



*Transforming Lives Through Agribusiness*

### Job Advert - Assistant Program Officer

Job Title:	Assistant Program Officer
Job Grade:	KT5
Unit of Service:	Kilimo Trust Rwanda
Reports To:	Program Officer
Employment Category:	Contract
Duty Station:	Kigali -Rwanda

#### Purpose of the Job

To provide guidance on tasks related to professionalization of dairy farmers for increased efficiency and creation of decent jobs.

#### Responsibilities:

- a) Implement interventions to address skills gap in dairy farms.
- b) Train dairy farmers and other value chain actors for increased efficiency and creation of decent jobs (wage and/ or self-employment).
- c) Provide guidance and support to dairy farmers on cattle diets, disease management, and increasing production.
- d) Identify and establish relationships with partners in the dairy value chain.
- e) Represent the organization in meetings with stakeholders.
- f) Establish business linkages between dairy farmers, input suppliers, buyers, and financial institutions.
- g) Develop annual work plans and budgets.
- h) Prepare quarterly progress reports (technical and financial) and ensure timely reporting in adherence to work plan.
- i) Document success stories and lessons learned.
- j) Monitor and report performance of the project per set indicators.
- k) Any other duties as may be assigned from time to time.

#### Competencies Required

- a) Demonstrated experience in working with dairy farmers and other stakeholders in dairy value chain.
- b) Experience in implementation of dairy projects.
- c) Demonstrated experience in implementing activities to improve cattle diets, disease management, and production.
- a) Ability to collaborate and willingness to innovate.
- b) Proven experience in managing multiple tasks while maintaining quality of deliverables within deadlines.
- c) Advanced oral and written communication skills in English and Kinyarwanda.
- d) Ability to take on assignments that require travel to field locations.

#### Educational Qualifications and Experience Required

- a) Bachelor's degree in veterinary sciences, Animal Production, Rural Development, or any relevant field.
- b) At least five (5) years of working experience.
- c) Experience of working with dairy farmers is an added advantage.

#### How to Apply

If you are the right candidate, please send your application letter with the following:

- ✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).

- ✓ The names and contacts of three referees and a daytime contact telephone number of each of them.
- ✓ Copies of Academic Certificate and Transcripts for O' level, A' level - where applicable, Under-Graduate, Post-Graduate and Professional qualifications
- ✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- ✓ Your daytime contact telephone number; and
- ✓ A statement and proof of current remuneration package

Please submit your application documents electronically to [recruitment@kilimotrust.org](mailto:recruitment@kilimotrust.org)

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

Deadline for application: Friday 22<sup>nd</sup> September 2023.

Only shortlisted candidates will be contacted.