in project geographical region* Experience working with farmer groups and private sector actors
* Ability to speak the local language
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| **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.
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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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