

## 1. Job title: Technical Manager

Job details	
Job Title: Technical Manager	Reports to: Secretary General
Job Grade:	
Job Type: Staff position	Type of Requisition: NPO (National
Direct Reports	<ul style="list-style-type: none"> <li>None</li> </ul>
Department: Technical	Location: Nairobi, Kenya
Employment Type: Contract	Position Type: Full – time / Part – Time
Job summary	
<p>The Technical Manager will lead efforts to strengthen Africa’s seed systems by guiding strategy, managing projects, fostering partnerships, and promoting adoption of innovative technologies. The role develops training programs, supports policy and regulatory compliance, coordinates with National Seed Trade Associations (NSTAs) and international stakeholders, and drives initiatives to improve seed quality, market access, and sector growth, ensuring African Seed Trade Association (AFSTA)’s strategic goals are effectively implemented and delivered.</p>	
Roles and responsibilities	
<p>1. <b>Strategic Planning and Technical Guidance</b></p> <ul style="list-style-type: none"> <li>a) Develops and implements strategies to enhance seed systems, including supporting the deployment, scaling, and application of new technologies and practices by AFSTA Members.</li> <li>b) Provides technical assistance to teams within their function, overseeing their overall management, which includes program development, delivery, and evaluation, along with fundraising, budget planning, and knowledge management.</li> <li>c) Ensure robust support and technical guidance for AFSTA’s program delivery teams to enhance member services.</li> </ul> <p>2. <b>Technical Assistance and Training</b></p> <ul style="list-style-type: none"> <li>a) Develops capacity-building programs that include training curricula (materials and modules) and lead the implementation of training sessions for AFSTA Members and partners on various topics, including plant breeding, biotechnology, variety protection, quality seed production, and seed policy and regulation matters.</li> <li>b) Acts as a scout for new technologies and initiatives within AFSTA, ensuring their transfer to Members.</li> <li>c) Coordinate annual work plans, performance reports, concept papers, and more.</li> <li>d) Consult and sensitize seed stakeholders at national level with a view to creating a National Seed Trade Associations (NSTAs) in the countries where they do not exist and encourage/enhance where weak NSTAs exist.</li> </ul>	

### 3. Collaboration and Networking

- a) Inspires and enhances teamwork, partnerships, and collaboration within the AFSTA team to improve overall contributions and performance.
- b) Develops and nurtures partnerships and professional relationships with various national (prioritize NSTAs), regional and international Seed Trade Associations (APSA, EUROSEED, ASTA, SAA, ISF, etc.), agricultural research and development institutions, and industry professionals through electronic and verbal communications, as well as by attending and participating in professional meetings and industry events.
- c) Maintains collaboration and updated documentation and protocols for the African seed sector to align with international standards, particularly for (ISTA, OECD, UPOV, and FAO/IPPC-).

### 4. Project Development, Management and Evaluation

- a) Designs and manages seed development projects, including budgeting, resource allocation, and performance evaluation, per AFSTA's goals and objectives.
- b) Leads proposal development and fundraising opportunities initiatives in line with the AFSTA strategic plan, inclining in partnership with other international and regional bodies.
- c) Share AFSTA achievements, results, and impacts through presentations and written and verbal communication.

### 5. Seed Policy and Regulation Development and Compliance

- a) Advocate for compliance with regulatory standards related to seed certification while working closely with relevant authorities and agencies.
- b) Coordinates efforts to address policy and regulatory gaps in the seed industry by establishing thematic groups, task forces, or committees to advance technology adoption, policy reforms, seed quality assurance, biotechnology, and plant breeding innovation.
- c) Works with RECs, AU, National Seed Committees, Seed Council, NPPOs, and NSTAs to implement regional and continental harmonized seed regulations and guidelines, ensuring compliance with international standards and protocols for quality seed production and trade.
- d) Prepares for any AFSTA technical documents and outreaches (position papers, technical presentations, reports, and contributes to the development of other documents, including Magazines/Brochures, timely updates, etc.) necessary to pursue the AFSTA objectives.
- e) Undertakes any reasonable request made by the Secretary General

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### Key Performance Indicators

The individual performance of this role-holder will be assessed annually based on the achievements against key performance indicators designed and derived from the annual work plan and budget. However, the primary basis of key measures of performance will be the following:

1. Interpretation of AFSTA corporate strategy and targets into action plan based on available funding sources.
2. Quantifiable results and impact targets defined in the Annual Work plan.
3. Successful relationship management with Members, including the NSTA and key partners involved in program delivery.
4. Impactful program outcomes on implementing policy reforms, technologies scaling, quality assurance, and enhancing market access.
5. Members and partners Satisfaction: Measuring the satisfaction of AFSTA Members, and partners, with the program's technical approaches and outcomes.

### Delivery

1. Ensures timely design, approval, execution, monitoring and reporting, as well as technical and administrative closure of AFSTA interventions.
2. AFSTA's Members, partners, government, and donors relay feedback to the rest of the organization.
3. Assists team in developing proposals for partners addressing systemic constraints of the industry or harnessing opportunities for the seed industry to thrive.
4. Draw on the expertise of AFSTA technical leads in the areas of seed systems, seed markets and trade, policy, and NSTA's capability to enhance the effectiveness of AFSTA strategy, program investments, and activities.
5. Translate partnership opportunities into implementable projects. Maintains day-to-day interaction with key strategic (private and public sector) partners.
6. Collaborate with the team to monitor Key Performance Indicators projections versus actuals and initiate correction actions.

Academic and professional qualifications		
<ul style="list-style-type: none"> <li>• Master's Degree in Seed systems, Seed science, Seed Technology, Plant Breeding and Seed Business Management.</li> <li>• Relevant professional qualification applicable such as seed quality assurance, seed certifications, Plant Varieties Protections, Seed policy and regulations.</li> <li>• Member of a relevant professional body will be an added advantage.</li> </ul>		
Work experience		
<ul style="list-style-type: none"> <li>• Minimum of five (5) years' relevant experience in Seed Systems and of which three (3) years in the Seed industry and one (1) year at managerial level</li> <li>• Experience working in a Trade Association will be an added advantage.</li> <li>• Bilingual (French and English, fluent in One and Working knowledge with second) will be an added advantage</li> </ul>		
Additional skills		
<ul style="list-style-type: none"> <li>• <b>Strategic and Technical Leadership:</b> Ability to develop and implement strategies that strengthen seed systems and align with AFSTA's goals.</li> <li>• <b>Seed Sector Technical Expertise:</b> Deep knowledge of seed production, breeding, biotechnology, quality assurance, and policy/regulatory frameworks.</li> <li>• <b>Project and Program Management:</b> Skills in designing, budgeting, implementing, monitoring, and evaluating complex, multi-stakeholder projects.</li> <li>• <b>Stakeholder Engagement and Partnership Building:</b> Capacity to build and maintain strong relationships with NSTAs, regulatory bodies, and international partners.</li> <li>• <b>Capacity Building and Training:</b> Proven ability to develop training programs and transfer knowledge to diverse audiences in the seed sector.</li> <li>• <b>Policy Advocacy and Compliance:</b> Competence in influencing seed policy reforms, ensuring regulatory compliance, and aligning with international standards.</li> </ul>		
Sign off		
Job holder:	Signature	Date
Line Manager:	Signature	Date
Counter signing Quality Assuror:	Signature	Date