



## WE ARE HIRING:

**Join us: Project Officer Ben & Jerry's Monitoring project**

**26.01.2026**



# ABOUT US

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Fairtrade Africa (FTA) is the umbrella network organization representing Fairtrade certified producers and workers in Africa. It has four (4) regional networks – Eastern Africa; Southern Africa; West Africa; and Middle East and North Africa. Established in 2005, FTA aims to effectively represent producers and workers within the International Fairtrade System and provide services to them that contribute to the improvement of their livelihoods. The FTA Board directs policy and strategic development of the organization.

**FAIRTRADE AFRICA PURPOSE:** To improve the socio-economic conditions of African producers through increased access to better trading conditions.

## ABOUT THE JOB

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To oversee both work-streams for Ben & Jerry's, acting as the voice of the three co-operatives receiving services and representing their interests and feedback whilst working closely with the local and global project teams.

**LOCATION:** Abidjan, Côte d'Ivoire

**REPORTING LINES:**

**Post-holder reports to:** Team Leader Cocoa

**Staff reporting to this post:** None

**BUDGET RESPONSIBILITY:** Yes



# DUTIES & RESPONSIBILITIES

## **Key Performance Areas**

**Main purpose of job - Under the West Africa cocoa Programme framework the job holder is responsible for Programme implementation and monitoring. He/she will take a lead in the implementation of the following key performance areas:**

### **Programme Review and Needs Assessment**

- Undertake a review of programme work so far with the three co-operatives, reporting back the findings Monitor needs with the three co-operatives to ensure future programmatic work meets their needs and fits with their priorities
- Lead on organising a workshop with the three co-operatives and the global teams to capture their feedback and inform the programme design
- Continue to review the ongoing programme work with the farmers and co-operatives, sharing learnings and findings for scheduled reports and on an ad hoc basis

### **Programme Implementation and Management Support with the co-operatives**

- Support on the coordination and implementation in-country activities according to approved work-plans and budgets for PDI project work 2020 onwards for the three co-operatives by working with the project implementation team in Barry Callebaut and working closely with the BC project manager
- Act as a key point of contact for queries and feedback from the co-operatives and also partners in the project (including the Fairtrade Foundation located in the U.K. and other stakeholders in the USA), ensuring that, as far as possible, issues are dealt with promptly and efficiently
- Delivery of capacity building in required project areas and the FT Standards
- Facilitate and lead meetings with Barry Callebaut and Fairtrade Africa quarterly in Cote D'Ivoire, as well as with the three co-operatives, to share updates and learnings. Minute decisions and actions.
- Facilitate and lead meeting with global project team annually to provide updates, demonstrate progress, discuss learnings and changes and review the programme.

### **Monitoring and Reporting**

- Under the supervision of a Business Development Advisor, closely monitor programme performance (Financial and programmatic) and propose strategies for continuous improvement
- In close collaboration with the MEL team both at FTA and also in the National Fairtrade Organisation, and in complement to BC reporting, lead project monitoring and evaluation processes in-country by supporting on the framework and collection of data to address the Theory of Change and learning questions
- Support the Business Development Adviser to monitor capacity building efforts
- Submit high quality narrative and financial reports in accordance with project and organisational requirements (monthly, quarterly and annually). This will include reporting on the West African Cocoa Programme and PDI activities on all three co-operatives for Ben & Jerry's board deadlines
- Provide information and data on a timely basis to the project team function including, but not limited to, quantitative and qualitative reporting
- Establish and maintain a database of all programme documents and reports area of operation

- Under the supervision of FTA communication officer report on the Premium spend of the three co-operatives and collection of stories of those enrolled in the programme and/or benefitting from Fairtrade cocoa sales

### **Programme advocacy**

- Support the Business Development Adviser to establish and maintain in-country strategic partnerships
- Initiate and maintain relationships with local communities, public and government institutions, educational institutions among others who are key stakeholders of FTA
- Support advocacy efforts at national and regional levels
- Supports development of communication material development and supports media visits, as well as visits of project partners and the client

### **Resource Mobilisation**

- Support with resource mobilisation efforts

# SKILLS & EXPERIENCE REQUIRED

## Minimum Academic Requirement

- Bachelor's Degree in a relevant field with additional work experience

## Other Specialist Training or Certifications

- Project Management

## Minimum Years of Relevant Experience

- At least 2 years' experience in a similar position

## Communication demands and competencies

- Excellent command of spoken and written English as well as French required, and additional local languages desirable
- Excellent data management and reporting skills
- Excellent interpersonal skills with ability to interact with individuals across multi-functional and cultural disciplines
- Excellent organisational skills with ability to manage multiple work-streams with various partners at any one time

# HOW TO APPLY

## APPLICATION DEADLINE is **10<sup>th</sup> February 2026**

An application form (**CVs will not be accepted**) can be found on the jobs and volunteering page of our website:  
<https://fairtradeafrica.net/vacancies-2/>

If you have any queries, please e-mail [recruitmentwestafrica@fairtradeafrica.net](mailto:recruitmentwestafrica@fairtradeafrica.net)

or call **+254 202721930** or **+254 704180169** and ask to speak to a member of the HR team. Qualified applicants will be subjected to background checks as a pre-condition of employment. Completed applications should be saved in the applicant's name and the position (Project Officer Ben & Jerry's Monitoring project) and be e-mailed to [recruitmentwestafrica@fairtradeafrica.net](mailto:recruitmentwestafrica@fairtradeafrica.net)

All applicants should state how they meet essential requirements of the post and include their email address, telephone contacts and three referees with contact details on the application form.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**