

UMUHUZA - VACANCY ANNOUNCEMENT

Umuhuza is a Non-Governmental Organization founded in 2005. The organization has both governance and management structures in place and was registered by the Rwanda Governance Board as a Non - Governmental Organization and recognized by the Rwanda Governance Board in the official gazette no 50 bis of 15/12/2014 with legal personality no 104/2014. Umuhuza Organization is committed to build a culture of peace through family and community strengthening interventions. Umuhuza works in all Province of Rwanda in 12 districts with plan to extend activities in all Districts of Rwanda from October 2017. Umuhuza has developed a five year's strategic plan with four main programs: Peace education, Family literacy, Community economic empowerment and organizational development. All programs are in alignment with Sustainable Development Goals (SDG), the National Vision 2020 and Economic Development and Poverty Reduction Strategy II (EDPRS II).

Umuhuza seeks to hire qualified, committed and experienced **National candidate** to fill the following position:

Position:	Program Manager
Location:	Kigali with periodic travel to the field
Reports to:	Executive Secretary

Main Function:

The Program Manager oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading, and controlling program activities.

Duties and Responsibilities:

i. Planning

1. Plan the delivery of the overall program activities in accordance with the mission, goals of the organization and provide new initiatives to support the strategic direction of different programmes.
2. Implement long-term goals and objectives to achieve the successful outcome of the program.
3. Develop an annual operating plan for the program and develop its evaluation framework to assess the strengths, weaknesses for improvement.
4. Propose innovative mechanism of coordination and follow up to enhance performance of the programmes
5. Lead the coordination of the implementation of programmes and develop methods of monitoring progress and provide corrective measure.

6. Pro-actively engages present and future stakeholders in design, priority setting, and implementation of programmes.

ii. *Organizing*

1. Ensure that program activities operate within the policies and procedures of the organization Identify opportunities for improving activities within programme scope .
2. Oversee the collection and maintenance of records on the beneficiaries of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
3. Ensure that program activities comply with all relevant legislation and professional standards

iii. *Staff management*

1. In consultation with the senior management participate in recruiting, interviewing and select well-qualified program staff ,
2. Ensure the implementation of the human resources policies, procedures and practices of the organization.
3. Ensure that all program staff receives appropriate orientation to implement programs.
4. Motivates programme team members to deliver outputs and provide to them mentoring, coaching in their work.
5. Ensure all staff members receive appropriate training in accordance with organizational standards.

iv. *Leading the program*

1. Supervise program staff by providing direction, inputs and feedback.
2. Communicate with stakeholders to gain support for the program and to solicit inputs to improve the program.
3. Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
4. Interact with existing or potential stakeholders to determine their needs and to develop plans for improving activities delivery and work cross-functionally to solve problems and implement changes.

v. *Control the program*

1. Write reports on the program for Umuhuza and Partners
2. Ensure that the program operate within the approved budget.
3. Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
4. Monitor the program activities and conduct an annual evaluation according to the program evaluation framework.

5. Report evaluation findings to the Executive secretary and recommend changes to enhance the program, as appropriate.
6. Ensures that programme status, issues and successes are communicated to programme team, stakeholders and all levels of management and documented appropriately.
7. Ensure adherence to Umuhuza regulations, policies and procedures;

Requirements:

1. Masters degree in Project management, education or relevant social sciences or Bachelor degree in the same field with five years of experience.
2. Minimum of five years of experience working in program management, program proposal, program implementation and program monitoring and evaluation in NGOs;
3. Excellent analytical and writing skills with ability to work flexibly, independently with minimal day-to-day supervision as well as in a team.
4. Working proficiency in English and Kinyarwanda; Knowledge of French will be added asset

If you meet all the above criteria, please submit your copies of degrees, diplomas ,certificates and CV together with a cover letter including a statement describing your suitability for the position and 3 names and address of referees to : ***Umuhuza_organisation@yahoo.com***

Please note that :

- The deadline for the submission is **January 31, 2017 at 5:30pm**
- Only short listed candidates will be contacted.