



Special Advisor to the President

Location: Nairobi, Kenya

Job Reference: SA/OOP/11/2025

AGRA and its Work

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million small-farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and link to profitable markets. In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers, allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers and other market actors for a positive, sustained cycle of commercialization and reinvestment.
5. Youth, Gender, and Inclusiveness – We enable women and youth to contribute to and benefit from agriculture for their economic empowerment.

Implementing Our New Strategy Through People

People are the heart of our organization and remain the true drivers of our delivery and our impact.

We work with incredible people and partners who have roots in farming communities across the continent, combined with an inclusive and diverse workforce from over 24 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems' transformation by being *Deeply collaborative, Executing Excellently, Sincerely Constructive, and Increasingly Entrepreneurial*, aligned with our values of (I-RISE; Integrity, Respect, Innovation, Stewardship, and Equity).



We are looking for people who are passionate about Africa to join our innovative, growing, and multidisciplinary team. Together, we can grow Africa's food systems by improving the livelihoods of smallholder farmers. Want to join us?

The Position

Special Advisor to the President **Job Reference: SA/OOP/11/2025**

The President of AGRA seeks a high performing, trusted, and strategically minded **Special Advisor** to join her Office as a senior partner in shaping and executing her global engagement agenda.

This role blends executive support, coordination, and global engagement advisory. It requires an individual with exceptional judgment and contextual intelligence to enhance the President's visibility and influence on global platforms. The Special Advisor will work closely with the President, Chief of Staff, and senior leadership to position AGRA at the center of Africa's agrifood transformation narrative, while ensuring operational excellence and alignment within the Office of the President.

Key Duties and Responsibilities:

Executive Support and Coordination (30 %)

- Serve as the operational anchor to the President, ensuring her time, focus, and engagements align with strategic priorities.
- Manage the President's complex and dynamic calendar with precision, ensuring alignment of time with AGRA's objectives.
- Anticipate needs, prepare daily briefs, and ensure the President is fully equipped for meetings, travel, and decision-making.
- Coordinate logistics for meetings, travel, and events involving high-level stakeholders (Heads of State, Ministers, donors, and Board members).
- Support preparation and coordination for key governance and leadership meetings (Board, Executive Committee, donor reviews, etc.).
- Support planning and execution of leadership off-sites, retreats, and major institutional events.
- Contribute to knowledge management, document organization, and process improvement within the Office of the President.
- Manage confidential information with utmost discretion and judgment.
- Ensure efficient systems for expense management, documentation, and information flow.
- Partner with the Chief of Staff to ensure internal systems and workflows operate with precision and excellence.

2. Strategic Advisory and Global Engagement (60 %)

- Serve as a strategic partner to the President, ensuring alignment of strategic priorities, partnerships, and global engagement with AGRA's external influence agenda.
- Develop and execute a forward-looking communications and media strategy, in partnership with the CIEA team, to amplify the President's visibility across global and digital platforms.



- Provide high-level writing and editorial support, including speeches, op-eds, podcasts, talking points, and strategic briefs for diverse audiences.
- Conduct research and data analysis to inform the President's decision-making and strategic direction.
- Design and implement a "Global Moments" strategy that curates high-level speaking, thought leadership, and convening opportunities to maximize AGRA's global influence.
- Advise on entry points and influence pathways within multilateral institutions, regional blocs, and donor ecosystems to advance AGRA's mission.
- Provide geopolitical and policy intelligence through targeted analysis and concise briefings that anticipate emerging risks and opportunities.
- Build and maintain trusted relationships with senior stakeholders across governments, development partners, philanthropy, and the private sector.

3. Culture, Values, and Team Collaboration (10%)

- Embody AGRA's values of integrity, collaboration, accountability, and respect in all interactions.
- Build strong working relationships across teams and geographies to ensure alignment and execution.
- Support a positive, mission-driven culture in the President's Office and across AGRA.

Key Qualifications and Experience Required:

- Bachelor's degree required; Master's degree preferred.
- Up to 10 years of experience supporting CEOs in high-performing organizations (development, philanthropy, corporate, or government).
- Demonstrated success managing complex schedules, communications, and stakeholder interactions at senior levels.
- Experience in international development, donor-funded programs, or pan-African organizations strongly preferred.
- Prior experience working in a high-stakes, fast-paced executive environment where diplomacy, confidentiality, and adaptability are essential.

Skills and Attributes

- Exceptional organization, prioritization, and time management skills.
- Outstanding written and verbal communication; ability to craft high-quality materials and correspondence.
- High emotional intelligence, cultural competence, and professionalism in engaging diverse stakeholders.
- Ability to anticipate needs, think several steps ahead, and manage competing priorities.
- Discretion, sound judgment, and ability to handle sensitive information.
- Strong digital skills: Microsoft Office Suite, Teams, SharePoint, and project management tools (e.g., Asana, Trello).
- Collaborative spirit and a proactive, "no task too small" mindset.
- Deep alignment with AGRA's mission to catalyze inclusive agricultural transformation in Africa.

Why Join AGRA

This is a unique opportunity to work at the heart of one of Africa's most influential development institutions. You will operate side-by-side with a visionary leader, helping shape AGRA's strategic engagements and partnerships. The role offers professional growth, learning, and exposure to the inner workings of global development leadership — while contributing meaningfully to Africa's transformation.



If you believe you are the right candidate for this position, kindly submit your application with a detailed CV (including your e-mail and telephone contacts) to recruit@agra.org. Please quote the job reference number SA/OOP/11/2025 in the subject line of the application e-mail.

Applications must be received on or before 21st November 2025. Only shortlisted candidates will be contacted.

For more information on AGRA, visit www.agra.org.

AGRA is an Equal Opportunity Employer