



Episcopat Catholique du Rwanda

ADEPR

ADEPR NEW TECHNICAL STAFF STRUCTURE

Kigali, le 11/04/2021

N° 1112/1.2

With intention to align the ADEPR needs with the current financial situation and focus on the Mission of the church, ADEPR has a new Staff Structure communicated below. This section only includes the technical job positions. Therefore, existing ADEPR technical staffs are called to show which positions that fit their qualifications and interest with precisely working location.

How to show interest: email addressed to ADEPR Director of Human Resource and Administration Madam GATESI Vestine: gatesi2005@gmail.com and copy to Executive Director Pastor Herman BUDIGIRI: herman.budigiri@gmail.com . **Deadline is on 20th April 2021 at 5:00pm.** For any clarification call: 0788770252/0788315137 or 0788508470.

POSITION	Number of Positions	PLACE OF WORKING	SUMMARY OF KEY RESPONSIBILITIES	REQUIREMENT
Operations officers	134	Parishes	<ul style="list-style-type: none">- Responsible to lead and coordinate the projects designed to bring holistic transformation at parish level and its local churches.- Responsible for recording, filing, compiling and coordinating financial and operations report from local churches and make sure they are timely reported to the parish senior pastor and region Finance and administrative assistant in the provided tools.- Ensure the parish and its local churches are complying with ADEPR financial and operations policy and procedures.- Assist the Parish Senior Pastor for administration, logistics, customer care and messenger services.	<ol style="list-style-type: none">1. Bachelor degree in accounting, finance, BA and related field2. Experience of 3 years in accounting, finance or related fields. Having experience in projects development is added value.3. Fluent in Kinyarwanda and English or French both writing and speaking. Skilled in Microsoft word, excel, PowerPoint, and accounting software, ...

Office assistant	9	REGIONS	<ul style="list-style-type: none"> -Assist the region administration for logistics, customer care and messenger services -Drive the region staff for the field activities and ensure proper regular maintenance of region vehicles and IT equipment. 	<ul style="list-style-type: none"> 1. Secondary diploma (A2) in IT or/and gestion informatique, computer sciences or Bachelor international relations 2. Driving license category B -Minimum of three years' experience at the same field 	
Finance and administrative assistant	9	REGIONS	<ul style="list-style-type: none"> - Responsible for recording, filing, compiling and coordinating financial and operations report from parishes and make sure they are timely reported to ROC in the provided tools. - Ensure the parish and its local churches are complying with ADEPR financial and operations policy and procedures. - Responsible of capacity building of parish operations officers. - Monitor the parish and its local churches to comply with ADEPR financial and operations policy and procedures. - Responsible for region administration, secretariat, logistics, customer care and messenger services. - Assist Regional Operations Coordinator (ROC) in trainings and other projects development. -Strong alignment with ADEPR mission, vision and values. 	<ul style="list-style-type: none"> 1. Bachelor degree in accounting, finance, BA and related field 2. Experience in accounting, finance and related fields. 3. Having experience of 5 years in managing/monitoring various development projects and working in busy environment. 4. Fluent in Kinyarwanda and English or French both writing and speaking. Skilled in Microsoft word, excel, PowerPoint, and accounting software, 	
Regional Operations Coordinator	9	REGIONS	<ul style="list-style-type: none"> - Responsible to all projects designed to bring holistic transformation at region level and its implementation in parishes and its local churches. This includes all projects for church members and community, social and economic empowerment, and business and investments of the church. -Responsible to coordinate and monitor the preparation and implementation of all technical activities in the region. -Coordinate with all technical committees for planning, budgeting, monitoring and evaluation of parish and region activities. 	<ul style="list-style-type: none"> 1. Master's degree in Finances Accounting, project management or related 2. Experiences: -Three years in projects management, loan management, partnership management plus three 	

