

UMUHUZA - Vacancy Announcement

Umuhuza is a National NGO that strives to create a culture of peace across Rwanda through peaceful conflict management. The organisation has been working since 2005 in Ngororero District and Kigali City on a community outreach programme, focussing on educating parents of young children to promote improved childhood development and create peaceful citizens. Presently, the organisation is expanding to work with Save the Children on a literacy promotion project in Gicumbi District beginning January 2013 and First read in Ngororero from January 2014. It is in light of this expansion that the organisation requires the addition the Staff.

Position: Programme Manager (1 post)
Place of Work: Kigali, with frequent travel to the field
Reports to: Executive Secretary

Key Tasks/Responsibility.

The tasks of the Program Manager will include, but are not limited to the following:

- The Program Manager will serve as the linchpin of the program team, working with the projects officers.
- The Program Manager will work closely with Executive Secretary regarding to the projects design and implementation.
- The Program Manager will play a lead role in developing the analytic and intellectual grounding for a new approach to project design and programming.
- The Program Manager will serve as a key liaison person for Facilitating communications, ensure that logistical arrangements get made, maintain the program's ongoing files and records; collect data against key milestones and prepare reports.
- The Program Manager will work closely with the Finance and Administration Manager and projects officers to track expenses, revise overall program budgets as needed, prepare budgets for sub-activities and prepare periodic reports.

Requirements ;

- University degree in Project management, education or relevant social sciences;
- Minimum of five years of experience working in project management, project proposal, project implementation and project monitoring and evaluation in NGOs;
- Excellent analytical and writing skills with Ability to work flexibly, independently with minimal day-to-day supervision as well as in a team.
- Working proficiency in English and Ability to develop constructive relationships with a wide range of stakeholders;

Position: Administrative Assistant (1)
Place of Work: Gicumbi, with frequent travel to Kigali
Reports to: Senior Programme Officer

Key Responsibilities

- The Administrative Assistant will be responsible for maintaining the Gicumbi office administration, logistics and basic accounting, ensuring that all guidelines, procedures and routines of Umuhuza in the areas of administration, accounting and logistics are followed so as to provide effective support for all of Umuhuza's programme activities at Gicumbi.

Qualifications & Experience

- Bachelor's degree in accounting, Finance, administration, communication, or a related field.
- At least 3 years experience with NGOs in accounting, administration, experience in support functions to logistics preferred; for Commitment to the organization's mission and goals
- Excellent computer skills, including Microsoft Word, Excel and PowerPoint;
- High level of both spoken and written Kinyarwanda and English;
- Strong social and communication skills;
- Knowledge of accounting software QuickBooks will be advantage;
- Willingness to work within a team on diverse tasks and activities; Flexibility and a positive attitude.

If you meet all the above criteria, please submit your hard copy of degrees and CV together with a cover letter including telephone and email contact and details of two referees (one of whom should be your current or most recent employer) to **Umuhuza Kigali office near to MINAGRI**.

Please note that :

- The deadline for the submission your application is **6th May 2014 at 5:30pm**
- Only short listed candidates will be contacted.