



Job Opportunity: WG Coordinator

Job Title: Coffee Advocacy Working Group (CAWG) Coordinator

Reports To: Executive Director, AFCA

Duty Station: Kampala, Uganda or Remote

Overview

Coffee is a vital crop for many African countries, yet the global coffee market remains highly structured and competitive, posing unique challenges for the region. During the AFCA Policy Dinner in Dar es Salaam on March 27, 2025, stakeholders agreed to establish a Coffee Advocacy Working Group (CAWG) to address critical policy and trade issues that require regional and continental coordination.

The CAWG will initially operate over two years and will be coordinated by the African Fine Coffees Association (AFCA) in collaboration with the Inter-African Coffee Organisation (IACO). The group will serve as a platform to identify challenges in the African coffee trade, propose policy solutions, and promote collaborative action across the value chain.

AFCA is now hiring a **CAWG Coordinator** to manage the group's activities, ensure timely communication, and support the implementation of the group's advocacy agenda.

Roles & Responsibilities

The Coordinator will work with the AFCA Leadership Team and collaborate closely with all members of the CAWG. He/she will be responsible for ensuring effective communication, tracking progress, and reporting on outcomes. The Coordinator will also provide regular updates on the implementation of the work plan and contribute to decision-making processes based on research and feedback, as outlined below:

Section I

WG Management & Coordination

- Organize regular CAWG meetings (mostly virtual) in collaboration with the Chairperson.
- Draft agendas, circulate meeting notices, and record and distribute minutes.
- Track agreed action points and ensure timely follow-up with members.
- Develop and maintain a dynamic work plan based on WG priorities and ongoing input.
- Liaise with country-level stakeholders to pilot and scale solutions to identified policy challenges.

Section II

Policy Research & Knowledge Development

- Support the Working Group in defining priority issues for advocacy and policy reform.
- Conduct desk research and gather data to inform the group's work.
- Draft issue briefs, concept notes, and background materials to guide WG discussions and inform external audiences.
- Monitor policy developments and share relevant insights with the WG and AFCA Secretariat.

Other Activities

Stakeholder Engagement

- Support outreach to relevant stakeholders, including policymakers, coffee boards, cooperatives, exporters, and NGOs.
- Represent the WG at relevant meetings, workshops, and regional coffee events.

Communications

- Maintain ongoing communication with the AFCA Executive Director (ED) and WG members.
- Provide inputs to the AFCA Secretariat for ongoing publications and reports, such as blogs, newsletters, the AFCA Magazine, or Annual Report.

Administration

- Attend bi-weekly and/or monthly meetings with AFCA ED.
- Provide updates to your work plan as agreed with AFCA ED.
- Any other duties assigned by the AFCA ED.

Duration: This is a part-time position, requiring a minimum commitment of two (2) days per week. The initial contract will be for one year, with the possibility of extension based on performance and funding availability.

Location: The role is primarily remote, with the option to be based in Kampala, Uganda. Please note that periodic travel to the AFCA Secretariat in Kampala may be required.

Qualifications & Experience

- Graduate-level degree in a relevant field (e.g., Agriculture, Development, Policy, International Trade) or equivalent professional experience.
- Minimum 5 years' experience in the coffee sector, particularly in trade, policy, marketing, or export in African coffee-producing countries.
- Strong coordination, facilitation, and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Drive
- Excellent verbal and written communication skills in English. Proficiency in French is a strong asset.

Application Process

Submission Deadline: July 10, 2025

AFCA is committed to fostering an inclusive and diverse workplace. We welcome applications from all qualified candidates, regardless of race, gender, religion, nationality, age, disability, or any other protected characteristic. AFCA is an equal opportunity employer dedicated to creating a work environment where everyone can thrive.

Please submit your CV and cover letter, along with certified copies of your academic certificates and a valid national identity card, to secretariat@afca.coffee by July 10, 2025. You should also include the names and contact details (email and phone) of three (3) references. Please include "Working Group Coordinator" in the subject line. Late submissions will not be considered.

Thank you for considering a career with AFCA. We look forward to your application.