		<ul style="list-style-type: none"> - As the region budget line manager, s/he is also responsible for all region finances. - Work closely with the region pastor to prepare and coordinate all required trainings for ministry leaders and staff capacity building. - Organize and monitor audit in parishes and chapels. - Strong alignment with ADEPR mission, vision and values. 	<p>years' experience in the field of accounting/finance</p> <p>3. Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, and research software is added value, ...</p> <p>- Three years of experience and high level of understanding in business and income generating projects</p> <p>- Bachelor degree in law with 3 years working at the same position.</p> <p>- Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint,</p>
Region Legal Adviser	1	<p>Kigali Region and flexible to rotate in other regions</p> <ul style="list-style-type: none"> - Region Legal Advisor will provide all regions legal assistance and advice. S/he also organize legal activities and draft legal documents. S/he directly report to Kigali Regional Pastor and some cases to the ADEPR legal and compliance officer with a copy to Kigali Regional Pastor - S/he will support regions for all legal assistance and advice and report to ADEPR Legal and compliance officer any risk/case that is potential to go in courts in order to prevent any loss and bad image to ADEPR. - Identify, Follow-up and report all legal cases raising from parishes and regions. 	<p>Master degree in law with 3 years of experience or Bachelor degree in law with LLDP certificate and 5 years' experience working as executive assistant or related field.</p> <p>- Master in Business Administration with 3 years working as executive assistant or HR Specialist</p> <p>- Fluent in Kinyarwanda and English or French both</p>
Executive assistant	1	<p>Headquarter</p> <p>The Executive Assistant will support the Executive Committee to provide support in administrative and legal advice for the ADEPR mission alignment and implementation.</p> <p>In collaboration with legal representative, s/he coordinates communications with all local and international partners and monitor the timely implementations of decisions.</p> <p>Participates in the action plan of weekly, monthly and quarterly of the management. Monitor the timely implementation of actions and decisions assigned to the legal representative and schedule monitoring. The Executive assistant will play a key role in supporting, preparing letters, speeches and reports for and from the office of the Legal Representative.</p>	

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			<p>Responsible for ADEPR special guests both local and international, handle correspondences, propose key advocacy.</p> <p>Coordinate the protocol for the special events/meetings both national and international.</p>	<p>writing and speaking and skilled in Microsoft word, excel, PowerPoint, and research software is added value,</p> <p>-Strong alignment with ADEPR mission, vision and values.</p>
Communication and Public relations officer	1	Headquarter	<ul style="list-style-type: none"> - In Collaboration Legal Representative office, s/he develops and distributes releases to the full range of media and proactively seek media opportunities that support the ADEPR's implementation of the mission, - Develop and monitor ADEPR social media platforms, ensuring alignment with the ADEPR's overall communication and awareness of the delivered messages. - Regular consult other internal and external platforms to update the office of the Legal Representative on actual information which requires the leadership attention. - Develop strategies to communicate church mission and impact to ADEPR members and different stakeholders 	<ul style="list-style-type: none"> -Bachelor degree in Mass Communication or Media or related field -Master in Business administration -Five years' experience working at the same position -Strong alignment with ADEPR mission, vision and values. -Exposure to participate to high level meetings/events
Legal and Compliance officer	1	Headquarter	<p>The Legal and Compliance Officer is the corporate compliance with the law, integrity and advice as well as responsible for the legal affairs of the entire ADEPR. This role includes providing compliance counsel based in legal advice to the Executive Committee and of all ADEPR church staff, pastors and members. Compliance Officer must possess strong initiative, as well as excellent management and leadership skills and strong church acumen. S/He promotes the highest ethical standards across the ADEPR and assists in setting the tone for a compliance culture; and ensures protection of the ADEPR logo, doctrine, discipline and values.</p> <ul style="list-style-type: none"> - Ensure full implementation of, and compliance with policies and procedures as outlined in the different manuals. -Monitor the timely the implementation of recommendations as proposed by the management meetings. -Support the design and implementation of risk mitigation tools and procedures and other policies as well. 	<ul style="list-style-type: none"> -Master degree in law with 3 years of experience or -Bachelor in law with ILDP certificate and 5 years working at the same position -Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Strong alignment with ADEPR mission, vision and values.

