



Position description

<p>Rwanda Consumers' Rights Protection Organization, Association pour la Defense des droits des Consommateurs au Rwanda (ADECOR)</p>	
<p>Terms of Reference for Recruitment of GF4Cs' Project Advocacy Technical Lead at ADECOR /Call for Applications</p>	
<p>Job of offer No:001/ADECOR/HR/2023</p>	
<p>Background</p> <p>Rwanda Consumer Rights Protection Organization (ADECOR) has existed for more than 12 years and was legally registered in 2009 to provide development interventions in the areas of agriculture, food safety, food security and nutrition, health, Water and sanitation, environment, education, Communication and telecommunication, Transport, Energy, gas and hydrocarbons and Financial Services and any other area that affects consumer's rights. It is a member of different steering committees in Rwanda, ADECOR works in close collaboration with public and private institutions with the same objectives to promote consumers rights in Rwanda. The vision of ADECOR is "a society where consumers have access to sufficient, safe and affordable goods and services and where they can use their synergy to protect their rights and influence market behavior</p> <p>The establishment of ADECOR was based on four fundamental rights of consumers: 1. right to a decent life (safe and quality goods and services); 2. right to free choice (accessibility to multiple and affordable choices of goods and services), 3. right to information (about prices and descriptions and effects of products and services), and finally, 4. right to be heard (being able to express his/her satisfaction or grievances and get appropriate remedies). ADECOR has now more than 1000 members across the country volunteering when there is necessity and representing consumer committees at provincial and district level</p>	
<p>The Rwanda Consumers'rights protection organization(ADECOR) is in the process of recruiting a new Staff (Project Advocacy technical lead) of the Good food for cities project</p>	
Job Title	Project Advocacy Technical lead of the Good Food for Cities project.
Position Location	Main Office, Kigali city, Kicukiro District
Position Purpose	Under the Good Food for Cities Project (GF4Cs), The primary role of the project advocacy technical lead is to ensure the successful delivery of project related program plans, grants management and development within the organization, Develop advocacy methods and program strategy of the GF4Cs project, define project scope, goals and deliverables that support the organization goals in collaboration with senior management and stakeholders. The staff will work closely with ADECOR's partners and local leaders where the project is implemented
Major Duties and Responsibilities	<p><u>Project manager and Advocacy Technical lead :</u></p> <ul style="list-style-type: none"> • The project advocacy technical lead will work as an agriculture and food specialist, work closely with project partners, District agricultural officers , DPEM committees and different Ministries to advocate for the enabling environment. • Support establishment of the MSHP and by facilitating urban food governance processes • Project advocacy officer will report on a regular basis to the donor as well as to the Executive Secretary on the management of the programmes relating to



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	<p>his/her area of interventions</p> <ul style="list-style-type: none"> • Develop full-scale projects plans and associated communications documents • Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion. • Develop and deliver progress reports, proposals, requirements documentation and presentations. • Build, develop and grow the association relationships vital to the success of the projects. • Develop strategy relationship and partnership with key stakeholders at international, regional, National, and districts level. • Serve as resource person for disseminating knowledge and skills to members, consumers committees, partners for ADECOR profiling. • Manage the team in charge of projects implementation; • Coordinate all the program related activities; • Liaise with project stakeholders on an ongoing basis. • Draft and submit budget proposals and recommend subsequent budget changes where necessary • Will Advocating for the development of national guidance on HSN diets in cities. • Encouraging peer -to -peer network, connect local partners to national and international learning opportunities • Documenting and sharing experience nationally and internationally • Conceive, plan, implement the projects; • Manage the team in charge of projects implementation; • Coordinate all the program related activities; • Liaise with project stakeholders on an ongoing basis. • Draft and submit budget proposals and recommend subsequent budget changes where necessary. • Set and continually manage project expectations with members and other stakeholders • Delegate tasks and responsibilities to appropriate personnel • Plan and schedule project timelines and milestones using appropriate tools • Track project milestones and deliverables
Other	Anything else requested by the line manager to support the quality of programming for ADECOR
Candidate's profile and Requirements	<p>Must have at least a Bachelor's Degree preferably in one of the following /fields : Bachelor's degree in agriculture science, agronomy ,agri-business, or relevant field</p> <p>Be not more than 50 years old and present a photocopy of biodata page of ID/passport for confirmation.</p> <p>Extensive experience and recognized expertise in models and methods of training, facilitation and capacity building, Project Management and team work, communities and advocacy skills</p> <p>Ability to identify, assess the consumer's rights issues for advocacy purpose</p>
Experience	Minimum of 5 years working experience in food systems, agriculture, project Management ,advocacy skills (previous experience working in Social Behavior



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	<p>Change and Advocacy based funded Projects are preferable)</p> <p><u>Below skills are privileged:</u></p> <ol style="list-style-type: none"> 1. Familiar with Food value chains management, post-harvesting and food safety standards 2. Familiar and experienced with Good Agriculture Principles (GAPs) , Nutrition, and Climate Smart Agriculture practices. Desirable to have certification. 3. Familiar with agricultural marketing 4. Familiar with statistical analyses program to analyses agricultural experimental results. <p>A good understanding of the enabling environment, strong communication interpersonal skills and community mobilization experience</p> <p>Negotiation skills and the ability to influence and inspire confidence in others in diverse working environment</p> <p>Ability to work effectively with others.</p> <p>Ability to work well under pressure and in response to changing needs</p> <p>Speak fluent English with confidence</p>
Remuneration	The organization shall pay the employee a monthly total gross pay of Rwf 250,000. Other benefits will be as per organizational Policy
How to apply?	<p>The files must include the following elements:</p> <ol style="list-style-type: none"> 1) A motivation letter 2) An updated Curriculum vitae 3) Three references 4) Copies of academic degree(s) certified by a notary 5) Please send your application package in English to the Executive Secretary
Shortlisted	<p>Only short-listed candidates will be contacted for the next stage.</p> <p>NB: Female candidates are highly encouraged to apply.</p>
Deadline	The deadline for submission of applications is 10 th May 2023
Date of opening	30 th April 2023
Date of Appointment	Starting 20 th May 2023
<p>Kindly submit the complete application package by email at the following address: adecorwanda@yahoo.fr / adecorrwanda@gmail.com</p>	