

# UGAMA/UMURYANGO WO GUSHYIGIKIRA AMAKOPERATIVE



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## TERMS OF REFERENCE TO RECRUIT STAFF MEMBERS

### Background information

Umuryango wo Gushyigikira AMAkoperative (UGAMA) is the Local Non-governmental Organization for Support to Cooperatives and community-based organizations (CBOs), created in 1988 in accordance with the Rwandan law and approved by the Ministerial Order No. 477/05 of 22 November 1990 of the Minister of Justice, renewed in June 2003. The last official certificate was acquired in 2013 from Rwanda Governance Board (RGB). UGAMA is a strong local organization that works to change lives of community and plays a tangible role in cooperative policy making, coaching of cooperatives in various axes.

**Vision:** *“Becoming a role model and an excellent performer NGO in the region (East Africa)”*.

**Mission:** *“the community transformation due to the development of cooperatives and the solidarity of their members”*.

**Value:** Quality, Respect/dignity, Team work and Efficiency

This mission is realized through three objectives to:

1. Support and strengthen cooperatives especially in organization, management and technical assistance to improve their economic and social viability;
2. Increase and improve members’ participation in any business of their cooperatives, be they big or small;
3. Promote the collaboration framework between Cooperatives and CBOs with other stakeholder on the Sector, regional and sub-regional levels, which are able to provide services that cooperatives need.

The objectives are achieved through 3 axes: (1) Development of cooperatives; (2) rural community development and (3) Institutional development. The following areas of interventions are the main pathway for UGAMA to achieve its objectives:

1. The capacity building of cooperatives and rural community groupings on the organizational, technical, operational, managerial and institutional levels.
2. Food, nutrition and income security: Professionalization in Sustainable/modern agriculture for both crop and animal production, quality control and upgrade of market value and market linkage as well as ensure environment sustainability.
3. Crosscutting issues: promotion of gender equality, good governance, human right and climate change mitigation and adaptation measures.

In this regard, UGAMA seeks to recruit a staff in charge of **Marketing and economic Management of cooperative** to support in the fulfilment of its mission.

#### Key responsibility

- ◆ Follow up of cooperative members in Post-Harvest Technology, products marketing and ensure that Cooperatives products respect consumers' requirements standards and norms;
- ◆ Ensure that the cooperatives have the basic equipment necessary in post-harvest technologies and value addition;
- ◆ Organize cooperatives products linkage with other stakeholders and value chain actors depending on cooperatives working value chain;
- ◆ Providing the communications assistance to Co-operatives members, thereby strengthening project management ability and providing assistance to them during the elaboration of bankable business plan;
- ◆ Working cooperatively with Cooperatives in the planning, implementation, monitoring and evaluation of their development programs and projects;
- ◆ Analyzing proposed development initiatives for Cooperatives beneficiaries UGAMA, overseeing call for proposals to ensure the application completion and inclusion of all requirements;
- ◆ Supporting in the evaluation of action plans, ongoing technical contracts and projects assigned to the component of production;
- ◆ Maintaining an ongoing relationship with the national and local government representation, RCA (Rwanda Cooperatives Agency), districts and the cooperative community;
- ◆ Keeping the cooperatives informed of new cooperative development policies and best practices, and potential opportunities in the country;
- ◆ Preparing annually auditing of co-operatives financial statements;
- ◆ In charge of budget execution and implementation of programs approved assigned to their tasks;
- ◆ Designing and implementing of activities related to marketing and economic management.
- ◆ Collecting and verificating of the correct completion of the planned sources of verification.

- ◆ Account for funds in the implementation of activities.

### **Qualification requirement**

- ◆ Bachelor's Degree in Development studies, Agricultural economics, management, Economic and Marketing related field;
- ◆ Demonstrated more than 5 years of experience in program design, implementation and evaluation;
- ◆ Experience in establishing and maintaining collaborative relationships with implementing partners, donors and government counterparts;
- ◆ Demonstrated management capacities, as evidenced by strong planning, coordination, and team working skills leading to the consistent achievement of significant results;
- ◆ Excellent understanding of development activities and poverty analysis;
- ◆ Strong people management skills including capacity building, coaching and conflict management;
- ◆ Background experience in the in cooperative development and products marketing;
- ◆ Deep understanding of Rwanda's cooperative policy and cooperative Law;
- ◆ Proven track record of successful project management and strategy implementation;
- ◆ Exceptional written and verbal communication skills in English or French;
- ◆ Exceptional communication skills, with the ability to interact effectively with various stakeholders;
- ◆ Demonstrated proposal writing and report writing skills;
- ◆ Strong analytical and problem-solving skills;
- ◆ Ability to conduct, interpret, and apply research findings to develop innovative policy solutions;
- ◆ High levels of proficiency in Microsoft Word, Excel, PowerPoint, and Internet applications;
- ◆ Exceptional task management skills, including developing work plans and tracking tools to meet project deadlines;
- ◆ High attention to details.

All applications must be submitted in a well-sealed envelope to the secretariat of UGAMA before September 13<sup>th</sup>, 2023 at 5:00 PM. Only shortlisted candidates will be contacted. If you have any questions, please contact UGAMA at [ugama@ugama.org](mailto:ugama@ugama.org).

Please note that e-mailed applications are not accepted.

Done at Muhanga on 1<sup>st</sup> September 2023

The coordinator of UGAMA

HABANABASHAKA Malachie