			<ul style="list-style-type: none"> -Monitor the ADEPR projects comply with associated laws and policies. -Participate in design of the contracts, agreements and MOUs and monitor its implementation. 	
Internal Auditor	2	Headquarter	<ul style="list-style-type: none"> -Internal Auditor will have accounting professionals and provide guidance on financial accuracy, internal controls and regulatory compliance. They examine and improve operating practices, financial and risk management processes of the church. -Improve ADEPR's internal control structure. -Conducting audit planning -Data collection from the field -Analysis of information -Help audit service in preparation of audit reports -Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations - Identify loopholes and recommend risk aversion measures and cost savings - Maintain open communication with management and audit committee - Conduct audit for departments, regions, parishes, chapels and other institutions under ADEPR. 	<ul style="list-style-type: none"> -Bachelor Degree in accounting, management, finance or related field with 6 years working as an auditor -Master degree in accounting, finance and related field with 3 years as an auditor or accountant -CPA or ACCA is added value -Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Strong alignment with ADEPR mission, vision and values.
Discipleship and Spiritual Transformational Ministries Coordinator	1	Headquarter	<ul style="list-style-type: none"> -Develop and coordinate communication strategies to instill ADEPR Mission, Vision, Values and Discipline to staffs, pastors, Members and partners -Develop and coordinate capacity building strategies of church ministers and volunteers including evangelists, pastors, deacons and other ministry leaders and keep them healthy, mission aligned with Values and ethics -Responsible to develop and coordinate the outreach and discipleship strategies for the church to live and share the gospel 	<ul style="list-style-type: none"> -Master degree in Theology or related field -Five years' experience at the same positions or related field -Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Strong alignment with ADEPR mission, vision and values.
Chaplaincy and Outreach	1	Headquarter	<ul style="list-style-type: none"> -Responsible to develop, empower and coordinate programs of evangelism and discipleship in special platforms and communities including Radios, 	<ul style="list-style-type: none"> -Bachelor degree in Theology

Ministries program officer			<p>TV's, social Media based evangelism, Schools, colleges, universities, Hospitals, prisons, Diaspora...</p> <ul style="list-style-type: none"> -Responsible to identify the underserved communities, develop and coordinate new outreach strategies and initiatives -Responsible to develop the integration strategies of the special cells and the Normal local churches for the sustainability of the ministries. 	<ul style="list-style-type: none"> -Three years' experience at the same positions or related field Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Strong alignment with ADEPR mission, vision and values.
Health, Healing and reconciliation programs officer	1	Headquarter	<ul style="list-style-type: none"> -Responsible to develop biblical based programs, approaches and activities for healing, canceling and reconciliation as we provide biblical based responses to the major issues resulted from our history including Genocide against Tutsi and issues based on the church historical background. -Responsible to identify the other major present and future traumatizing issues where the church is called to provide responses and develop strategies /approached -Responsible to coordinate Church healthy projects including health Centers and Hospital and other initiatives developed to keep church members and communities healthy 	<ul style="list-style-type: none"> -Bachelor degree in Clinical Psychology or related field -Training in psychotraumatology and matamedecine -Two years' experience at least in Trauma, healing and reconciliation -Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Strong alignment with ADEPR mission, vision and values.
Family Empowerment ministries officer	1	Headquarter	<ul style="list-style-type: none"> -Responsible to develop and coordinate strategies to bring family holistic transformation as we build a healthy church starting from the family -Responsible to develop and coordinate strategies and initiative to have operational family based ministry including couples, single persons, single parents, children, teens, young, old people and coordinate with all church structures to ensure they work through all local churches -Responsible to develop and coordinate appropriate outreach and discipleship strategies engaging with all family based ministry including couples, single parents, children, teens, youth and old people 	<ul style="list-style-type: none"> -Master degree in Development studies or Theology and related field -Training in gender equality is added value -Training in healing and reconciliation is added value -5 years working in project related with family support,

					solidarity groups, sensitization for reducing sexual transmission and groups/family empowerment -Strong alignment with ADEPR mission, vision and values.
Administrative Officer	2	Headquarter	<p>The Administrative officer will support the Executive Committee to provide support in administrative and logistical for the ADEPR mission alignment and implementation.</p> <p>Participates in the action plan of weekly, monthly and quarterly of the management. The Administrative Assistant will play a key role in supporting, preparing letters, speeches and reports for and from the office of the office of the Vice Legal Representative and Executive Director.</p> <p>-Oversees all office operational and administrative activities of the ADEPR</p> <p>-Reviews the ADEPR correspondences registration and maintains an effective filing on the archiving and record-keeping systems, both paper and electronic.</p> <p>-Documents and manages the LR & VLR of ADEPR's diary, activities, and work-plan for the ADEPR roadmap.</p> <p>-Consolidates and maintains records of reports, departments, and partners for the church.</p>		<p>-Master degree in Business Administration, accounting, finance or related field</p> <p>-Three years working at the same position or five years in accounting, finance or related field</p> <p>-Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint,</p> <p>-Strong alignment with ADEPR mission, vision and values.</p>
Strategy and Development Specialist	1	Headquarter	<p>The Strategy and Development Specialist (SDS) is responsible for formalizing the ADEPR's strategic-planning processes, and leading the development of the strategy, translating it for people across ADEPR functions and business units, and drive organizational change forging new working relationships and synergies across ADEPR, and establishing greater. S/he also focuses on the parish pastors' ability to conceptualize and formulate strategic initiatives that further mission and making sure that day-to-day activities of the ADEPR support those initiatives. You will work closely with Executive Director to flesh out the short and long term goals and make sure the ADEPR's output falls in line with those goals.</p> <p>-Collaborates with management to devise effective short and long term plans.</p> <p>-Creates actionable goals that make it possible to turn that mission into tangible results.</p>		<p>-Master degree in Business Administration, accounting, finance or related field</p> <p>-Three years working at the same position or ten years in accounting, finance or related field</p> <p>-Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint,</p> <p>-Statistical software</p>

