



Panafrican farmers' organization
Organisation panafricaine des agriculteurs
المنظمة الإفريقية للفلاحين

Notice of Recruitment

The Pan-African Farmers Organization (PAFO) is launching a recruitment notice for the position of Program Officer.

Presentation of PAFO

PAFO was created in October 2010 by its Constituent Assembly under the sponsorship of the African Union. This constitutive assembly was the culmination of a long process of consultation and collaboration that began several years ago in collaboration with the five regional networks of farmers' organizations that were the founding members.

PAFO is registered in Rwanda as an international non-governmental organization and is certified by the Rwanda Governance Board to operate legally and establish its headquarters in Rwanda under number 001/RGB/19.

PAFO is recognized as the representative body of African farmers' organizations at continental level. It is the voice of tens of millions African farmers integrated into nearly 70 national organizations, unions, federations, cooperatives, associations, etc., present in almost 50 African countries, and united in five regional networks operating at the heart of African agriculture.

PAFO Members are five (5) regional organizations in the 5 regions of the continent, bringing together family farmers: EAFF (Eastern African Farmers Federation) PROPAC (Regional Platform of Peasant Organizations and Producers in Central Africa); ROPPA (Network of Peasant Organizations and Agricultural Producers of West Africa); SACAU (Southern African Confederation of Agricultural Unions); and UMNAGRI (Maghrebian and North African Farmers Union).

The governing bodies of PAFO are as follows:

- i. The General Assembly (GA), composed of 10 delegates per member RFO, including at least 30% women and 20% youth. The GA appoints the Board and it is also responsible for strategic direction and approving programs of activities and reports submitted by the Board.
- ii. The Board, composed of 7 members, including 1 representative per member RFO and 2 representatives of women and youth. The Board is responsible for implementing the strategic orientations defined by the Board;
- iii. The executive secretariat, responsible for implementing PAFO's activities and day-to-day management. It is headed by an Chief Executive Officer, who appoints the technical team;

The headquarters of PAFO is based in Kigali, Rwanda.

General Conditions

All PAFO staff must meet the following conditions:

- Be an African citizen;
- Technical knowledge requirements specific to their job;
- Responsibility ;
- Ability to coordinate with others;
- Ability to work under pressure, meet strict deadlines and solve problems;
- Personal motivation ;
- Brilliant presentation skills.
- Bilingual (English and French)

Responsibilities of the position

Under the authority of PAFO's CEO, the Program Officer will be responsible for :

- 1. Coordinate and follow up the implementation of the strategic plan through the operational programmes;**
- 2. Monitoring and evaluation of activities implemented: identification of operational and financial problems, development of solutions and implementation of corrective actions if necessary;**

3. **Link existing and expected financial and human resources to planned program activities;**
4. **Coordinate the reporting of activities and produce detailed project reports, including data analysis, preparation of tables, graphs and other statistical data;**
5. **Assist in the development of documents, presentations and other appropriate means of communication;**
6. **Coordinate the development of the Strategic Plan's operational programmes and the AWPB**
7. **Organize mid-term and final reviews through continuous monitoring and evaluation of the implementation of PAFO's strategic and operational plans;**
8. **Identification and synthesis of best practices and lessons learned directly related to PAFO's continental strategies, projects and policy objectives;**
9. **Supporting the CEO in mobilizing financial resources**
10. **Perform other job-related duties requested or assigned by the CEO.**

Profil

Le / La candidat (e) doit avoir :

1. **Education:** University degree at least at engineering level in a field related to the world of farmers' organizations and their professions: agriculture, livestock farming, fisheries, forestry, agro-economics, rural sector, economics, social sciences.... in business administration, political science, social or development studies, project management or a related subject;
2. **At least 5 years' experience** relevant to the position at national or international level in a related subject, experience as a project manager in a donor-funded program is an asset;
3. **Practical experience in writing reports**, experience in analytical elements is desirable;
4. Have a good command of the most common computer software, such as Word, PowerPoint and Excel....;
5. **Language skills:** fluent English or French. Any additional language is an asset.

Contract Period

The contract will be concluded for a period of two years, with a probation period of six (6) months, depending on performance after evaluation.

Remuneration:

The level of remuneration offered is based on the salary scale and practices at PAFO, which take into account the candidate's qualifications, experience...

Application

All candidates seeking this position are required to submit an application containing the following:

1. A letter of motivation signed by the candidate and addressed to the PAFO Secretariat;
2. An extract of birth certificate or other document equivalent;
3. A certificate of nationality or document equivalent;
4. A copy of criminal record certificate from the country of nationality and country of residence;
5. A copy of highest degree;
6. Detailed curriculum vitae, including certificates of experience and the credentials of the candidate (providing a list of reference persons);

Steps of recruitment

Recruitment will take place in two (2) phases:

- A pre-selection phase on record;
- A phase of interviews of shortlisted candidates.

Candidates who have applied will be informed of their shortlisting and will be invited to a final interview, which will take place either in person or online.

If the final selections are held in person, the costs associated with participation (travel documents, visas, accommodation, etc.) for candidates living outside Rwanda will be covered by PAFO.

If the final selection takes place online, candidates are responsible for ensuring a good internet connection throughout their audition;

Deadline for submissions

All requests for applications must be submitted before 31th December at the latest.

Any application received after this date will not be considered.

Take office of candidate

The successful candidate will start working within 5 weeks of the final selection at the latest.

Place of residence

The successful candidate will work at PAFO's executive secretariat in Kigali, Rwanda. He/she will be resident in Kigali.

Submission of Application

Applications must be submitted to the PAFO headquarters: under the **closed envelopes** bearing the title “**Application to the position of the PAFO Program Officer**”; Address Pan-African Farmers Organization (PAFO), **KG25 AVE, Kimironko, Kigali, Rwanda.**

or by email headed “**Application to the position of the PAFO “Program Officer”**” to the address:

ceo@pafo-africa.org; and to copy the email addresses; info@pafo-africa.org;

Additional information on Pan-African Farmers Organization can be found on :

<http://www.pafo-africa.org/>