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

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.
Deadline for application: Friday 22nd September 2023.

Only shortlisted candidates will be contacted.