



Job Summary:

Organisation: Ghana Federation of Forest and Farm Producers (GhaFFaP) -<https://ghaffap.org/>

Industry: Forest and Farm Producer Organisation (FFPO)

Location: Kumasi

Education: Bachelor of Arts, Bachelor of Science Degree or Development Studies, **applicants with a Masters degree will be an added advantage**

Experience: 5- 10 years

PROGRAMMES ASSOCIATE

GhaFFaP Organisation Profile:

The Ghana Federation of Forest and Farm Producers (GhaFFaP) is a national Federation of smallholder Forest and Farm Producer Organisations (FFPOs) drawn from three (3) ecological zones of Ghana including the savanna, transition, and forest ecological zones.

GhaFFaP's key objectives include:

- To serve as a platform for advocating for conducive forest and farm policies and laws in Ghana
- To coordinate the establishment of partnerships with government, private sector, and civil society organisations for the benefit of FFPOs and promote participation in national development
- To improve the entrepreneurial capacities of members and provide business incubation services to FFPOs

Job Description:

GhaFFaP is looking for a **Programmes Associate** to join our team. The Programmes Associate will be responsible for providing comprehensive technical support to the GhaFFaP National Executive Committee (NEC) and managing the organisation's office operations including coordinating GhaFFaP's internal and external relations.

Within this role, the Programmes Associate will have the opportunity to engage a wide range of stakeholders including GhaFFaP member FFPOs, Donors, Government and Private Sector actors and support the successful implementation of GhaFFaP's ongoing and future projects and programmes; this role will also involve coordinating the development of programmes in line with GhaFFaP's ten-year roadmap – [The GhaFFaP Agenda 2030 Strategy](#) . The Programmes Associate will also work to attract funding opportunities towards the implementation of GhaFFaP's strategic plans and objectives.

Organizational Setting

The main aim of the GhaFFaP National Secretariat is to coordinate members activities, promote visibility, networking, and partnership building. The secretariat coordinates the implementation of GhaFFaP decisions for the interest of its members through advocacy, business incubation, building climate resilience models as well as social protection for its members.

GhaFFaP's Annual General Meeting (AGM) is its highest decision-making structure followed by the NEC that provides the day-to-day operations supervision of GhaFFaP. The Program Associate will report directly to the NEC through the GhaFFaP Secretary. The Program Associate will also work in



coordination with the GhaFFaP Business Incubation Team (BIT), Women Champions and Youth Champions Wings leaders. The Program Associate will be based in the GhaFFaP National Secretariat in Kumasi.

Reporting Lines

The Program Associate will report directly to the NEC through the GhaFFaP Secretary and make presentations/contributions to discussions at meetings of GhaFFaP structures but shall have no voting rights in decision making.

Technical Focus

Effective management and implementation of GhaFFaP Strategic roadmaps including the GhaFFaP Agenda 2030, deforestation-free cocoa production strategy, innovative climate action, Green Market etc., in coordination with partners and in consultation with the BIT and with the approval of the NEC including GhaFFaP FFPO membership strengthening.

Main Tasks and Responsibilities:

Communications with GhaFFaP FFPOs and Partners:

- The Programmes Associate heads the GhaFFaP secretariate and will be the first point of contact for incoming emails to GhaFFaP from members and partners. You will screen, prioritise, answer and archive emails in order of importance while acting on communications with clearance from the GhaFFaP NEC
- You will keep and update a comprehensive database of GhaFFaP member FFPOs and Partners
- Keep a list of outstanding actions on all GhaFFaP related meetings and regularly make sure these are followed up on
- Keep a list of all GhaFFaP ongoing projects and important activities relating to invoicing, reporting and partner meetings
- Manage and keep the agenda of the GhaFFaP National Executive Committee (NEC) and other structures, prioritising incoming requests for appointments, scheduling and confirming all GhaFFaP related meetings
- Forward emails to GhaFFaP member FFPOs and Structures with requests for input, reply and follow-ups
- Draft emails and GhaFFaP related documents and coordinate a wholistic review of documents before they are sent out
- Regularly updating GhaFFaP social media handles including coordinating updates of GhaFFaP's website (<https://ghaffap.org/>) in close collaboration with GhaFFaP's Website manager
- Programme associate will be required to ensure that all activities and action are undertaken in compliance with the GhaFFaP constitution taking note of Article 5.3 **Administration of Federation Activities** of the constitutions on how GhaFFaP are supposed to implement project activities.
- The programme Associate may be assigned to perform other assignments NEC deems important which has not been captured in the TOR in the interest of GhaFFaP members



Projects and Office Management:

- Schedule and confirm all GhaFFaP internal structures meetings including the National Executive Committee (NEC), Business Incubation Team, Women and Youth Champions Wings – this shall include keeping minutes and key next steps for these meetings
- Track and ensure GhaFFaP project milestones are being met, including timely submission of relevant technical and financial reports with the approval of GhaFFaP NEC
- Coordinate drafting of technical proposals for calls for proposals relating to GhaFFaP operations
- Attends and reports back on strategic meetings of GhaFFaP in close consultation with the GhaFFaP NEC

Required Skills and Experience:

- Management expertise within projects, programmes, teams, or organisations i.e coordinating people and processes, client management, financial management, knowledge management – relevant experience working on projects in forest and farm value chains is highly recommended
- Strength in working with networks or alliances in forest and farm or agricultural related value chains
- Strong writing and reporting skills – clear, to-the -point in-depth understanding and application of the English language
- Strong expertise in maintaining stakeholder and client relationships especially across the forest and farm sectors
- Capable of managing administrative, communications and knowledge management technologies – Microsoft Word, Excel, Email Management System, Zoom, LinkedIn etc.

How to apply:

- This position is a full-time appointment renewable annually based on satisfactory performance
- Submit your applications to info@ghaffap.org with the following emails of GhaFFaP NEC Executives in copy – akparibomark@gmail.com , nakdams@yahoo.com and alimasagito@yahoo.co.uk using the subject : **GhaFFaP Programmes Associate Application**
- Your application needs to include the following:
 - **An application letter outlining your interest, motivation, and qualifications for the position of GhaFFaP Programmes Associate**
 - **Your CV/Resume (including 2 professional references)**
 - **Kindly note that the duration for application is 10 days from the issue date of Wednesday 5th October and ending on Friday 14th October 2022.**

Kindly note that GhaFFaP is an Equal Opportunities Employer, and our hiring policy is based on merits and qualifications and experience in the related position. Female applicants with relevant qualifications and experience are highly recommended to apply.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED WITHIN THE SELECTION THAT ENDS ON THE 14th OF OCTOBER 2022.