Vacancy Announcement: Program Officer (Maharashtra, Tamil Nadu & Kerala)

Network of Asia and Pacific Producers:

NAPP is a Network of Fairtrade certified Producers in Asia Pacific region. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Given the geographic challenge of catering to Fairtrade producers from Iran in the West to the Pacific Islands in the East, NAPP has constituted seven National networks and two sub-regional networks as well as Product Networks. NAPP’s mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. NAPP member organizations are Fairtrade certified producer organizations in Asia Pacific region spread across 21 countries. It works with 275 Small Producer Organizations in Asia & Pacific regions. For more information please visit: www.fairtrade.net and www.fairtradennapp.org

Network of Asia and Pacific Producers (NAPP) is seeking a Program Officer to cater to the certification and other needs of Fairtrade Producers in both Tamil Nadu and Kerala. The position is envisioned to start on 15th February 2020.

Deliverables:

1. Producer Services

- Assess needs and situation and propose custom recommendations to best support Producer Organisations (POs) - SPO/HL/CP organisations in Fairtrade system assigned to you.

- Work as a seamless conduct in transfer of information from producers to NAPP management and vice versa

- Responsible for supporting PO’s in the development and improvement of Fairtrade development plans and responsible for supporting premium committees in the development premium plans

- Provide direct technical assistance to Members in development of business strategic plans, marketing plans related to business development and growth requirements

- Act as a key point of contact for member and producer organization queries, ensuring that, as far as possible, issues are dealt with promptly and efficiently

- Coordinates NAPP and other stakeholder contact with member organisations
• Advises NAPP regional team on how best to meet membership needs and the packaging of such support, and leads the roll out of such support

• Prepare and submit project field reports within the approved MEL framework

2. Identify business Opportunities and Programs

• In liaison with the Regional General Manager for your region, and the fundraising team identify opportunities for programmes and projects development

• With the Regional General Manager and the Markets team, coordinate responses to market queries regarding Fairtrade market opportunities

• Support trader engagement function in your country in coordination with markets and supply chain support team

3. Certification Advisory support

• Oversee support in pre and post certification support mainly conducted by Fairtrade officers of various producer organizations

• New applicant support – on gap assessment on certification benchmarks and current status

• Preparation of the PO for audit – for both existing POs and new applicants.

• Post: support POs in corrective measures

• Flagging major non compliances to the Regional General Managers and planning support on corrective measures

• Follow up of PO performance to prevent getting to suspension stage

4. Stakeholder Management Support

• Represent NAPP in appropriate country level events / forums

• Build strong relationships with external and internal stakeholders to determine needs and requirements

• Understand producer needs and concerns and ensure these needs are communicated appropriately among stakeholders for NAPP’s benefit

5. Program and Project Management Support

• Establish a business case for each project, supported by budget information and income projections.

• Monitor operational activities and effectiveness of results, and outcomes
• Lead the project implementation in your country, with support from Regional General Manager, participating POs, hired resource persons/partner organisations, and provide effective project management as required

• Develop programmes and work plans for Training of Trainers (ToTs) for Fairtrade Officers of POs or other relevant stakeholders

6. Financial responsibilities

• Overall responsibility in ensuring the implementation of NAPP financial and accounting SOP and rules

• Work with Finance and Admin officer and consolidate reports from the region and submit to COO, Finance controller and MEL Manager

• Prepare and manage overall annual regional budgets

• Involved in financial resource mobilization for the region programmes through regional fundraising strategy and plans

• Participate in audits and submit the required reports on as needed basis

Desired Qualifications:

• A degree or post graduate degree in Agriculture
• Desired work experience – 4 to 5 years in a commercial company.
• Language proficiency in Tamil, Hindi and Malayalam preferably both writing and reading
• Must be self-motivated individual who can work on minimal supervision.
• Proficiency in English both written and spoken
• Should be a team player and must be comfortable working with cross – cultural and cross – functional teams.

The position reports to The Regional General Manager (South & Central Asia).

Remuneration: 900 – 1000 euros per month depending on the qualification and experience.

Type of Job: Consultant (One year contract extendable yearly on satisfactory performance).

If interested, please send your resume to hr@fairtradenapp.org before the 5th of February. Kindly write how you can contribute to the organization and also provide two references.