



JOB PROFILE

JOB TITLE: REGIONAL MANAGER- EAST AFRICA

MAIN PURPOSE OF JOB

The Regional Manager is a senior role in Twin, part of the Producer Partnership Programmes (PPP) team and leads the Twin coffee programme in East Africa, including coordination of projects, representing Twin and managing the time of staff and associates based in region.

This is an exciting and strategic role in a moment of growth of the organisation and includes representation of Twin in the region with the private and public sector, identifying in country new sources of funding to scale up existing projects and managing relationships with existing core partners.

The role is based in Twin Kigali office with frequent travel in East Africa.

POSITION IN THE ORGANISATION

- Reports to: Head of Programmes, based in London.
 - Works closely with Senior Programme Manager Coffee based in London in the strategy definition and implementation of the Twin coffee programme.
 - Holds responsibility for the coordination and quality of Twin coffee's work in the region (approx. 2 mill USD a year).
 - Responsible for day to day management of the Kigali office.
 - Manages and develops: 4-5 staff members in Kigali's office and manages the work of associates in the region, receives support of Programme officer based in London.
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DIMENSIONS & LIMITS OF AUTHORITY

- Supervision of programme budget for the activities implemented from the regional office.
- Contribute to coffee strategy design and review.



- Develop and maintain relationship with existing or new donors within agreed parameters in the region.
- Direct responsibility for the management of assigned projects
- Staff management and office management: as above.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

Strategy

- Holds strategic relationship with Twin's partners (coffee producer organisations (PO)) and ensures delivery of effective business and organisational capacity building programmes which contribute to their development.
- Contribute to definition and review of coffee strategy for Africa, giving insights from the region.
- Liaise with Marketing and Trading team regarding information on Producer Organisations and troubleshooting on coffee contract delivery from the region. Support producer organisation accessing pre-finance and delivery of contracts.

Project Delivery

- Ensures projects are delivered effectively as part of the East Africa programme, including maintaining records, collating internal reports and monitoring expenditure against budgets.
- Responsible for the coffee programme budget and activities implemented through the Kigali office.
- Manages relationship with key donors and key customers in the region.

Business Development

- Supporting fundraising activities in the region, including providing inputs for project applications. Scope for potential donor and create and maintain relationships.
- Represent Twin in Rwanda in front of stakeholders and government.
- Ensures that coffee projects implemented in the region are in line with Twin's holistic approach and Theory of change (governance, business basics, quality & value addition, sustainable production, gender justice and access to markets).

Internal Management

- Ensure systems are in place in Kigali for managing the programme within in agreed parameters, including the recruitment of new roles induction and setting in support.
- Responsible for management of the team and setting annual objectives for staff in Kigali.
- Responsible of managing tasks of associates in the region working on the East Africa programme, in coordination with Senior Programme Manager Coffee in London.



Other

- Support internal communication within Twin. Ensuring insights and learnings from work across the region is captured, understood and shared within Twin. Provide information for website updates and other external communication purposes.
 - Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.
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PERSON SPECIFICATION

Qualifications and experience

A minimum of a Bachelor's in relevant subject.

- Business experience in coffee sector is essential, preferable with smallholder producer organisations in Africa.
- At least four years' experience in planning, designing and delivering overseas development projects with local partners in a rural/agriculture setting.
- Demonstrated experience in donor relationship development and securing new funding (both institutional grants and private sector finance).
- Experience in managing the performance of staff and consultants.
- Experience in leading and develop a team

Skills

- To think strategically and provide leadership for programmes.
- To network and develop new partnerships with a variety of organisations, including donors, private sector, research institutions and service delivery.
- To lead the design and coordinate the delivery of business and organisational capacity building programmes with local partners.
- To work confidently with financial information, preparing and analysing budgets, accounts and financial statements.
- To communicate effectively in both verbal and written forms with a variety of stakeholders, but particularly including donors, private sector and farmers.
- Fluency in English and working knowledge of French.

Knowledge

- Of smallholder agricultural and producer organizations.
- Of the coffee context and stakeholders in East Africa region.
- Of coffee production and marketing.



PROCESS

Please send applications including CV and cover letter to jobs@twin.org.uk indicating the job title in the subject by 23rd March 2017. Interviews to be held the week commencing 27th March.

PACKAGE

Hours of work: this is a Full Time contract (8 hours a day)

Location: Kigali

Salary: depending on experience

Contract conditions: permanent upon completion of 6 months' probation period

Holiday allowance: 20 days per year plus bank holidays and other statutory holidays