

JOB DESCRIPTION



Market Access Officer - Ivory Coast

**Location: Ivory Coast - Abidjan
August 2020**

PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp, based in Paris, France. We are 80+ persons, with offices in Toronto, Singapore, Bogota, Thailand and Abidjan. We operate programs in 40+ countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe; PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is looking for an individual for the role of Market Access Officer to design, coordinate and design and implement market access strategies and business plans for a set of agricultural and forestry commodities produced in PUR Projet's projects in Ivory Coast.

The Officer will report to both the West Africa Manager and the Regional Manager Africa.

CONTEXT

PUR Projet has been working in Ivory Coast since 2018, supporting smallholder cocoa farmers throughout the country with community-based agroforestry. The programs have been developed in partnership with the cocoa industry in the context of the Cocoa and Forest initiative which aims at ending deforestation linked to cocoa production. To date, approximately 2 600 farmers have been engaged to plant 260 000+ trees. Agroforestry will continue to be scaled-up in the following year with an objective to plant up to 400 000 trees per years from 2021. PUR Projet's agroforestry approach in West Africa includes a significant focus on market access for agroforestry products, in order to ensure economic benefits for farmers and thus create a long-terme incentive to plant and maintain trees.

Since Q3 2020, PUR Projet has also started to engage in a serie of other revenue-generating activities, including for example beekeeping or fish breeding. A specific gender-focused project funded by IDH (the Sustainable Trade Initiative) to develop micro-enterprises with women will be kicked-off in 2020 and last for three years. All these new activities and projects will require to develop market studies and business plans to ensure appropriate interventions, sustainability of project benefits and eventually create self-sustaining models to maximize impact.

PUR Projet is thus looking for a Project Officer to design and implement market access strategies for agroforestry projects and other revenue-generating activities, manage the development of business plans for specific activities and monitor and report on these activities.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	The Market Access Officer Ivory Coast will be in charge of designing, coordinating and implementing market access strategies and business plans for a set of agricultural and forestry commodities for PUR Projet's projects in Ivory Coast
------------------------------	---

INDIVIDUAL RESPONSIBILITIES:	<p>DESIGN MARKET ACCESS STRATEGIES</p> <ul style="list-style-type: none"> - Design and coordinate market access strategies for PUR Projet's agroforestry projects in Ivory Coast <ul style="list-style-type: none"> - Lead market studies for agricultural and forestry commodities from tree species used in the projects - Connect with relevant stakeholders involved in processing and/or selling of the targeted agricultural and forestry commodities and manage the relationship with the latter - Conduct workshops with farmers on market access to ensure alignment of farmers' interests with market opportunities - Build the business plans for each targeted commodity - Develop recommendations for project design based on market access strategy - Design and coordinate market access strategies for others activities developed by PUR Projet (e.g beekeeping) <ul style="list-style-type: none"> - Lead market studies for other activities developed by PUR Projet in Ivory Coast (ex: honey) - Connect with relevant stakeholders involved in processing and/or selling of the targeted products and manage the relationship with the latter - Conduct workshops with farmers on market access to ensure alignment of farmers' interests with market opportunities - Build the business plans for each targeted product - Develop recommendations for project design based on market access strategy
	<p>IMPLEMENTATION OF MARKET ACCESS STRATEGIES</p> <ul style="list-style-type: none"> - Socialize the strategies to the relevant stakeholders - Connect the stakeholders to ensure market access - Support on contracting and logistics - Identify the potential investments required for product transformation - When relevant, identify and manage the relationship with relevant experts to conduct technical trainings - Support communities, when relevant, in building a local commercial organisation - Identify needs for capacity building of communities (ex: financial literacy)

	<ul style="list-style-type: none"> - Facilitate and coordinate meetings between potential buyers/processors and farmers' communities - Build and lead a local network for sale and purchase of agricultural and forestry commodities through meetings with key stakeholders - Build knowledge based on experience of implementation (ex: concise concept notes, proof of concepts, etc.) for internal and external purposes - Regularly report on achievements and challenges
	<p>WOMEN ENTREPRENEURSHIP PROJECT MONITORING AND REPORTING</p> <ul style="list-style-type: none"> - Coordinate and follow-up on the partnership with other project stakeholders <ul style="list-style-type: none"> - Regular meetings and field visits with local co-implementor - Represent PUR Projet's in this project consortium and externally - Monitor project activities and KPIs: <ul style="list-style-type: none"> - Coordinate data collection and consolidation - Consolidate and analyze field data - Share information with program team - Develop progress reports and deliverables (powerpoint presentations, word documents) based on monitoring & evaluation needs - Support the monitoring of project impacts: <ul style="list-style-type: none"> - Brief local stakeholders on research protocols - Train data collectors on data collection - Support Central Ops team with the management of local research partners - Review impact monitoring reports - Develop, track and report on project budgets and progress for internal management purposes (use of excel spreadsheets) - Support the development of communication material related to the project - Share evaluation metrics and feedback with PUR Projet staff

<p>TEAM RESPONSIBILITIES:</p>	<p>COMPANY REPRESENTATION</p> <ul style="list-style-type: none"> - Contribute to represent PUR Projet in the field in multi-stakeholders alliances and at meetings with public and private counterparts, in Ivory Coast - Build a local network - Contribute to building PUR Projet's strategy in West Africa in strong collaboration with local stakeholders - Support the development of marketing and communication materials related to PUR Projet's work with field data
	<p>SUPPORT INNOVATION</p>

