

FH ASSOCIATION RWANDA (Food for the Hungry)
PO BOX 911 Kigali, Rwanda

VACANCY ANNOUNCEMENT REFUGEE PROJECT MANAGER

ABOUT FH

FH Association (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**”.

We are seeking to hire a qualified, dedicated and experienced Rwandan National for the “**Project Manager**” position to lead implementation of a Project in Refugee camps and neighboring host communities. The position holder shall be based in Kigali Office with frequent travels to Mahama, Nyabiheke, Kiziba, Gihembe and Kigeme Refugee Camps.

PURPOSE OF THE POSITION

Responsible for overall technical leadership, guidance and coordination of the BPRM project and that effective systems and processes are in place to support high-quality programming in order to advance FH Rwanda’s work in serving the poor and vulnerable populations. The position will ensure that all project related activities are implemented in a timely manner according to donor guidelines and regulations. Your management skills and knowledge will ensure that the Refugee Project delivers high-quality programming and continuously works towards improving the organization’s impact.

MAIN KEY RESULTS

Project Management and Coordination

- Provide technical oversight throughout the project cycle to ensure project design, start-up, implementation and close-out are in line with FH Rwanda’s quality principles, standards, donor guidelines, and industry best practices
- Manage project staff and coordinate partners in the activity implementation, monitoring and reporting in line with approved activity plans and budgets
- Ensure the project alignment to the livelihoods and economic inclusion strategy for refugees and UNHCR & MINEMA reporting requirements
- Oversee planning and implementation of partner’s activities and reporting. Ensure partners full understand and comply with BRPM donor rules and regulations
- Lead the development of program learning by identifying opportunities for research and learning in the area of livelihoods programming for refugees and victims of conflict
- Ensure timely and appropriate project expenditures in line with organizational financial procedures and in compliance with donor rules and regulations
- Identify and build strategic linkages, relations, collaborations and networks with partners, other NGOs, government, church and local leaders, and other stakeholders for effective project planning and implementation.
- Contribute to the proactive pursuit of opportunities for new funding to ensure growth of the Country Program in line with regional and global strategic priorities.

Networking and building relationships

- Represent FH Rwanda by attending and engaging in regular coordination and technical working group meetings within the refugee camps

- Pre-position FH Association Rwanda for increased funding by effective representation with relevant stakeholders especially donors, and partner I/NGOs to profile FH Rwanda and influence decision;
- Represent FH Rwanda at certain meetings involving refugee committee, cluster meetings and other relevant stakeholders within and outside the camp;
- Participate and technically represent FH Rwanda in coordination and task force meetings, provide regular technical updates in such forums and to the management
- Network with partner organizations and institutions and communicate effectively
- Ensure positive interaction and good relations with partners interested in refugee activities

Performance Management and Supervision

- Manage team dynamics and staff well-being by providing coaching, tailoring individual development plans, and ensure performance management for direct reports
- Align professional development plan to organizational strategies
- Pursue training opportunities such as webinars, seminars, conferences, offsite time spent in networking and researching to add personal value as a critical tool in the success of the workplace
- Pursue project staff growth through assessment and mentorship for team building.

JOB REQUIREMENTS

- Master's Degree in International Development, International Relations or in the field of Protection and/or Social Work or related fields
- Minimum of 5 years' experience in relevant field-based project management experience, with preferably at least 2-3 years working in the area of livelihoods programming for refugees or equivalent combination of education and experience.
- Proficiency in spoken and written English, French and Kinyarwanda. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

OTHER ESSENTIAL REQUIREMENTS

- Vibrant personal relationship with Jesus Christ, a Christian commitment to serving the poor and in full agreement with FH's Christian beliefs expressed in The Heartbeat.
- Ability to work effectively in a team and contribute positively to the development of that team.
- Experience and willingness to work in a refugee camp
- Staff management experience and abilities that are conducive to a learning environment.
- Experience using MS Office packages, social media platforms like Skype, Zoom and Google Meet for online purposes
- Solid communication and presentation skills
- Excellent writing and editing skills – proficient in Microsoft Office Suite.
- Strong knowledge of project cycle management and experience working with groups or clusters
- Organizational, rigor and respect of deadline skills.
- Experience with grant and proposal preparation
- Ability to exercise sound judgement and make decisions independently

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **12th March 2021** using the following link: <http://41.216.97.161/fhrwjobs>

Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at rwanda@fh.org
- The filling of this position is subject to Contingency Fund

FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 4th March 2021

