



# Inades-Formation

*Servir le bien commun – Serving the common good*

Institut Africain pour le Développement Economique et Social – Centre Africain de Formation  
African Institute for Economic and Social Development – African Training Centre

## RECRUITMENT NOTICE

### Presentation of Inades-Formation

The **African Institute for Economic and Social Development – African Training Centre (Inades-Formation)** is an international association established under Ivorian law in 1975 and recognised as a public utility by the Ivorian government. The General Secretariat (its international headquarters) is based in Abidjan (Côte d'Ivoire). It is present in ten (10) African countries: Burkina Faso, Burundi, Cameroon, Côte d'Ivoire, Kenya, DR Congo, Rwanda, Tanzania, Chad, and Togo. From these countries, Inades-Formation intervenes in other neighbouring countries, particularly within the framework of advocacy platforms. Inades-Formation's mission is to *"work for the social and economic advancement of the populations, giving particular importance to their free and responsible participation in the transformation of their societies"*.

Through this mission, Inades-Formation is committed to helping African populations, and particularly the most disadvantaged, to organise themselves to take their destiny into their own hands. Inades-Formation's target audience consists of farmers / agricultural cooperatives and their ridge organisations, processors, local authorities, semi-public development institutions and civil society organisations.

The General Secretariat, the executive body of the International Association Inades-Formation with its headquarters in Abidjan (Côte d'Ivoire), is a "service centre" for the entities of the Inades-Formation network. As such, its mission is to:

- ❖ ensure the animation of the associative life of Inades-Formation.
- ❖ ensure the development and protection of all Inades-Formation's assets and to promote its identity.
- ❖ ensure unity of inspiration for the achievement of the institution's mission.
- ❖ drive and coordinate collective initiatives to mobilise financial resources to achieve the institution's mission.
- ❖ promote the institution's identity through high-quality communication and representation.

**Terms and conditions of the employment contract:**

<b>Job title</b>	<b>A Food Systems Project Officer.</b>
<b>Work location</b>	General Secretariat of Inades-Formation in Abidjan (Côte d'Ivoire) with missions abroad, particularly in the ten countries where Inades-Formation has a National Office.
<b>Hierarchical position</b>	Reporting to the Programmes Department Director of the Inades-Formation, the Project Officer's main responsibilities in the context of the " <b>Food systems</b> " programme will be to:
<b>Duties</b>	<ul style="list-style-type: none"><li>• Develop programmes and projects to seek funding relative to development alternatives for food systems programme based on the family farming.</li><li>• Steer the implementation, monitoring and evaluation of funded programmes and operational projects and produce technical reports in accordance with commitments with partners.</li><li>• Stimulate and support creativity and innovation in terms of approaches, methods, tools, product-concepts, and services for the benefit of the target populations of the network's entities (General Secretariat/National Offices).</li><li>• Ensure quality control of products-concepts and services provided to target populations under the "<b>Food Systems</b>" Programme and operational programmes-projects.</li><li>• Ensure the capitalisation of experiences and good practices in relation to the operational programmes and projects implemented.</li><li>• Lead and stimulate forward-looking reflections on the context of the "<b>Food Systems</b>" programme with a view to repositioning current and future operational programme-projects.</li><li>• Participate in the reflection, development, and implementation of projects on other themes at the request of the hierarchy.</li></ul>
<b>Nature and term of the contract</b>	Fixed-term contract (FTC) for one (1) year with the possibility of renewal, after evaluation.
<b>Probable starting date</b>	15 <sup>th</sup> February 2024
<b>Status and salary</b>	Officer and according to the salary grid
<b>Social benefits</b>	Insurance and other benefits in accordance with the Articles of Association

## Required skills

- Good knowledge of the stakes and challenges facing family farming.
- Good experience of agroecology or sustainable agriculture practices, in particular organic input production, agroforestry, sustainable management systems and/or regeneration of local agroresources.
- Experience in project development and management (*planning, monitoring, evaluation, and capitalisation*).
- Experience in preparing technical dossiers in response to calls for proposals/bids from Technical and Financial Partners.
- Excellent management and work organisation skills.
- Good meeting moderation/facilitation skills.
- Good technical reporting skills for projects in progress.
- Capacity for forward-looking analysis and creativity.
- Experience of working with NGOs.

## Level of education

Aged between 30 and 45. Engineer or equivalent (at least 5 years' higher education) - in agronomy, agro-economics, economics, rural development and social sciences or any other similar discipline.

## Work experience

At least 5 years' experience working for a development NGO, including 3 years working for Inades-Formation (drawing up tender dossiers and calls for proposals, coordinating project implementation, leading multi-stakeholder platforms, designing and running workshops or seminars).

## Attitudes and other skills :

- Fluency in French and English (written, read, and spoken).
- Good command of office automation tools (Office pack).
- Good oral and written communication skills.
- Good writing and conceptual skills.
- Commitment to the most disadvantaged, particularly in rural areas.
- Easily able to work in the NGO spirit (sobriety and solidarity with the most disadvantaged).
- Able to work as part of a team and get on well with people from different cultures.
- Driving licence.
- Probity, good character, integrity, respect for public property....
- A letter of motivation addressed to the Secretary General of Inades-Formation.
- A detailed curriculum vitae (max. 4 pages) including at least 3 references.
- A certified copy of the required diploma.
- Work certificates.

## Composition application's submission

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Applications, for the attention of the Secretary General of Inades-Formation, with the words "**Food Systems Project Officer**" in the subject line, should be sent electronically to the following address: [recrutements.sg@inadesfo.net](mailto:recrutements.sg@inadesfo.net), with a copy to [alphonse.kouame@inadesfo.net](mailto:alphonse.kouame@inadesfo.net). **The deadline for sending applications is 22 January 2024 at 23:59 GMT.**

NB: Only applications received by the deadline will be analysed by the selection committee, and only selected candidates will be contacted for interviews. Female candidates are strongly encouraged to apply. Inades-Formation reserves the right to consider only successful applicants.