



## **Terms of Reference: Cooperative Development Trainer Assistant**

Established in 2011, the Global Shea Alliance (GSA) is a non-profit industry association based in Accra, Ghana and has over 706 members from 36 countries including food and cosmetic brands, suppliers, women's groups, and non-profit organizations. Through public-private partnerships, the GSA promotes industry sustainability, quality practices and standards, and demand for shea in food and cosmetics.

### **Background**

The GSA in partnership with 'Invest for Jobs' implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, an initiative of the German Federal Ministry for Economic Cooperation and Development to carry out two-year project to promote investment in the shea value chain in Ghana. The objective is to improve the capacity of women shea collectors, and boost the profitability of the sector and job creation.

### **Description of Role**

The GSA is hiring technical trainer's assistant for short term service contract to develop women shea collectors into cooperatives. The objective of the assignment is to organise and train women groups into new shea cooperatives, provide specific technical trainings on business management of shea cooperatives, aggregation and quality processing of shea kernels.

The training activities will be coordinated by the GSA, and select women leaders to attend trainer's training sessions, conduct community level trainings and warehouse aggregation trainings for women collectors in their communities. The approach for each training session will show a combination of theoretical and practical demonstration on different topics for aggregation, business and cooperative management for women collectors across shea growing communities in the Northern regions of Ghana.

### **Duties and Responsibilities**

The role of the Technical Trainer Assistant will include;

1. Coordinate training location and organise women groups participant.
2. Collate attendance and women groups logistics
3. Assist technical trainer to deliver cooperative development and business management training.
4. Coordinate training logistics and reporting to the GSA.
5. Coordinate distribution of training materials and women groups database

### **Qualifications**

- Applicant must be resident in the Northern Regions.
- Minimum experience of 1 year or more in the shea industry and NGO.
- Must have knowledge in training women groups into cooperatives, business development and alternate income activities.



- Must have strong interpersonal skills.
- Passion and commitment for women empowerment.
- Ability to work with groups from different cultural backgrounds.
- Knowledge in Microsoft office.
- Ability to read and write

**Interested persons should forward application and CV to Prince Nunoo via email: [p.nunoo@globalshea.com](mailto:p.nunoo@globalshea.com) Deadline for the submission of applications is Tuesday, March 18<sup>th</sup> 2022.**