



## JOB VACANCY

### **JOB VACANCY FOR A PROGRAM OFFICER**

**West African Farmer Organizations and Producers' Network (ROPPA) is looking for applications for the position of a Program Officer for the Technical Execution Unit based in Ouagadougou (Burkina Faso)**

#### **I. ASSIGNMENT**

Under the supervision of the Coordinator of the Technical Execution Unit, his/her assignment will be to contribute to the capacity building of national platforms and ensure the monitoring of the implementation of projects and operations of ROPPA among the platforms.

#### **II. JOB DESCRIPTION**

The Program Officer will have to :

1. Ensure the implementation of development projects and operations which are entrusted to him by the Coordinator, especially: prepare and organize training and capacity building sessions for national platforms, members of ROPPA; in the scope of projects and operations entrusted to him/her, to bring a technical support to members and structures of ROPPA as well as thematic groups.
2. Write technical execution reports on development projects and operations entrusted to him/her
3. Advise the Executive Committee and national platforms on decisions to be taken in the scope of these development projects and operations
4. Prepare, write and present to the Executive Committee, any note, report, minutes related to national platforms and TEU activities in these development projects and operations
5. On mandate of the Chairman of the Executive Committee or the Coordinator of TEU, represent ROPPA in dialogue and technical meetings related to these development projects and operations
6. Contribute to the production of ROPPA activity reports
7. On request of ROPPA, accomplish any activity compliant with his/her area of competence

#### **III. PROFILE**

##### **Required qualifications**

The Program Officer should have the following qualifications:

1. Have a degree in agronomic or social science corresponding to that of an Engineer, DESS, Msc or equivalent (Bac + 5years).
2. **Have a perfect knowledge of French and English Languages.** The knowledge of Portuguese is an asset.

##### **Requirement**

The applicant should:

1. Have an experience of at least 10 years in rural development in West Africa
2. Have an important experience in technical support to farmer organizations
3. Have an experience in agricultural and commercial policies in West Africa
4. Have skills in knowledge transfer, team work, writing of synthesis notes in an acceptable style and form for farmer organizations and producers' leaders.
5. Be available for multiple field trips in ECOWAS countries and in other countries if necessary
6. Be capable of working in multidisciplinary team and under pressure and to ensure frequent trips in ECOWAS countries

#### **IV. ADMINISTRATIVE INFORMATION**

##### **Conditions of application**

- Be a citizen of one of the ECOWAS state;
- Be at least 30 years old;
- Be of good morality and sane in mind and spirit;
- Be immediately available within the two months to come.

*Female applications are highly encouraged.*

##### **Application file**

Application files should include the following documents:

1. A handwritten application addressed to the Chairman of the Executive Committee c/o Coordinator of the Technical Execution Unit of ROPPA;
2. A cover letter;
3. A recent, detailed, sincere and certified Curriculum Vitae by the candidate;
4. A birth certificate;
5. A certified copy of degrees and testimonials of qualifications ;
6. Copies of certificates and testimonials of work or services;
7. two (2) photos;
8. a criminal record dated of at least three months;
9. a copy of nationality certificate or any other nationality evidence document;

##### **Duration and conditions of contract**

The candidate will be recruited according to procedures and salary scale of ROPPA for two (02) renewable years, and after a probation period of three (3) months. He/she will work at the office of the Technical execution Unit of ROPPA based in Ouagadougou.

##### **Deadline for the submission of applications**

Applications should be submitted in a sealed envelope at the Secretariat of the Technical execution Unit of ROPPA at the address specified here below latest August **31, 2009**

1. By email to the following address [roppa@roppa-ao.org](mailto:roppa@roppa-ao.org)
2. By letter to The President of The Executive Committee C/O  
Coordinator of the Technical Execution Unit of ROPPA  
09 Box 884 Ouagadougou 09 Burkina Faso  
Phone : ++ 226 50 36 08 25- Fax : ++ 226 50 36 26 13

Website: [www.roppa.info](http://www.roppa.info)

Cet avis est disponible sur le Site Web du ROPPA: [www.roppa.info](http://www.roppa.info)