



P.O.BOX 911 Kigali, Rwanda

VACANCY ANNOUNCEMENT PROGRAM DIRECTOR

ABOUT FH

FH Association Rwanda (Food for the Hungry) is an International Christian Relief and Development Organization with a vision “God called and we responded until physical and spiritual hungers ended worldwide” and a mission “to walk with churches, leaders and families in overcoming all forms of human poverty by living in healthy relationship with God and His creation.” The Ministry philosophy statement is described internally as the Vision, Mission and Values (VMV).

POSITION SUMMARY

FH Association Rwanda is seeking to hire qualified, dedicated and experienced national for the **Programs Director (PD) position**. This is a senior level position responsible for all programming development in FH Rwanda. The PD is based at FH Rwanda Head Office and reports to the Country Director. The PD will serve to guide all donor programs in FH Rwanda. He/she will be part of the Senior Leadership Team of FH Rwanda and is expected to be an active contributor to the overall management of FH Rwanda.

DUTIES AND RESPONSIBILITIES

The PD will **provide strategic leadership and management of FH Rwanda programs** by providing support to financial management of programs so as to ensure well functioning linkages between programs and administration and Finance, provide leadership to and management of any programming in FH Rwanda, including timing of interventions, program design, targeting, securing of resources, implementation and reporting as well as manage a team of program staff at headquarters, district and field level.

S/he will also be required to **increase FH Rwanda funding portfolio** by taking the lead in designing and developing funding proposals for FH Rwanda programs in Livelihoods (micro enterprises, cooperatives and agriculture), education, health and Disaster Risk Reduction programming and other areas as relevant, develop and maintain close ties with primary donors to represent FH programs and secure funding as well as represent FH Rwanda programs to the Central Government, Local Administration, partners and other parties.

REQUIRED SKILLS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A Master’s degree in project management, development studies, business administration, health, agriculture, economics or related field coupled with 3 years work experience at a senior program management level with internationally funded programs (Note: a bachelor’s degree plus 5 years of relevant experience will be considered in lieu of a Master’s degree);
- Christian commitment to serving the poor and full agreement with Food for the Hungry’s Christian foundation and beliefs.
- High degree of fluency in both written and spoken English (working knowledge of French will be an advantage);

- Successful experience in grant proposal preparation and writing, especially for USAID, other government, non-government and multilateral donor agencies;
- Strong knowledge of monitoring and evaluation systems;
- Ability to read and apply program proposal and report guidelines and regulations;
- Should have ability to maintain effective working relationships with all levels of staff and other stakeholders;
- Be proficient in MS Office Suite;
- Ability to travel to rural areas and work away from the city center up to 30% of time;
- Experience of child sponsorship and community development programs.

Must be a citizen or resident of Rwanda agreeable to working under local conditions

HOW TO APPLY

Interested candidates fulfilling the requirements should send a motivation letter detailing how their experiences fulfill the requirements, resumes (CV) including names, addresses and telephone numbers of references (a colleague, pastor or priest and former employer) to FH Association Rwanda, via E-mail to: snamuganza@fh.org copied to rwanda@fh.org and to rmushanga@fh.org on or before **January 6th, 2014**. Applicants **MUST** indicate 'Application for Program Director position at FH' in the subject line of their covering email.

Please note: Do not attach transcripts and certificates to your application. Those will only be required from those shortlisted for the next process; Due to the large number of expected applications, only short-listed candidates will be contacted.

FH is an equal opportunities employer and female candidates are strongly encouraged to apply