



National Federation of Farmers

Terms of Reference (TOR)
National Federation of farmers
COORDINATOR OF ACTIVITIES

I. Background

National Federation of Farmers (NFF) represents the largest network of farmers and farmer's organizations in the country. It unites the effort of over 30 local farmers' organizations and cooperatives, representing the voice of more than 3.000 members and cooperating with almost all key players in the agriculture and agribusiness sector. It works under the common vision: *Profitable agriculture – stable village*, and the mission: *Organized farmer leader in the agricultural and rural development*.

In addition to the farmers, the agricultural associations and the agricultural cooperatives, NFF in its work pays special attention to strengthening and supporting vulnerable categories in rural areas, and gives larger support for young people, women and people with disabilities and their direct involvement in the agricultural development through decision-making and active action.

NFF puts its efforts in improving the life of the rural population by assisting and facilitating sustainable mechanisms through lobby and advocacy, information, education, business support, demonstration plots, study visits and other forms of know-how transfer and learning. NFF believes that only well trained, skilled and business oriented farmers can lead the rural community development in sustainable manner.

Organization maintains the strategic partnership with the academic and research community (faculties and institutes), extension service providers (NEA and private companies), other NGOs from Macedonia and from the region and partnership with state and foreign institutions and organizations.

NFF is implementing a range of projects focusing on agriculture and rural development in North Macedonia and actively cooperates with different international and donor organizations. Most of the work of NFF is linked to organization of different events, activities. For this reason, NFF seeks a person to fulfill the position of Coordinator of Activities.

II. Engagement and Objective of the assignment

NFF is seeking to engaged Coordinator of activities.

The **obligations and responsibilities** are:

- Planning, coordination and implementation of activities in the frames of National Federation of Farmers (NFF)
- Implementation of operational plans (activities) of NFF
- Implementation of operational budgets
- Preparation of reports
- Support of NFF into development of new projects and activities
- Communication with different stakeholders, NFF members and other organizations
Communication and coordination with experts
- Preparations of texts for web page and social networks of NFF
- Follow up the procedures and policies of NFF

III. Qualification requirements:

- Completed university education
- Experience of at least 2 years in similar position (coordination, implementation, reporting)
- Experience in administration and office work
- Capacity for field work and local communities
- Excellent communication skills
- Ability to work in teams and under short terms
- Experience with the civil society sector
- Experience with rural and local development

IV. Skills:

- MS Office (computer skills)
- English language proficiency
- Driving license (B category)

V. Work conditions:

- Full time (40 hours) per week. Contracts determined to ma maximum of one (1) year. Full coverage of social benefits (full employment).

VI. Application procedure:

Interested candidates should submit the following documents:

- Up to date CV clearly indicating previous working experience
- Motivation letter (max 1 page)
- Contacts of at least two individuals/organizations for recommendation

All documents should be submitted by email to the following emails at once nff@nff.org.mk and vidanka.martinovska@nff.org.mk till 15.05.2023

The vacancy is open until filling up the position.

NFF will contact only the ones that are selected for testing and interview. Partial applications will not be considered for review. NFF is considered as equal opportunities employer.