

**FH ASSOCIATION RWANDA
(Food for the Hungry)
P.O.BOX 911 Kigali, Rwanda**

KG 5 Road, UMUYENZI PLAZA 2nd Floor Remera, Kisimenti
Tel +250-255-120-278

VACANCY ANNOUNCEMENTS

ABOUT FH

FH Association Rwanda (Food for the Hungry) is an International Christian Relief and Development Organization with a vision "All forms of poverty ended worldwide" and a mission "Together we follow God's call responding to human suffering and graduating communities from extreme poverty."

1. Multi Sector Supervisor (5 Positions)

We are seeking to hire qualified, dedicated and experienced "Multi Sector Supervisor" (5 positions) to work at cell level in Five (5) Sectors/Clusters of Kabacuzi in Muhanga , Nyarubaka in Kamonyi , Mwendo in Ruhango , Gatunda in Nyagatare , and Nyagihanga in Gatsibo District

Essential tasks and responsibilities

Key Result #1: Program planning and implementation (40%)

1. Play a key role in the development of cluster plans and their implementation in close collaboration with local leadership
2. Support quality and technical improvement in delivery of activities as conducted by Multisector Facilitators
3. Participate in designing surveys and assessments related to FH sectors of interventions, Education, Food security and Livelihoods, Health and Disaster Risk Reduction
4. Contribute to the development of proposals based on needs at the community level
5. Ensure the development of Local and church leaders within the cluster
6. Maintain a data base for all Saving groups, Cascade group, associations/cooperative and other community level groups that FH is working with
7. Support in Beneficiary identification and verification to ensure sustainability and inclusivity
8. Play an important role in ensuring that families that are lagging behind in the process of community transformation are identified and given a tailor made support to allow them move towards graduation

Key Result #2: Staff management and supervision (30%)

1. Supervise and manage the performance of multisector Facilitators including monthly planning and timely implementation
2. Participate in MSF trainings and in development of training modules for different target groups within the community

3. Identify technical gaps for each Multisector facilitator and lobby for their capacity building through the cluster coordinator
4. Foster and ensure good work relations between Multi sector Facilitators and Sponsorship Relations Facilitators
5. Contribute to developing and modeling a team culture characterized by a shared vision, commitment and mutual accountability that reflects FH's desired
6. Develop and maintain good working relationship between staff, stakeholders and beneficiaries.
7. Help in resolving any misunderstanding or conflicts among the MSF and with the local communities

Key Result#3: Program Reporting and M&E (30%)

1. Consolidate multi sector reports on monthly basis and submit to the cluster coordinator
2. Ensure that periodic progress reports (Monthly, quarterly, bi-annual and annual) for different projects in the cluster are prepared and submitted within agreed reporting timelines to Cluster coordinator
3. Responsible for ensuring that all cluster program data is put into the WL3 (M&E platform for FH) in a timely manner
4. Collect and review success stories for submission for M&E as requested and also for supporting program reports
5. Ensure that implemented activities are clearly reported and maintain close monitoring of beneficiary program

Education and experience

- Bachelor's Degree from a recognized University in one of the following areas Agronomy (Agriculture and Livestock production and Extension), Education, Nutrition, Soil and Water Engineering and Health sciences.
- The candidate must have a minimum of five years related experiences in Community Development, agriculture, Social Work, Project Management or a similar position with an International NGO.

Qualifications

- Has a vibrant personal relationship with Jesus Christ
- Must have a demonstrated Christian commitment to serving the vulnerable and be in full agreement with FH's Christian foundation and FH Vision, Mission and Values.
- Must have a valid, Motor cycle driving license
- Proven supervisory experience and strong people management skill
- Ability to train staff and community members
- Good interpersonal and organizational skills, including the ability to effectively work with cross-cultural teams.
- Ability to prioritize tasks, meet deadlines and work with limited supervision.
- Possess analytical and problem solving skills at local level
- Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding
- Willingness to live and work in a stressful environment with security challenges
- Excellent written and verbal communication skills



- Proficient in MS Office Suite, especially word and Excel
- Valid driving license Class A is a **MUST**

Language Skills

Proficiency in spoken and written English, French and Kinyarwanda

Safeguarding Policy

Food for the Hungry is committed to conducting its programs and operations in a manner that is safe for all beneficiaries it serves. It is FH's policy to create and proactively maintain an environment that prevents and deters any actions and omissions that put any beneficiaries, including children and the most vulnerable at risk. All personnel are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy could result in termination.

The responsibilities listed above are not all inclusive and may be changed at any time.

2. Office Assistant (1Position)

We are seeking to hire qualified, dedicated and experienced **"Office Assistant "** (1position) for our Rwanda Country Program to be based in Remera Sector , Gasabo District.

Essential tasks and responsibilities

Key result # 1: General Office cleaning services

1. Cleaning the office and its premises as well as all the equipment and furniture regularly
2. Cleaning rest-rooms and put hygienic materials regularly
3. To ensure the cleanness of the Kitchen with its utensils.
4. Requisition of Cleaning and Kitchen Materials as needed on time.
5. Collaborate with the Logistics Officer and ensure that the Kitchen and office issues materials is maintained (Plumber, electricity)

Key result # 2: Kitchen management and tea service

1. Acquisition of kitchen stationaries, preparing tea and serving staff and visitors.
2. Preparation of drinking water as well as the one for rest-rooms use in case of need.
3. Cleaning and general maintenance of Kitchen materials
4. Perform other duties as may be assigned by the HR and Administration Officer.

Key result # 3: Office assistance and support to staff

1. Provide support to the different departments as time allows it such as photocopying documents, filing, scanning, bidding etc...
2. Reception duties in case of need.
3. Working as messenger in case of need
4. To be courteous and respectful to all staff, visitors and all FH partners
5. Show a positive attitude that contributes to a good working atmosphere in the office



6. Provide additional services, as required, to contribute to the overall effectiveness and efficiency of the office operations.

Education and experience

- At least Secondary School certificate (A2) in any field of training
- At least three (2) years of relevant work experience in a similar position in Office setting.

Required Skills and Qualifications

- Vibrant personal relationship with Christ.
- People skills: warmth with people, conversational, able to relate to and be in continual interaction and communication with people.
- Ability and willingness to learn and work with a high degree of motivation and adaptability
- Effective verbal and listening communication skills
- Organizational skills and the ability to work effectively in a team
- Basic computer skills (Microsoft Office Suite)
- Flexibility, ability to remain calm under pressure
- Understanding and sensitivity to cross cultural issues

Language Skills

Fluency in written and spoken Kinyarwanda, and either English or French, both would be much preferable.

The responsibilities listed above are not all inclusive and may be changed at any time.

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover and updated CV/Resume with three referees (including email addresses and day telephone contacts), not later than **12th September 2020** using the following link: <http://41.216.97.161/fhrwjobs>

Note:

- Only short-listed candidates will be contacted for 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
- if any issues are experienced please contact us separately at rwanda-reception@fh.org

Done at Kigali, 01 September 2020

FH Association Rwanda Management

