



International Co-operative Alliance – Africa
A Region of the International Co-operative Alliance

Vacancy Announcement	Volunteer, Project Assistant
Job Duration	11 Months starting February, 2019
Location	International Co-operative Alliance – Africa (The Alliance Africa) {Nairobi, Kenya}
Salary	Token of Appreciation

Context

The International Co-operative Alliance is an independent, non-governmental organization established in 1895 to unite, represent and serve co-operatives worldwide. The ICA Africa regional office is based in Nairobi and provides a voice and forum for knowledge, expertise and coordinated action for and about co-operatives in the region. The ICA-Africa members are currently 37 national Co-operative organizations from across 22 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, housing and insurance. More information is available at: www.icaafrica.coop

Roles and Responsibilities

The main purpose of this job is to assist in ensuring the objective of the Alliance Africa Agricultural Co-operative Organization (AAACO) and other types of cooperatives sectors' (e.g consumer, fisheries, insurance, housing, etc.) activities are well coordinated and act as the contact person between the sectoral executive committee members and other developmental partners.

The Volunteer will work within the Africa Unit team/ or as the office may assign and report directly to the Regional Director.

Key responsibilities upon which the volunteer's deliverables are contained:

- Assist coordinate AAACO and other types of cooperative sectors' activities

- Work closely with the executive committee members of the AAACO and other types of cooperative sectors' in implementing their work plans
- Assist in the recruitment of African Agricultural Co-operatives organizations/bodies into membership of the AAACO and the other sector bodies'
- Assist document minutes, best practices, lessons learned during the implementation period of the sectoral bodies' activities
- Carry out any specific tasks within the sectoral bodies' as may be assigned by the Regional Director
- Carry out any other duties as required.

Essential

- An African with at least an undergraduate degree in: Management, Accounting, Economics, Finances, project management or similar;
- For undergraduate course, some work experience is mandatory
- Master's degree in relevant field such as Project Management, will be an added advantage
- Good understanding of the Co-operative enterprise model as well as multilateral development actors.
- Excellent command of English; attentive to details and able to prioritize work; good Interpersonal and communication skills; ability to work in a multi-cultural team;
- Good command of French and interests in areas of development will be an added advantage.
- Work under minimum supervision

Interested candidates are asked to apply by submitting the **application form** below and a **detailed CV** to info@icaafrica.coop; Please mention in the email subject your name followed by "**Volunteer, Project Assistant**". Deadline for applications is **Friday 01, February 2019**. Only those candidates selected for interviews will be contacted. No phone calls please. Interviews will take place at our office on February, 04th 2019.

Applications:**Application Form**

Please fill-in the application form below, and send it back with a detailed CV.

Personal details

First name:		Last name:	
Address:			
		E-mail:	
		Mobile:	

Education

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained

List general, specialized and other trainings undertaken, whether obtained formally or informally, which you feel to be relevant to the position. Please provide a short description.

Training, course, etc.

Competencies, knowledge and experience

Please explain how your skills and experience match the specifications listed in the roles and responsibilities. Please use relevant personal examples to support your case (max 1/2 page).

Motivation for application

Please explain why you are applying for this position (max 1/2 page)

Signed and Date