



Vacancy

Programmes Coordinator

ARC works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ARC presently works in and with partners in seventeen countries globally. ARC has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve!

ARC is looking for a qualified, self-driven and committed individual to fill the following new position – based in Kigali, Rwanda: *The Programmes Coordinator, a national management level and role in the organization leads in development, implementation, close and consistent tracking of the country program work planning and coordination, for overall timely implementation and realization of contractual targets and milestones. S/he works closely with the Head of Programmes and Business Development lead in shaping the country program strategy and program development, as well as coordinating country program technical and implementation guidance for overall programming quality and compliance. S/he is tasked with the following key responsibilities:*

- Work closely with the Head of Programmes and Business Development lead in shaping the country program strategy and program development, and ongoing review and realization.
- Lead role development, implementation, close and consistent tracking of country program work planning and coordination, for overall timely implementation and realization of contractual targets and milestones.
- Working closely with the program quality and learning focal, assure consistent and insightful documentation, including case studies, human interest articles or stories, and similar strategic, value-add and visibility pieces for the country program
- Coordinate country program technical advisors to provide ongoing technical and implementation guidance for overall program quality, contractual and standards' compliance, customer feedback, and learning and improvements
- Coordinate with the Head of Programmes and the Grants management team in tracking and ensuring programmes' financial and operational compliance with government, organization and donor or contractual standards, regulations and requirements.

- Separately and jointly with program technical leads, conduct regular field support and implementation review visits; including chairing program quality and technical coordination sessions
- Coordinate with programmes technical leads, projects, sectors and site managers in drafting, review and appropriate sharing of all programmes required reporting, briefs, updates and core performance data
- Support the Head of Programmes in on going planning for and leadership of the country programme, including participation and reporting on both internal and external programme coordination related activities, visits and positioning activities

Required skills and experience we're seeking

- **Minimum of Master's degree** in Project Management, Development, International Relations, or a closely related field from an accredited university required
- **Required:** Significant and sustained experience (6-8 years) in complex global development and humanitarian programmes coordination and leadership roles
- **Proven success** in effective project planning, implementation, coordination and performance reporting
- **Demonstrated** ability in leading and facilitating programme quality, performance management and learning
- Familiarity with varied donor requirements and working procedures in project design, implementation, and operational and financial compliance
- Strong leadership skills, proven experience in strategic planning, overseeing large programs and ability to effect and manage change effectively.
- Knowledge of humanitarian response, transitional and development program concepts, policies, frameworks, standards and strategies.
- Demonstrated advanced communications, presentation and inter-personal skills, including fluency in written and spoken English.

Key behaviors and abilities

- Solution, service and support oriented attitude and work ethic; and a willingness to guide colleagues and charges towards exploring options and solutions, while assuring fidelity to expected policies and compliance.
- A team player, with ability to work in a high paced, demanding environment.
- Willingness to travel and stay for extended periods in remote country work sites to support workflows.

Interested and qualifying candidates should submit applications to ARC Rwanda HR Coordinator – to include 1 page Cover Letter, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees - **to the following email address only:** RWJobs@arcrelief.org; with the position applied for **CLEARLY** indicated in the subject line.

Only applications received through the above indicated dedicated email address will be considered. **The deadline for submission of applications is February 17th, 2020 at 12:00hrs.** Only short listed candidates will be contacted.

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