



FAIRTRADE
NETWORK OF ASIA &
PACIFIC PRODUCERS

Vacancy Announcement: Regional General Manager (India, Bangladesh, Bhutan, Myanmar and Nepal)

Location: Bangalore

Network of Asia and Pacific Producers:

Fairtrade Asia Pacific, registered as Network of Asia and Pacific Producers' (NAPP) Hong Kong, is a mission based social enterprise which facilitates Fairtrade producers in Asia and Pacific region to be effective in various functions and activities across the region through a wide range of products and services. To that end, NAPP engages in advocacy, consultancy, support services – marketing and financial, information dissemination and training. NAPP is a multi-stakeholder body comprising representatives of producer organizations, Fairtrade Premium Committees, small farmer organizations and promoting bodies who are certified by or registered with the Fairtrade International. As the official representative of Asian and Pacific Producers within Fairtrade International, NAPP also works to ensure that Asian and Pacific realities and conditions are taken into account while setting Fairtrade Standards without compromising on the basic principles of Fairtrade.

For more information please visit: www.fairtrade.net and www.fairtradenapp.org

The incumbent will work within the regional context and capacity and coordinate with the NAPP M&E, Finance and communications team. The position is envisioned to start in June 2018.

The Regional General Manager (RGM) will have overall responsibility for implementation the Performance Monitoring Plan (PMP), risk management, communications and outreach strategy. The RGM will guide reporting team members to apply information to foster adaptive management approaches and build their capacities. The position will be based in Bangalore, India and may include travel within Asia Pacific and globally.

Responsibilities:

- Provide technical leadership in implementation of evaluations and development of results frameworks.
- Manage the effective implementation producer support delivery strategies and plans across the region.
- Ensure the team follows standard operating procedures for data collection, management, analyses and reporting.
- Track and analyze project indicators and other useful statistics, and prepare high-quality and timely reports using the recommended formats and communication channels.
- Implement tracking database system to collect process and manage data.
- Use M&E indicators to report on the projects quarterly, semiannually and annually.
- Provide trainings, build capacity of staff and beneficiary organizations in adhering to Fairtrade standards requirements.



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- Organize and facilitate regular online staff meetings to ensure knowledge and learning is effectively shared and applied throughout the project's offices and activities.
- Coordinate with fundraising, partnerships and communications team to document and report qualitative data to measure impact according to gender or any other criteria.
- Actively participate in the knowledge management system to capture relevant formal and informal information that will inform decisions, support project reporting requirements and foster learning within the project.
- Participate in knowledge-capture events that include staff and partner exchanges, staff-to-staff exchanges, regular regional staff meetings and regular all-staff meetings.
- Build dialogue with the stakeholders regionally to promote NAPP.
- Actively support the production of the communication materials, summary briefs, success stories and reports in close collaboration with the field staffs.
- Ensure consistent adherence to NAPP branding and communications guidelines across the project sites and offices.
- Assist in preparation of the brochures, producer profiles and reports.
- Coordinate with NAPP teams as needed.

Qualifications:

- Bachelor's degree in agriculture, economics, statistics, social sciences, international development, sociology, or related field required; Master's preferred.
- Minimum of Five to Seven years of experience in managing small to medium teams and donor funded projects.
- Demonstrated understanding of the Collaborating, Learning and Adapting (CLA) approach to management.
- Proven experience in preparing reports desired.
- Excellent verbal, written and presentation skills.
- Computer Skills: Strong MS Word, MS Excel and MS PowerPoint skills
- Fluent spoken, written and reading abilities in English is required, professional proficiency in any other Asian language desired.

Please send your CV with a reference and motivation letter at hr@fairtradenapp.org with CC to Kuldeep.Chauhan@fairtradenapp.org. Only those candidates considered for an interview will be contacted. Last date of application is 05.01.2018. NAPP is an equal opportunity employer.