
VACANCY ANNOUNCEMENT

Job Title : OVC Project officer
Program : USAID UBAKA EJO
Job location: AEE Rwanda Headquarters

JOB SUMMARY

USAID Ubaka Ejo (UUE) “Build the Future” activity intends to improve the socio-economic resilience to and reduce the risk of orphans and vulnerable children (OVC), and their families living with and affected by HIV/AIDS in the three districts of Kigali; Gasabo, Kicukiro, Nyarugenge.

1. PRIMARY JOB RESPONSIBILITIES

The project officer is responsible for project implementation at the community level. He/she is involved in households’ identification, screening, registration and conduct home visits to enrolled beneficiaries to ensure that project objectives are achieved.

2. Detailed duties and Responsibilities

- Coordinate case workers and community linkage facilitators in OVC programming in line with the PEPFAR OVC guidance and implementation model and provide them with required technical support
- Oversee screening and enrolment of vulnerable children into the OVC program based on the case management tool
- Create and maintain an up to date case file for each OVC ensuring documentation of case follow up, achievement and closure,
- Visit OVC in schools to monitor/track academic performance
- Formulate strategies focused on achieving OVC graduation benchmarks and track progress towards graduation.
- Participate both in internal and external Program Quality Assurance Activities such as DQA and SIMS and ensure the organization score excellent in all evaluations and assessments.
- The incumbent will deliver economic strengthening and education initiatives to the critically vulnerable OVC households to access education and life skills
- Work closely with health facilities and community structures to support bi-directional referral and linkage of CLHIV/ALHIV to receive high quality primary health care packages including HIV services
- Coordinate the work of different OVC stakeholders and community structures within the allocated district to deliver services in the core program areas to meet the needs of OVC.
- Lead in development of district joint work plans, review activities budgets and accountabilities
- Prepare and submit high quality and timely reports to Branch manager
- Participate in the meetings organized by local district and sectors authorities as well as those organized by the program
- Perform any other tasks requested by the organization’s hierarchy.

To Evangelize the Cities of Africa through the Word and Deed in Partnership with the Church

KG 230 Street, Remera Sector, Gasabo District,
P.O. Box 1435 Kigali, Rwanda

Tel +250788381852 Web: www.aeerwanda.ngo; Email: aeerwanda@aeerwanda.ngo

Minimum required qualifications and skills

- The ideal candidate for the Ubaka Ejo program OVC Project Officer should preferably hold a **bachelor's degree in Public Health**.
- More than 3 years of experience working with PLHIV, OVC, MVC, or other vulnerable.
- High level of language proficiency in English; able to make oral presentations and write clear reports.
- Self-motivated, persistent, resolute and able to deliver without close supervision.
- **A Born-again Christian who is compassionate and cares, with ability to foster teamwork.**
- Must have excellent people skills.
- Must be a good communicator, capable of effectively sharing knowledge and skills gained with others.
- **Should not be above 35 years old.**
- Willingness to travel 30-40% of the time using a motorcycle throughout program covered zones and work flexible hours
- Computer literacy to a high standard in Microsoft Office
- Flexibility, humility, resourcefulness.
- **Driving license, category A**

Qualified female candidates are encouraged to apply!

APPLICATION DOCUMENTS

- Expression of interest letter
- Updated CV (maximum 2 pages) with contact details
- 3 references
- Copies of educational qualifications
- Church recommendation
- Copy of National Identity card.
- Copy of Driving license

How to Apply

Qualified and interested candidates should submit their application documents written in English addressed to AEE Rwanda Executive Secretary **exclusively** to: **aeerecruitment@aeerwanda.ngo** by February 16th, 2021 not later than 5:00pm Kigali time.

N.B. Only selected candidates will be contacted for tests.

Done at Kigali, February 12th, 2021.
Human Resources Manager