



FAIRTRADE AUSTRALIA & NEW ZEALAND

POSITION DESCRIPTION

TITLE:	Fairtrade Liaison Officer - Consultant
RESPONSIBLE TO:	Producer Support Program Manager
DURATION:	Six months, with possibility of up to 3-year extension
HOURS:	40 hours per week
LOCATION:	Lae, Papua New Guinea
REMUNERATION:	Based on experience of selected candidate
CLOSING DATE:	20 th July 2018

SCOPE OF ROLE

Based in Lae, the Fairtrade Liaison Officer will work with Fairtrade producer organisations, rural communities, commodity boards and traders to increase the quality and productivity in coffee and cocoa production across Papua New Guinea.

Fairtrade ANZ currently supports nine coffee and cocoa producer organisations in Papua New Guinea. A key focus for these organisations is improving and maintaining the quality, productivity and consistency of the coffee and cocoa that they purchase from members to meet international export standards and increase the benefits received through Fairtrade certification. The smallholder producer organisations currently face a number of challenges which are further exacerbated by climate change and unpredictable weather events.

The Fairtrade Liaison Officer will work with producer organisations, communities, commodity boards, traders and other stakeholders within the supply chain to:

1. Promote best practices for sustainably improving productivity and quality in coffee/cocoa production;
2. Promote robust supply chains by strengthening the capacity of producer organisations to comply with Fairtrade Standards and meet the requirements of the international market;
3. Increase benefits of Fairtrade certification to producers in Papua New Guinea by maintaining the consistency and quality of products;
4. Promote environmentally sustainable practices along the supply chain, and climate change adaptation and mitigation strategies where necessary;
5. Facilitate the inclusion of women and youth in coffee and cocoa improvement programmes.

ANTICIPATED TASKS

- Design, deliver and report on ongoing training and support on quality and productivity to Fairtrade producer organisations in conjunction with the Producer Support Team including:
 - Farm management training to farmers
 - Establishment of a quality control and traceability system for each producer organisation
 - Implement a coffee laboratory for each coffee producer organisation, making sure the resources supplied are being utilised in line with international quality standards and protocols
- Deepen relationships with cocoa/coffee exporters to support relationship building with producer organisations, and technical capacity building on quality and productivity;
- Design, oversee and report on environmental sustainability and climate change projects;
- Support the Fairtrade Strategic Partnerships programme in PNG, particularly around partnerships to advance the Fairtrade Cross-Cutting Issues Programme focusing on environmental sustainability and climate change;
- Improve relationships between producer organisations and relevant partners, including overseas buyers, support organisations and other actors in the supply chain;
- Submit all field visit, monthly, quarterly and financial reports, and notifications around leave accrued and taken.

COMPETENCIES

A successful candidate will:

- Demonstrate commitment to Fairtrade's mission, vision and values;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Have a strong technical understanding of coffee/cocoa farming, processing and quality control measures;
- Demonstrate expertise in quality and productivity training in a community context;
- Have knowledge and experience in environmental sustainability and climate change;
- Have the ability to organise work and collaborate effectively with a wide range of teams, and work with individuals of different national and cultural backgrounds;
- Demonstrate expertise and practical experience in community-based development and agricultural supply chains in PNG;
- Be competent in the use of Microsoft Office and G-Suite;
- Have strong and efficient report writing skills;
- Demonstrate excellent communication skills.

QUALIFICATIONS

Education:

- University degree in agriculture, environmental science or sustainability studies (required)
- Technical certifications such as Q grading (desired)

- Technical training on coffee and cocoa processing (desired)

Desired Work Experience:

- Minimum of 3 years of professional experience in the design and delivery of quality and productivity strategies and programmes related to coffee/cocoa in PNG;
- Minimum of 3 years of professional experience in stakeholder communication, including, but not limited to, development agencies, governmental organisations and non-governmental organisations;
- Experience in the design and implementation of social and economic development projects targeting rural communities in the Pacific;
- Experience in coffee/cocoa supply chains and international/domestic coffee markets;
- Experience in coffee/cocoa quality control processes;
- Experience working with cooperatives and smallholder producers within a community context;
- Demonstrated experience developing and delivering participatory coffee/cocoa quality and productivity trainings;
- Well-developed understanding of key quality and productivity issues in agricultural supply chains;
- Proven experience in budget and financial management of projects.

Languages:

- Must have fluency in spoken and written English and Tok Pisin

The successful candidate will be required to travel frequently to remote parts of PNG for extended periods of time. It is therefore a health and safety requirement that the successful applicant possess a reasonable degree of physical fitness

The Liaison Officer will also be required to have the legal and ongoing right to work in Papua New Guinea.

Please submit a cover letter and resume to astra@fairtrade.org.nz by Friday 20th July 2018 which demonstrates how you meet the competencies and education and work experience qualifications.