



## Regional WAGS Membership Extension Officers (Part Time/Freelance)

Last updated: Nov 27, 2023

*Job Title: WAGS Membership Extension Officers (Full Time/Freelance)*

### About Us:

[Wild Asia Group Scheme](#) (WAGS) is dedicated to supporting a diverse membership of small producers through the Wild Asia Group Scheme. Our mission involves registering, verifying, and managing production data from a variety of members and member groups, facilitated by Regional or Member Support Units. These units, whether physical bases or field/mobile offices, are pivotal in extending services to smaller producers, supporting innovative projects, and fostering sustainable production practices, including adhering to global certification standards like RSPO and promoting regenerative agriculture.

### Position Overview:

We are seeking enthusiastic and knowledgeable WAGS Membership Extension Officers to work as freelance or part-time associates in collaboration with our WAGS Member Coordinator within the Wild Asia Group Scheme (WAGS). As a Membership Extension Officer, you will play a crucial role in providing technical support, training, and extension services to small palm oil producers, helping them adopt sustainable and best agricultural practices. You will work closely with the Membership Coordinator to support the objectives of WAGS and contribute to the success of the Membership Support Unit. This position offers flexibility, allowing you to work on a freelance or part-time basis, contributing to the improvement of the palm oil industry and the well-being of small farmers.

### Responsibilities:

1. **Technical Assistance:** Provide expert technical advice and assistance to small palm oil producers in implementing sustainable and best agricultural practices.
2. **Training and Workshops:** Conduct training sessions, workshops, and capacity-building programs for farmers to enhance their knowledge and skills in sustainable production.
3. **Field Visits:** Conduct regular field visits to assess the implementation of recommended practices, offer on-site support, and provide feedback to farmers.
4. **Data Collection:** Collect relevant data and information from farmers regarding their agricultural practices, yields, and challenges for monitoring and evaluation purposes.
5. **Innovation Promotion:** Introduce innovative and efficient agricultural techniques and technologies to improve productivity and environmental sustainability.
6. **Knowledge Sharing:** Facilitate knowledge-sharing among farmers, encouraging peer-to-peer learning and community-based initiatives.
7. **Sustainable Resource Management:** Promote responsible resource management practices, including soil conservation, water management, and biodiversity conservation.
8. **Reporting:** Provide periodic reports on extension activities, impact, and challenges to the Member Coordinator.



9. **Stakeholder Collaboration:** Collaborate with the Member Coordinator and other stakeholders to leverage resources and support for farmers' well-being and success.

**Qualifications:**

- **Administrative Experience:** Prior experience as an administrative assistant or in a similar role is beneficial.
- **Communication Proficiency:** Excellent written and verbal communication skills.
- **Task Management:** Ability to efficiently handle multiple tasks and prioritize responsibilities.
- **Software Proficiency:** Proficiency in using office software (e.g., Microsoft Office or Google Suite) and basic computer skills.
- **Organizational Skillset:** Strong organizational skills coupled with meticulous attention to detail and task accuracy.
- **Proactive and Reliable:** Demonstrates a proactive and reliable work approach, excelling both independently and collaboratively.
- **Transportation and Tools:** Ability to drive or possess personal transportation (preferred); access to basic tools, smartphones, and laptops.
- **Cultural Awareness:** Understanding of regional cultures and languages is advantageous.
- **Educational Background:** High school diploma or equivalent; additional qualifications in office administration are advantageous.

Join us in our mission to promote sustainable agriculture and support small palm oil producers in their journey towards responsible production.

Note: This job description is for informational purposes only and does not constitute a contract of employment. The responsibilities and qualifications outlined above may vary depending on the individual hired for the position.