



Bees for Development

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Bees for Development Trust UK Charity 1078803

Job Description

Business Development Officer

Uganda Honey Trade Project

February 2010

Organisation	Bees for Development, UK
Title of position	Business Development Officer in Uganda, for the Comic Relief funded Bees for Development Uganda Honey Trade Project.
Position details	Annual contract with probationary period, renewable annually for up to four years
Closing date	15 March 2010
Interview date	29 March 2010 (to be confirmed)
Website	www.beesfordevelopment.org
Salary and terms	Commensurate with skills and experience
Location	Kamwenge, Uganda with some travel
To apply	Download the application form at www.beesfordevelopment.org/about_us/jobs and return the completed form with covering letter to vacancies@beesfordevelopment.org by email by 15 March 2010. Further details on website. Bees for Development operates an equal opportunities employment policy.
Project Partners	The grant holder for the Uganda Honey Trade Project is Bees for Development Trust, UK and the donor is Comic Relief, UK. Project Partner Organisations in Uganda include Kamwenge Beekeeping Cooperative Society (KABECOS), The Uganda National Apiculture Development Organisation (TUNADO) and ApiTrade Africa. The Business Development Officer will be contracted by Bees for Development, UK.
Main role of position	This exciting new Project aims to change the way honey is traded in rural Uganda. We need a dynamic individual with the experience and skills to support the growth of a honey supply chain that delivers increased income to poor, rural communities.
Project summary	Beekeeping is accessible and affordable for the poorest communities, enabling them to earn extra income. However, accessing worthwhile markets on a significant scale can be difficult. The Uganda Honey Trade Project 2010-2014 recognises that high value market chains work at many levels and there are local, national and international dimensions to this Project. At the local level the Project will build the capacity of the Kamwenge Beekeepers Cooperative Society (KABECOS), enabling this business to provide a fair and reliable market route for beekeepers in Kamwenge. This Project will work to

	<p>strengthen the trading and institutional capacity of KABECOS, train members in value addition and marketing, and build partnerships along the supply chain. The result will be improved, sustainable livelihoods for 2,500 households.</p> <p>The Project will also support the growth of the national industry association, TUNADO, enabling it to advocate on behalf of all beekeepers.</p> <p>The Project's work with the regional body, ApiTrade Africa, will focus particularly on the challenges of fairtrade and organic certification for Africa's beekeepers, and the Project will build expertise and experience within this emerging trade body.</p>
<i>Position summary</i>	<p>This role has significant managerial and technical responsibilities. Based in Kamwenge town, the Business Development Officer will take responsibility for establishing and running the Project Office, delivering considerable technical support to KABECOS's emerging honey trade business, and will manage a portfolio of activities, mainly but not solely, based in Kamwenge. The Business Development Officer must build partnerships, team commitment and ensure the ongoing success of Project activities. This role will be filled by a professional with proven experience of building producer-owned businesses in Uganda, and who is confident in working effectively with resource-poor farmers, as well as negotiating with business partners, market stakeholders and investors.</p>
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Establish the Project Office and ensure smooth running of all aspects of Project management in Uganda, including planning, budgeting, reporting, supervising and reviewing. • Provide on-going technical leadership for the Uganda Honey Trade Project. • Ensure smooth, timely and effective coordination and communication between all Project Partner Organisations. • Ensure high standards in meeting financial accountability requirements. • Provide specific business advice to KABECOS, particularly concerning cash-flow management, helping with strategic business decisions and marketing. • Provide specific technical support to KABECOS, helping to address the challenges of building a membership organisation, and achieving shared commitment and long-term vision amongst members. • Provide advice to Local Project Partners, ApiTrade Africa and TUNADO, concerning their institutional growth and the development of services these organisations offer to honey trade stakeholders. • Ensure issues of sustainability are addressed throughout the Project. • Monitor progress towards meeting objectives, and take the lead in designing and implementing a monitoring and evaluation framework for the Project. • Represent the interests of the Project, the apiculture sector and all Partner Organisations in the public domain, and develop a role as advocate and champion for African honey trade development.
<i>Qualifications</i>	<p>University degree in Agriculture, Agricultural Economic, Business Administration or related field</p>
<i>Experience and technical competencies</i>	<ul style="list-style-type: none"> • Minimum four years direct work experience in the field of farmer enterprise development or producer-owned business development or rural livelihoods development. • Experience supervising, and training staff; setting up systems and offices;

	<p>managing finances and budgeting; understanding of project management and procurement.</p> <ul style="list-style-type: none"> • Understanding of business and value chains and experience in working with companies as well as farmers. • Knowledge of the honey or similar industry gained from direct experience. • Experience of working with microfinance institutions, facilitating access to commercial credit, market linkages and business management.
<i>Skills</i>	<ul style="list-style-type: none"> • Strong interpersonal and communication skills, with ability to operate efficiently in multi institutional relationships, and to communicate with farmers, government ministers, donor representatives or company executives. • Excellent organizational skills, ability to work independently as well as in a team environment, assess priorities and multi-task with strong attention to detail. • Administrative efficiency, with ability to track Project progress and prepare timely reports. • Fluent written and spoken English. • Competence in MS Office and routine software programmes. • Willingness to travel within and outside Uganda, especially in rural areas of Kamwenge District. • Willingness to use a motorbike in rural areas.

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