



JOB TITLE: JUNIOR QUALITY OFFICER (FULL-TIME, RWANDA)

PART 1: INTRODUCTION

Twin is a development through trade NGO working with 33 producer organisations (PO) representing 300,000 coffee, cocoa and nut smallholder in 17 countries across Latin America, Africa and Asia. Our coffee company Twin Trading, works to access value-added markets for our producer partners and offers quality coffee with development impact.

We unlock the power of trade to strengthen producer organisations and deliver social justice, economic development and environmental sustainability for smallholder farmers. We are engaged throughout the value change to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.

In May 2015, Twin opened a regional office in Kigali in order to ensure the smooth delivery of our projects in East Africa, and increase our development impact on the producer organisations. Our team is now composed of 5 staff, as well as external associates.

PART 2: JOB PROFILE

MAIN PURPOSE OF THE JOB

The role sits within the regional team and will focus on supporting smallholder producer organisations to produce high quality coffee as per specialty coffee standards. The support will be extended but not limited to quality control of cherries, processing standards at coffee wet mills, dry mills and export coffee. The job will also entail supporting producer organisations attain UTZ and Rain Forest Alliance certifications.

POSITION IN THE ORGANISATION

Reports to: Quality Control Officer
Based in Kigali with extensive travel to Burundi
Manages: N/A
Duration of the job: 6 months



PART 3: RESPONSIBILITIES AND ACCOUNTABILITIES

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Coffee Quality Control

- Technical assistance to producer organisations on: coffee cherries harvest and processing both wet and dry mill.
- Strengthen the capacity of producer organisations in complying with specialty coffee quality standard.
- Extend his technical support to producer organisations on green coffee quality control as per green coffee quality standard of the Specialty Coffee Association of America.
- Conduct training evaluation and prepare reports at the end of each training exercises and practices.
- Propose follow up actions that will ensure that the knowledge acquired during the training will have positive impact on performance.

Certification

- Support producer organisations to prepare for certification audits.
- Train framers and producer organisations on the certification standards required for RFA and UTZ.
- Conduct pre-audits and ensure that corrective action is undertaken in time for the certification audits.
- Coordinate with the certification body and the producer organisation during the audits

Project management

- Project work planning and monitoring activities against agreed plans
- Providing logistical support to project implementation.

Other duties

- Collecting key data to track the performance of Twin's coffee programme
- Any other reasonable duty assigned that is consistent with the nature of the job and its level of responsibility.

PART 4: PERSON SPECIFICATIONS

Skills and qualifications

- A minimum of a Bachelor's degree in Agriculture is essential, development studies and relevant fields are desirable.
- Good knowledge of coffee agronomy (essential)



- Good knowledge of certification schemes
- Ability to take initiative and prioritize tasks

Experience (all essential)

- Minimum two years' experience in coffee quality control extension service.
- Experience of strengthening the capacity of a producer organisation in coffee quality control
- Experience of developing and successfully carrying out certification schemes
- Experience in project monitoring and evaluation (desirable)
- Skills in coffee cupping (desirable)

Languages:

- Excellent English, Kinyarwanda and Kirundi are essential.

Other

- Excellent administrative skills including use of Ms Office (Excel, Word, Power point and Outlook)
- Outstanding communication skills
- Team work and ability to work in multicultural environments
- Proven ability to work independently

PART 5: RECRUITMENT PROCESS

Send an up-to-date CV and a cover letter clearly stating why you are suitable for this job to jobs@twin.org.uk and indicating the job title in the subject by 5th July 2017. Interviews will be held in Kigali the following week.

PART 6: PACKAGE

Hours of work: this is a full time job (40 hours a week)

Salary: Depending on experience

Contract conditions: 6 months