



Job Opportunity: Program Officer – EUDR Learning Community for Africa

Program: EUDR Learning Community – Africa

Contract Type: Fixed-term employment or consultancy contract (pending location)

Reports To: AFCA Operations Manager, in close coordination with COSA and GIZ SAFE Project representatives

Introduction

The African Fine Coffees Association (AFCA), in collaboration with the Committee on Sustainability Assessment (COSA), is supporting the establishment of the **EUDR Learning Community for Africa** – a multi-stakeholder platform designed to facilitate practical, inclusive, and coordinated implementation of the EU Deforestation Regulation (EUDR) across African coffee-producing countries.

Funded by the GIZ SAFE Project and supported by the Global Coffee Platform (GCP) and the International Coffee Organization (ICO), the Learning Community serves as a structured space for regional alignment, peer exchange, and joint problem-solving around EUDR compliance.

The Learning Community convenes public institutions, private sector actors, producer organizations, service providers, financial institutions, and development partners to:

- Promote peer learning and exchange of field experiences
- Share practical tools and emerging good practices
- Strengthen coordination across countries
- Support smallholder inclusion and responsible market access
- Enhance transparency and traceability in coffee value chains

To ensure effective coordination, sustained engagement, and high-quality knowledge management, AFCA seeks to recruit a **Program Officer** to support coordination of the **EUDR Learning Community for Africa**.

Terms of Reference

Objective: The Program Officer will lead the operational coordination, stakeholder engagement, and knowledge management of the EUDR Learning Community for Africa.

The Program Officer will ensure structured collaboration among members, sustained engagement, high-quality documentation, and timely delivery of activities – contributing to improved regional readiness and alignment on EUDR implementation.

Scope of Work: The following sections outline the core roles and responsibilities of the Program Officer. Other activities or support tasks may be requested by management.



Section I

Coordination & Governance

- Coordinate bi-weekly or monthly coordination meetings with core partners and steering committee members.
- Prepare meeting agendas, background materials, and follow-up action notes.
- Track decisions, responsibilities, and timelines to ensure accountability.
- Support governance processes, including annual planning and periodic reviews.
- Ensure alignment of Learning Community activities with agreed objectives and workplans.

Section II

Community Meetings & Events

- Organize virtual Learning Community meetings approximately every two months.
- Coordinate up to two in-person Learning Community events per year (subject to budget and partner agreement).
- Support agenda development, speaker identification, moderation planning, session design, and, where needed, provide session moderation support.
- Ensure documentation of key discussion points, lessons learned, and action items.
- Support post-event dissemination of materials and summaries.

Section III

Communications & Knowledge Management

- Serve as the primary communication focal point for Learning Community members.
- Manage community mailing lists and stakeholder contact databases.
- Draft and disseminate invitations, updates, summaries, and announcements.
- Support development and dissemination of knowledge products, including briefs, guidance notes, and case studies.
- Maintain an organized digital repository of materials, tools, and outputs.

Section IV

Partnerships & Stakeholder Engagement

- Support engagement with regional and national actors, including coffee boards, producer organizations, exporters, and regulators.
- Facilitate onboarding of new members and ensure clarity of participation modalities.
- Promote inclusive participation, particularly of smallholder-focused and African-based institutions.
- Serve as a neutral convener and liaison between stakeholders with diverse perspectives.

Section V

Monitoring, Reporting, & Learning

- Prepare concise meeting minutes, summaries, and action trackers.
- Prepare periodic progress reports for partners and donors (as applicable).
- Track participation metrics and engagement indicators.
- Identify emerging themes, challenges, and opportunities across member countries.
- Support adaptive management by flagging risks or implementation bottlenecks.

Key Deliverables

The Program Officer will be responsible for delivering:

- Regular coordination meetings with documented minutes and action trackers
- Approximately six virtual Learning Community meetings per year



Facilitated by



Supported by



Key Deliverables Cont:

- Up to two in-person Learning Community events per year (subject to funding)
- Structured and timely communications with members
- Maintained and accessible digital knowledge repository
- Periodic progress summaries outlining participation, key themes, and learning outcomes

Qualifications, Experience, & Core Competencies

Required Qualifications

- Bachelor's degree in a relevant field such as agriculture, environmental science, sustainability, international development, economics, or a related discipline.
- Minimum 5 years of professional experience in coordination, program management, or multi-stakeholder facilitation.
- Demonstrated experience working in African agricultural or sustainability contexts.
- Experience managing multi-country or regional initiatives is highly desirable.
- Familiarity with EUDR, deforestation-free supply chains, traceability systems, or ESG compliance frameworks is an asset.
- Experience working with producer organizations or smallholder-focused initiatives preferred.
- Strong organizational, facilitation, and communication skills.
- Fluency in English and French is required.

Core Competencies

- Strong stakeholder coordination and facilitation skills
- Ability to manage diverse actors and competing priorities
- High attention to detail and organizational discipline
- Proactive, autonomous working style
- Cultural sensitivity and diplomacy
- Strong written communication and synthesis skills

Duration: 12 months (renewable)

Duty Station: Remote (Africa-based preferred), with support to virtual and selected in-person events

Application Process

Submission Deadline: March 27, 2026

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.

Interested candidates should submit:

- A CV outlining relevant experience
- A cover letter (maximum 1 page)
- Proposed daily or monthly rate (if consultancy-based)
- Names and contact details (email and phone) of three (3) references

Please submit all documentation to secretariat@afca.coffee by March 27, 2026 with the subject line: Program Officer – EUDR Learning Community. Late submissions will not be considered. Thank you for considering a career with AFCA. We look forward to your application.

