



WE ARE HIRING:

Join us: Senior Project Officer – Leading Child Wellbeing for ACTION and M&S Living Income Program.

26.01.2026



ABOUT US

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

To provide support services to beneficiaries of the three cooperatives involved within ACTION and Mark & Spenser Living Income Program regarding child wellbeing. And constantly provide feedback to the Living Income Coordinator.

LOCATION: Cote D'ivoire

REPORTING LINES:

Post-holder reports to: Living Income Coordinator

Staff reporting to this post: None

BUDGET RESPONSIBILITY: Yes



DUTIES & RESPONSIBILITIES

Key Performance Areas

Project Management

Support the implementation of project's activities and assist producer organisations as well as their members.

- Support project planning and budgeting regarding management of risks linked to child labour and ensuring activities meet goals and indicators.
- Develop and implement child protection plans.
- Monitor operational activities and effectiveness of results and milestones.
- Maintain accurate records.
- Compile monthly updates and quarterly reports using FTA and project templates.
- Support and participate in Monitoring, Evaluation and Learning (MEL) activities.
- Support the development of project proposals.
- Actively participate in the meetings with program partners and stakeholders.
- Any other tasks assigned by the Coordinator and any next level line manager.

Technical Advisory and Support

Provide relevant training and technical advisory support to producer organisations,

- Support POs to conduct assessments, map interventions, and identify children in or at risk of child labour through fieldwork and community engagement.
- Provide direct support regarding counselling to POs on child labour prevention and remediation.
- Train cooperative's staff and members (if necessary) on child labour issues, identification techniques, and protection & remediation protocols.
- Develop training materials.
- Support producer's organizations to strengthen their respective CLMRS system.
- Any other technical support approved by the program.

Support Fairtrade system

Support Fairtrade system to implement its strategy against child labour and ensure FI's strategy meets national and international regulations.

- Build and maintain good relationships with NFOs.
- Promote Fairtrade standards and Fairtrade strategy against child labour.
- Contribute to national strategies.
- Collaborate with governance bodies (Ministry of labour, social welfare), NGOs, Employers, worker's unions, Communities, and any stakeholder.
- Building trust and partnerships with diverse groups including governance, private sector stakeholders, NGOs, producers' organization, etc.

SKILLS & EXPERIENCE REQUIRED

Qualifications

- Bachelor's degree in social science, human rights studies, child development, humanitarian, psychology, related or equivalent experiences.

Experience and Knowledge

- Demonstrated skills and experience in implementing child protection programming.
- At least 3 years in implementing and working with children and youth.
- Shows ability to plan, schedule, and direct the work of self and others.
- Strong knowledge of cocoa sector in Cote d'Ivoire.
- Excellent communication, interpersonal, and facilitating skills.
- Ability to work in a high-conflict environment with sensitivity and cultural awareness.
- Experience of delivering training to a range of audiences.
- Strong ability to develop and implement approaches to measure results achieved and changes made in relation to actions carried out in accordance with program objectives.
- Knowledge and understanding of Fairtrade standards and Fairtrade child labour strategy.
- Strong knowledge of child protection principles and international labour standards.
- Ability to develop training materials for sensitization of communities on child protection.
- Good experience in training facilitation.
- Strong knowledge of Microsoft's software (Word, Excell, ACCESS, Power point) and most important usual softwares used in child labour management projects.
- Ability to formulate new concepts and methodologies.

Skills

- Good command of spoken and written English.
- Excellent interpersonal skills with ability to interact with individuals across multi-functional disciplines
- Conflict resolution skills
- Good organizational skills
- Good training and facilitation skills
- Strong planning and project management skills
- Strong communication, leadership and teamwork skills.
- Ability to speak local language
- Ability to move frequently in the field.
- Ability to work under pressure and meet deadlines.
- Understanding of child protection principles and international labour standards.

HOW TO APPLY

APPLICATION DEADLINE is 10th 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-and-tenders/>

If you have any queries, please e-mail 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 (Senior Project Officer – Leading Child Wellbeing for ACTION and M&S Living Income Program) and be e-mailed to 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.