



*Transforming Lives Through Agribusiness*

**Job Advert - Program Officer Agribusiness -Enterprise Development**

Job Title: Program Officer Agribusiness -Enterprise Development (01) Position
Job Grade: KT4
Unit of Service: Kilimo Trust Rwanda Office
Reports To: Country Team Leader - Rwanda
Duty Station: Rwanda
Employment Category: Contract
<p><b>Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>➤ To provide technical guidance and oversight on the development of agribusiness enterprises.</li> <li>➤ To design, implement, and manage initiatives aimed at fostering the growth and sustainability of agribusiness enterprises.</li> <li>➤ Collaborate with diverse stakeholders, including farmers, government agencies, and industry partners, to drive innovation and enhance the overall agribusiness ecosystem.</li> </ul>
<p><b>Responsibilities:</b></p> <p><b>Enterprise Development:</b></p> <ul style="list-style-type: none"> <li>a) Identify and assess opportunities for agribusiness enterprise development.</li> <li>b) Promote the establishment of micro and small-scale businesses with potential to create employment and entrepreneurial opportunities, mostly for youth and women.</li> <li>c) Support Enterprises to design bankable business plans, ensuring viability and sustainability.</li> <li>d) Foster equitable integration of supported Agro-enterprises into market-oriented systems.</li> <li>e) Support entrepreneurs in the design and implementation of tailored growth plans/strategies for their enterprises.</li> <li>f) Support future entrepreneurs in identifying digital solutions to improve the SME service quality.</li> <li>g) Connect enterprises with relevant support services, including access to finance and networking opportunities.</li> <li>h) Support preparation of trade fairs, exhibitions, and learning events for supported agribusinesses.</li> <li>i) Provide practical guide to compliance for supported Agro-enterprises.</li> </ul> <p><b>Value Chain Enhancement:</b></p> <ul style="list-style-type: none"> <li>j) Analyze and optimize agribusiness value chains to improve efficiency and increase profitability.</li> <li>k) Build and maintain strong relationships with Agro Enterprises, Government Agencies, and other relevant stakeholders.</li> </ul> <p><b>Capacity Building:</b></p> <ul style="list-style-type: none"> <li>l) Provide training and capacity-building programs for agribusiness stakeholders including Youth and Women.</li> <li>m) Provide mentorship and guidance to enhance the skills and capabilities of enterprise teams.</li> <li>n) Develop Programs on how to support SME development through business support services, business incubators, and other innovative approaches.</li> <li>o) Lead preparation of relevant manuals and tools.</li> </ul>

#### Market Analysis:

- p) Conduct market research to identify trends, opportunities, and challenges in the agribusiness sector.
- q) Develop strategies to position agribusiness enterprises competitively in the market.
- r) Identify and create opportunities for farmers to access markets and increase their income.
- s) Establish and strengthen linkages between farmers, processors, and other actors in the value chain.

#### Partnership Development:

- t) Collaborate with government agencies, NGOs, and industry partners to create synergies and support agribusiness development initiatives.
- u) Cultivate and maintain strong relationships with stakeholders at various levels.
- v) Facilitate collaboration and partnerships to strengthen the agribusiness value chain.
- w) Maintain updated database of created/supported agribusinesses and startups.

#### Educational Qualifications and Experience Required

- a) Master of Science Degree in Agribusiness, Entrepreneurship, Business studies, Economics, Agriculture, Food Science, or relevant qualification.
- b) At least four (4) years of relevant experience in business viability analysis, business planning, coaching, mentorship, or startups support.
- c) Demonstrated experience in nurturing of new enterprises.
- d) Understanding of standards and quality management systems is an added advantage.
- e) Knowledge of business development tools.
- f) Proven experience in managing multiple and competing tasks while maintaining quality of deliverables within deadlines.
- g) Advanced oral and written communication skills in English and Kinyarwanda.
- h) Ability to take on assignments that require travel to field locations.

#### How to Apply

If you are the right candidate, please send your application letter plus 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 and Post-Graduate qualification
- ✓ 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:** 14<sup>th</sup> December 2023

Only shortlisted candidates will be contacted