

Réseau des Femmes Œuvrant pour le Développement Rural
Organisation Membre Fondatrice du Collectif PRO-FEMMES / TWESE HAMME

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Rwanda, Ville de Kigali, District Gasabo, Secteur Kinyinya,
Cellule Murama, Village Binunga, KG 380 ST 7.



ANNOUNCEMENT OF RECRUITMENT

Réseau des Femmes œuvrant pour le développement rural is a non-governmental Organization whose mission is « to contribute to the empowerment of rural women so that they are fully engaged in their own development in particular and community development in general and recognized as actors for effective development».

With UN WOMEN funding, Réseau des Femmes would like to recruit 1 Project coordinator in the framework of Empower and Include (E&I Project): Combating Gender Based Violence through empowering local security organs and Community in Nyarugenge and Gasabo Districts

JOB POSTING: Project Coordinator.

OVERALL PURPOSE OF THE JOB:

Improved protection of women and girls from gender-based violence by both duty bearers including local security organs and community in areas of intervention of Gasabo and Nyarugenge Districts.

Roles and responsibilities:

Under the supervision of the Program Director of the organization, the Project coordinator will work and act as a link between community groups, especially local security organs and different stakeholders.

The mission of the project coordinator is to facilitate and support the work of action plan activities. He/she Will report to the Réseau des Femmes œuvrant pour le développement rural.

The Project coordinator will be responsible for:

1. Overall coordination, management of project activities of Project in Nyarugenge and Gasabo Districts;
2. Develop operational plan in line of the approved budget and UN WOMEN requirements and ensure project is delivered according to action plan;
3. Develop internal progress narrative report on a quarterly period and any other substantial report required by partners and Donors;
4. Ensure high quality monitoring and evaluation of the project in line with UN WOMEN
5. Work closely with Réseau des Femmes Program Director, Finance Manager to ensure and facilitate high quality of narrative and financial reporting and audits as well as implementation;
6. Make quarterly financial reports to both in keeping with expected project outcomes;
7. Monitor project progress; oversee management of logistics, local finance in keeping with accounting guidelines;
8. Securing proper use of project budget;
9. Identification and resolution of implementation problems with the guidance of project document;

Educational Qualifications and Employment Experience:

EDUCATIONAL

- Rwandan nationality with a minimum education level of Bachelor degree in Social Sciences, Development Studies, Gender Equality and other related domains and at least 5 years of experience in gender and community development especially in fighting Gender Based Violence. A Master degree in the above field is an added value;
- Experience in Project proposals writing, Project concept notes, Project planning, implementation; monitoring and reporting;
- Having basic knowledge in Accounting for producing a good financial report;
- Experience in writing progress and annual reports in English;
- Fluent in English and Kinyarwanda both orally and in writing, knowing French is an added advantage
- Competent in the use of standard office
- Good interpersonal and communication skills
- Have excellent organizational and Leadership qualities
- Establishing and maintain working relationships with local structures.
- Able to work independently and under pressure;
- Ready to start immediately.

HOW TO APPLY:

Qualified and interested candidates should send their application which include motivation letter, certified copies of relevant academic and profession certificates and a detailed CV naming at least three professional referees addressed to: National Coordinator of Réseau des Femmes Oeuvrant pour le Développement Rural through the following email: lereseaufemme@gmail.com, or at Head Office of Réseau des Femmes, Kinyinya, KG380 ST 7.

Deadline for submission is not later than 02 December 2022 at 5h00 pm.

Note: Only short listed candidates will be contacted, women and girls are mostly encouraged to apply.

Done at Kigali, on 27 November 2022



UWIMANA Xavérine

National Coordinator