			<ul style="list-style-type: none"> -Assesses the ADEPR's many different activities from Chapels, Parishes, Regions and HQ departments and ADEPR projects from the products down to the daily administrative activities to make sure they align with the ADEPR's goals. For the church businesses, s/he also analyzes the success of products, projects, and activities. -Prepare and classify all the documents necessary for the correct implementation of the church activities, church project, according to the church policy and procedures -Ensure logistical, financial and administrative follow up of the church activities and church projects. -Support all M&E initiatives for assigned parishes, regions and departments including monitoring data quality, tracking the progress of activities, and contributing to staff capacity building initiatives as necessary. -Develop and review monitoring and evaluation reports to ensure high quality and submission on time. -To analyze and discuss findings based on regular monitoring data -Provide technical support on M&E and evidence-based recommendations to the relevant technical staff, departments managers/heads, Partners and ADEPR's businesses' managers/leaders. -Ensure that implementation of field activities adheres to the monitoring and evaluation system 	<ul style="list-style-type: none"> -Strong alignment with ADEPR mission, vision and values.
M&E and reporting officer	1	Headquarter	<ul style="list-style-type: none"> -As a leader in the IT department, and an employee responsible for ADEPR-wide systems and information, an IT Manager job description should include the following duties and responsibilities: -Running regular checks on network and data security -Identifying and acting on opportunities to improve and update software and systems -Developing and implementing IT policy and best practice guides for the ADEPR -Designing training programs and workshops for staff -Design, develop, implement and coordinate systems, policies and procedures -Act in alignment with user needs and system functionality to contribute to organizational policy -Conducting regular system audits 	<ul style="list-style-type: none"> -Master degree in M&E, Business Administration, accounting, finance or related field with 3 years' experience -Bachelor degree in M&E with 5 years' experience as M&E, logistics with Professional course in Risk Management -Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Statistical Software -Strong alignment with ADEPR mission, vision and values.
Senior IT Specialist	1	Headquarter	<ul style="list-style-type: none"> -Master degree IT, Computer science or related field -Five years at the same position -Strong alignment with ADEPR mission, vision and values. 	

			<ul style="list-style-type: none"> -Handle annual budget and ensure cost effectiveness -Running and sharing regular operation system reports with senior staff -Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages -Managing and reporting on allocation of IT budget -Providing direction for IT team members -Identifying opportunities for team training and skills advancement 	
IT Officer	1	Headquarter	<p>You'll be responsible for the smooth running of computer systems and ensuring that users get maximum benefits from them. To be responsible for the performance, integrity, and security of the ADEPR's information systems' databases. You will also provide technical expertise in the design, implementation, and maintenance of database management systems that support institutional business and ADEPR applications. Additional responsibilities include reporting, data input and output, technology management, and end-user training and support.</p> <p>Individual tasks vary depending on the size and structure of the ADEPR, but you'll need to:</p> <ul style="list-style-type: none"> -Install and configure computer hardware operating systems and applications -Monitor and maintain computer systems and networks -Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues -Troubleshoot system and network problems, diagnosing and solving hardware or software faults -Replace parts as required -Provide support, including procedural documentation and relevant reports -Follow diagrams and written instructions to repair a fault or set up a system -Support the roll-out of new applications -Set up new users' accounts and profiles and deal with password issues -Respond within agreed time limits to call-outs 	<p>Bachelor degree in IT,</p> <ul style="list-style-type: none"> -Five years at the same position -Minimum of three years conducting general Oracle database administration tasks such as database implementations, backups, and account maintenance -Minimum of two years administering database platform specific advanced features (e.g. clustering, encryption, logical/physical standby, ETL, replication) -Strong alignment with ADEPR mission, vision and values.
HR and administration Specialist	1	Headquarter	<p>He, (She) recruit applicants, review resumes, conduct interviews, and perform background checks. The HR specialist may also inform applicants of their acceptance or rejection.</p> <p>Their work often goes beyond recruitment and hiring. An HR specialist may orient new employees by explaining company or organization policies, procedures, and benefits. Some HR specialists also have other duties including benefits administration and employee retention.</p>	<ul style="list-style-type: none"> -Master degree in HR or Business Administration -Five years working as HR manager or related field -Fluent in Kinyarwanda and English or French both writing and speaking and

