



**B.P.2030/KIGALI**

**Tel: 280539555**

**Email:Umuhuza\_organisation@yahoo.com**

## **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. It is in light of this expansion that the organisation requires the addition Staff.

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

### **Key Objectives.**

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 admin, 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 organisation'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;
- Willingness to work within a team on diverse tasks and activities; Flexibility and a positive attitude.

**Position:** Community Facilitators (12)  
**Place of Work:** Gicumbi, with frequent travel to Kigali  
**Reports to:** Senior Program Officer

### **Key Objectives**

- Carry out data collection for the baseline of the Literacy ' Training component in Gicumbi;
- Sensitize key stakeholders at sector and community level about the Literacy Training component;
- Set up accountability and complaints handling mechanisms, under the guidance of the Umuhuza;
- Carry out parents training activities as per project detailed implementation plan
- Provide ongoing advice and support to animators in the implementation of the learning from the training sessions;
- Prepare and submit monthly, quarterly work plans and reports in accordance with the agreed schedules with Senior Program officer;
- Monitor progress of the project against agreed project targets and indicators;
- Highlight early to Senior Programme Officer any potential constraints to implementation of project, including over or under-spends so that action can be taken to address this;
- Identify and document key lessons learned from the project, including success stories;

### **Qualifications & Experience**

- High school Diploma in education or social sciences with at least 3 years of experience in social and education field
- Having background in educations and ability to develop constructive relationships within the communities
- Proven experience in facilitating training sessions;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing;
- Having driving licence, class A is advantages.

**Position:** Programme officer (2)  
**Place of Work:** Gicumbi, with frequent travel to Kigali  
**Reports to:** Senior Programme Officer

**Key Objectives.**

- Mainstream the Literacy project within District education priorities, ensuring that it is well captured in District/Sector performance contracts
- Sensitization of key stakeholders (District, Sector education officers, parents) on the Literacy project
- Through the District Education Officer coordinate the relationships with Sector Education officers
- conduct the Umuhuza and the Literacy project within sector level education meetings
- Facilitate the regular process of assessment of literacy project in Gicumbi
- Regularly gather Education data and statistics in Gicumbi
- Develop monthly and quarterly work plans and reports both internal to Senior Programme officer and the ones requested by other authorities
- Highlight early to senior Programme Officer any potential constraints to implementation of project including any new actor engaged in literacy in Gicumbi
- Provide support to senior programme officer
- Having Valid driving license, class A

**Qualifications & Experience**

- University degree in education or social sciences with 3 years of experience in that field;
- Very good knowledge of the community mobilisation in Rwanda;
- Ability to develop constructive relationships within the community
- Proven ex facilities skills in communication and team work
- Good experience in facilitating training sessions;
- Proven ability to deliver projects in line with proposals, budgets and timelines;
- Willingness to be self-sufficient with regard to transport;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing

**Position:** M&E Officer (1)  
**Place of Work:** Gicumbi, with frequent travel to Kigali  
**Reports to:** Senior programme officer

**Key Objectives.**

- Compile and analyze quantitative and qualitative program data and contribute into subsequent reporting at the program level;
- Be involved in monitoring and reporting upon key learning questions;
- Document good practices, lessons learned and feedback captured from programme participants to influence and guide the design and implementation of our programmes;
- Under close support of hierarchical supervision, develop and administer performance-monitoring tools to track child focused program indicators in line with the program implementation plan.
- Collect and process data on program activities as specified in the detail program implementation plan.
- Compile progress reports for management purposes in line with the implementation plan, Umuhuza and donor requirements.
- Support program planning, evaluation and review meetings in line with literacy signature program detail implementation plan.
- Prepare and submit quarterly monitoring and evaluation reports;
- In collaboration with the Executive Secretary, make research schedules and ensure effective child focused research.
- Constantly verify that information on databases remains correct and secure and provide support to enumerators in the collection of data, as needed.
- Identify capacity gaps and work with the Senior programme officer to build the capacity of the literacy signature program staff to ensure smooth implementation of quality M&E systems and effective participatory evaluations,
- In collaboration with Save the Children, Contribute to the development of the MEAL (Monitoring, Evaluation, Learning and Accountability) plan and ensure its effective implementation.

## Qualifications & Experience

- University degree in statistics, Computer science/IT with M&E skills, education or relevant social sciences
- Three years M&E experience working in planning, monitoring and evaluation, and research in an NGO;
- Proven experience of undertaking evaluations/research or leading evaluation/research teams
- Proven experience with quantitative and qualitative data collection and analysis
- Ability to lead and drive the organization towards more action research focused and child-centred integrated programming by using participation and listening to beneficiaries, including children, as one of the main mechanisms for programme implementation
- Experience using data analysis packages such as SAS or SPSS and database management systems, preferably Access;
- Good technical writing skills and fluency in English
- Having Valid driving license, class A.

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

## Key Objectives.

The driver is responsible for the safe transport of UMUHUZA staff and ensuring the vehicle is properly maintained and kept in good repair. The driver reports on the state of the vehicle to the supervisor.

## Qualifications & Experience

- Minimum of 5 years driving experience preferably with NGO;
- Completed Secondary Education or Vocational training;
- Valid driving license, class B;
- Knowledge of Rwanda traffic laws;
- Good Kinyarwanda and / or English communication skills
- Must be physically fit

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 of referees to :***Umuhuza\_organisation@yahoo.com***

### **Please note that :**

- The deadline for the submission your application is **28th August 2013 at 5:30pm**
- The applications which do not meet the specified minimum requirements or are received after the closing date will be rejected.
- Only short listed candidates will be contacted.

Done at Kigali, on 14<sup>th</sup> August, 2013

**KAYITESI Mathilde**  
**Executive Secretary**