	<ul style="list-style-type: none"> - Work with the international team to continually improve PUR Projet's project tools and procedures - Be creative, and bring forward opportunities and concepts that can improve the impact and sustainability of PUR Projet's projects - Contribute to PUR Projet's internal knowledge groups
	<p>CULTURE & COMMUNITY</p> <ul style="list-style-type: none"> - Support a healthy, fun and effective work environment as part of the PUR Projet Team - Participate in internal workshops, seminars & social events to help carry PUR Projet's strong sense of community - Demonstrate your individual character, nature and ideology within the Company and support others to do the same - Support the Africa team on key initiatives and business development opportunities (ex: business proposal, design of a new activity) by conducting desk reviews, elaborating budgets, proposals or presentations.

REPORTING:	<p>The successful Candidate will report to the West Africa Manager based in Abidjan.</p> <p>The candidate will also work closely with the Regional Manager Africa and regularly with the team in charge of reporting to clients on the activities developed in the field.</p> <p>The successful Candidate will also be expected to closely collaborate with a number of colleagues based in the Paris, Ivory Coast, Toronto and other Global Offices.</p>
------------	---

QUALIFICATIONS

EDUCATION:	<p>Graduated from an internationally renowned university with either (1) a a management/business/development/political science background supplemented by a professional experience linked to environmental protection, agriculture or forestry or (2) a scientific background (preferably agronomy or agriculture engineer, environmental sciences, geography or related) supplemented by a professional experience in project management.</p> <p>A Masters-level (or equivalent) degree in a similar, related, or relevant field is considered a strong asset.</p>
EXPERIENCE:	<ul style="list-style-type: none"> - 3 - 5 years experience in the management of projects or consulting in Africa - Knowledge/professional experience related to agricultural supply chains

	<ul style="list-style-type: none"> - Experience in business project management with international organizations is expected - Experience working in Ivory Coast will also be a strong asset
SKILLS:	<ul style="list-style-type: none"> - Entrepreneurship mindset: autonomy, ability to design new activities, proactivity to consult other teammates and local experts - Management of operations: planning operations, following up on targets, reporting on achievements and/delays, proactively looking for solutions - Evaluation skills - Open mindedness and pedagogical: ability to share PUR Projet's vision and processes with various stakeholders and ensure adoption - Management: leadership skills in line with PUR Projet People strategy; ability to embody PUR Projet's missions and values; strong interest in well-being of team members, team empowerment, talent management, mentoring and supportive leadership. You should be generational savvy and able/open to work with collective intelligence - Management of local partners and stakeholders (cooperatives, customers, NGO etc...) - Financial : be able to create and follow up a business plan (KPIs to track...) - Data oriented : monitoring, reporting, recommendations... - Knowledge seen as an asset: agribusiness, forestry, climate change, fair trade certification, environmental impact measurement, international policy frameworks, gender, worker rights, child labour. - Digital Tools: Proficient in the use of Microsoft Office, especially excel spreadsheets, and Google Drive. - Detail-oriented, rigor and high-quality deliverables
PERSONAL CHARACTERISTICS:	<ul style="list-style-type: none"> - We are seeking an individual who takes strong responsibility and accountability for his/her work. An individual who is driven to protect and restore ecosystems and improve livelihoods, self-reliant and comfortable working both autonomously and in a team. - Strong interpersonal skills and a social entrepreneurial attitude will both be seen as a strong asset due to the nature of the work and interaction with clients, partners and beneficiaries of the projects. - We expect the successful candidate to be autonomous and proactive

LANGUAGES:	Candidates must be fluent in French and English. Fluency in one or more Ivorian dialects will be a strong asset.
------------	---

WORKING CONDITIONS

The successful candidate will work from Abidjan, with frequent travels in Ivory Coast project areas (**up to 50% of working time**).

Trips to the head office in Paris are also to be expected. Candidates will be expected to be comfortable working both outdoors, on projects in the field, in varying conditions, and in the office.

CONTRACT

We are looking for an individual to fulfill a full-time position to be filled as of **October 2020** (later starting date can be discussed).

Type of contract: **two-year local contract**, with high potential to be renewed and opportunities to evolve internally.

REQUIREMENTS & CERTIFICATIONS

Candidates must have a valid passport, a car driver's license, and a valid work permit - if applicable. Candidates must have the ability to travel in Ivory Coast and France at a minimum.

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV by email to louise.barreau@purprojet.com and recruitment@purprojet.com with the subject "MAO Ivory Coast – LAST NAME, FIRST NAME".

In your application email please answer concisely the following question (a cover letter is not required at this stage): what are your strengths and experiences that would make you a strong candidate for this position?

It is kindly requested that all submissions are made by August 23rd, 2020 although telephone interviews can begin before this time for any short-listed candidates who have submitted their documents early.

All CVs will be reviewed by the PUR Projet Team. Shortlisted candidates will receive an email to request a telephone interview including a case study. The final two stages of the recruitment process will be an in-person interview and a team meeting. Please be prepared to have two references available upon request.

If you are not contacted within 8 weeks following your application, it means that you have not been selected for this job.