

VACANCY ANNOUNCEMENT

Micro enterprises, associations and cooperatives Advisor

FH Association Rwanda (Food for the Hungry) is seeking to hire qualified, dedicated and experienced “**Micro enterprises, associations and cooperatives Advisor**” for its Agriculture project being implemented in Southern Province’s Muhanga, Ruhango and Kamonyi districts.

DUTIES AND RESPONSIBILITIES

The “Micro enterprises, associations and cooperatives Advisor” will report to the District Community Development Officer (DCDO) and will be based at the FH Muhanga Office. Duties and responsibilities will include the following areas:

- Develop and deliver Business Skills Training to the members of associations/cooperatives in the three Districts.
- Manage the overall implementation of small and micro-enterprise development initiatives for a transformational development including behavior change communication, service demand creation and community outreach and mobilization.
- Implement the agriculture project within the strategic and operational indicators established for meeting its objectives.
- Train and empower volunteer Cascade Group members.
- Be responsible for decisions relating to the overall management of the associations/cooperatives groups in consultation with his/her Supervisor.
- Maintain project records, monitor the activities and write progress reports.

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, skills, and/or ability required:

- Must have a demonstrated Christian commitment to serving the vulnerable.
- Must have a Bachelor’s Degree in Development Studies, Social Work and Administration, Business Administration, Project/Management, Economics or related field with a minimum of three (3) years working experience in similar work.
- Have ability and experience to work with the community especially with associations/ cooperatives members.
- Must be willing to travel to the rural areas in the districts of project implementation.
- Must have excellent interpersonal skills, a proven ability to relate to people in a positive, constructive manner.
- Must have good oral and written communication, team building and training skills.
- Capacity to implement project activities and report writing.
- Be proficient in MS Office Suite.
- Must be able to write and speak English, French and Kinyarwanda fluently.
- Must be a citizen of Rwanda

HOW TO APPLY

Interested candidates fulfilling the requirements can send their applications by post, email or hand delivery to respectively; **FH Association Rwanda, P.O. Box 911 Kigali, rwanda@fh.org**; KG 5AV, Plot N° 129, Kamatamu Cell, Kacyiru Sector, Gasabo District (A few meters from the INTERSEC OFFICE)

The application should include a motivation letter detailing HOW their experiences fulfill the requirements and a resume (CV) which lists their qualifications and experience to date and provides names, addresses and telephone numbers of colleague, pastor or priest and former employer as referees.

Note:

- Applications are received from Monday, 15th September 2014 until Friday, 26th September 2014 at 17:00.
- Only short-listed candidates will be contacted to the next stage of recruitment.
- Shortlisted candidates will be required to show originals and provide notarized copies of degree, diploma or certificates. They will also provide copies of testimonials of rendered services from former employers.

Done at Kigali, 12 September 2014

FH Association Rwanda Management