



Bees for Development

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Bees for Development Trust UK Charity 1078803

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Job description for Project Officer

Job title	Project Officer
Responsible to	Director, <i>Bees for Development</i>
Main contacts / working partners	Colleagues within BfD, partnership organisations working in the field of livelihoods and honey trade, beekeeping associations in developing countries, and public and private actors engaged in pro-poor market development.
Main purpose	To coordinate honey trade projects in Uganda and Cameroon and to develop further programmes focussing on building livelihoods of poor and marginalised communities through fair and reliable access to markets for bee products.
Contract	Full time, three year contract
Location	Monmouth, UK with overseas travel
Salary	£25,000 - £30,000
Overview	<p><i>Bees for Development</i> is an independent organisation founded in 1993. BfD is an information centre, research body and development partner working at the heart of an international network of people and organisations involved with apiculture in developing countries. BfD recognises that apiculture is a valid, feasible way for marginalised communities to create environmentally sustainable and economically resilient livelihoods, while bees contribute to biodiversity maintenance by means of pollination.</p> <p>Objectives include empowering beekeepers through the transfer of skills and knowledge, developing market access, and creating an enabling framework for sustainable apiculture.</p>
Background to the post	<p><i>Bees for Development</i> has recently started a new, four year Comic Relief funded project with partners in Uganda with the aim of increasing incomes for marginalised households through the sale of bee products, and facilitating intermediate organisations to build an enabling environment for honey trade in the country and region. The Programme Officer will be expected to coordinate this Project and the role has significant managerial and technical leadership responsibilities.</p>

	<p>In addition, the post holder will have a responsibility to deliver a honey trade Project in Cameroon and will be expected to develop new areas of work, new partnerships, and respond to emerging opportunities in Central Asia, Africa and elsewhere, in the field of participatory market systems development and honey trade. The Programmes Officer will also promote findings and disseminate knowledge within this field.</p>
<p>Key responsibilities</p>	<ol style="list-style-type: none"> 1. To ensure the successful delivery of the Comic Relief-funded Uganda honey trade project (50%) <ul style="list-style-type: none"> • <i>Coordinate delivery of the Project including planning, budgeting, reporting, supervising and reviewing.</i> • <i>Provide technical guidance and leadership, reviewing progress and advising on the strategic direction of the Project</i> • <i>Ensure smooth, timely and effective coordination and communication between all Project Partner Organisations.</i> • <i>Ensure high standards in meeting financial accountability requirements.</i> • <i>Provide specific business advice to a producer-owned beekeeping business in Uganda, helping with strategic business decisions, capacity and skills development and marketing.</i> • <i>Provide advice to Partners, ApiTrade Africa and TUNADO, concerning their institutional growth and the development of services these organisations offer to honey trade stakeholders.</i> • <i>Ensure issues of sustainability are addressed throughout the Project.</i> • <i>Monitor progress towards meeting objectives, and take the lead in designing and implementing a monitoring and evaluation framework for the Project.</i> 2. Cameroon-Wales Beeswax and Honey Trade project, funded by the Wales for Africa grant of the Welsh Assembly government. Specifically coordinating relations with Project Partners, finalising the publication of the Cameroon case studies, producing training materials, monitoring, reporting and disseminating lessons learned. (20%, thereafter taking up responsibilities for new projects at close of Cameroon project). 3. Developing new partnerships and projects, writing funding proposals (10%). 4. Write, edit and contribute to the publication of relevant findings and share information with key stakeholders, in particular focussing on dissemination of information within the BfD website and Journal (10%). 5. Organise and participate in seminars, workshops and training events on issues of policy and practice, project development, dissemination of findings and capacity building. 6. Liaise with partners, stakeholders, projects and other agencies on issues concerning apiculture, livelihoods and trade and respond

	<p>appropriately to enquiries.</p> <ol style="list-style-type: none"> 7. Planning, reporting, reviewing and evaluating in connection with all work areas. 8. Consultancy work, occasional as opportunities arise. 9. Contribute to other areas of BfD's cross-sectoral work.
<p>Person specification</p>	<ul style="list-style-type: none"> • Post-graduate degree in relevant discipline. Consideration will be given to a candidate without a post-graduate qualification who can demonstrate outstanding, relevant work experience • Solid relevant work experience with international business organisation, CBO or NGO • Enterprise, market or trade-related project management experience in sub-Saharan Africa • Experience of managing people and budgets • Awareness of trade issues and policy frameworks affecting market access for small-scale producers • Fluency in English • Experience of designing new projects, developing partnerships and liaising with funding agencies • Proven success with writing project funding proposals • Good networking skills and ability to form effective working relationships with collaborators and donors. • Excellent written and verbal communication skills with the ability to negotiate, influence and achieve impact through their work • Ability to write and edit technical progress reports, and to write about their work for the general public • Knowledge of monitoring and evaluation approaches and methods with view to reviewing, learning and sharing lessons. • Excellent interpersonal skills for dealing with staff, partners and collaborators from a wide range of backgrounds and cultures • Ability to work independently (manage own workload, prioritise and deliver to deadlines) and as part of a team (working collaboratively, seeking involvement by others to deliver quality work and taking responsibility for team delivery where appropriate). • Willingness to travel as appropriate to deliver work commitments • Good working knowledge of Office based computing including Word, Excel, PowerPoint • Ability to learn to contribute to the maintenance and enhancement of the <i>Bees for Development</i> website.