		Headquarter	<ul style="list-style-type: none"> -Oversee HR management activities and consult the leadership in HR decision making for ADEPR -Support the leadership to ensure the highly passionate and skilled employees are recruited, retained and motivated, -Human resources specialists have a good job outlook. The Bureau of Labor Statistics predicts employment will grow as fast as the average for all occupations between 2021 and 2030. -Recruit and coordinate interviewing, references, and documentation for staff hiring" -Follow up on hiring decisions -Distribute, complete, and process paperwork for new hires -Work with employees to answer benefits questions and assist in processing life events and open enrollment elections -Conduct new hire orientation and benefits orientation to build a strong foundation for new employees and increase employee engagement -In collaboration with the leadership ensure Policies and procedures are developed and observed. -In collaboration with leadership ensure the staff spiritual and career growth strategies are designed and observed. -Provide Technical support to the regional staff in charge of HR and administration -Ensure the staff meetings are well organized -Conduct other assignment with other task assigned by the leadership relating to ADEPR missions and goals. 	<p>skilled in Microsoft word, excel, PowerPoint,</p> <p>-Strong alignment with ADEPR mission, vision and values.</p>
HR and procurement officer	1	Headquarter	<p>HR Officer is responsible for managing every aspect of the employment process, including, orientation, and training of new staff members, and managing payroll</p> <ul style="list-style-type: none"> -Recruiting and interviewing potential applicants on experience, skills, and education -Drawing up plans for future personnel hiring procedures and goals -Performing administrative tasks -Overseeing employee health and safety procedures -Organizing and managing new employee orientation, on-boarding, and training programs -Updating job requirements when needed -Contacting applicants' references 	<p>-Bachelor degree in HR, Master of Business administration or Specialized course</p> <p>Professional course in HR, Risk Management, ACCA/CPA</p> <p>-Five years working as HR officer, logistics, procurement.</p> <p>-Fluent in Kinyarwanda and English or French both</p>



		<ul style="list-style-type: none"> -Performing criminal background checks required by company -Explaining and providing information on employee benefits, programs, and education -Advising on company benefit needs or evaluating benefit contract bids -Covering all legal compliance for human resource federal and state requirements -Maintaining employee records and paperwork -Answering employee questions and addressing employee concerns with company -Reviewing procedures for employee safety, welfare, wellness and health -Representing employer in community and recruiting events -Overseeing social events <p>Oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. The Procurement Officer's responsibilities include supervising staff, maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records. To be successful as a Procurement Officer you should have an analytical mind and keep up with product and service trends. Ultimately, a top Procurement Officer should be able to negotiate well and ensure that all purchases comply with company standards.</p>	<p>writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Strong alignment with ADEPR mission, vision and values.</p>
Logistics officer	1	<p>Headquarter</p> <ul style="list-style-type: none"> -Organize, keep records, budget for and ensure proper maintenance of fixed and non-fixed assets, except estates, of the ADEPR; -Management of the ADEPR logistics and supply chain -Work hand in hand with concerned departments/church organs, to identify and consolidate the logistics needs of the ADEPR; -Keep the ADEPR's store and manage flux on a daily basis; -Make and update an inventory and store of the ADEPR assets and monitor their amortization; -Identify the amortization, valuation and auctioning needs and prepare implementation plans accordingly; Manage the fleet of the ADEPR on a daily basis and produce reports thereof. -Prepare the project supply plan and make regular tracking of: the purchase requisitions, purchase orders, invoices, delivery note and ensure that all payments are made in accordance with ADEPR procedures. -Participate in the process of procuring the ADEPR supplies and ensure timely delivery of all purchased items to the intended beneficiaries 	<p>Master degree in Store Management, Business Administration with related field with 3 years' experience</p> <ul style="list-style-type: none"> -BA: Economics with Professional course in Risk Management or CPA/ACCA with 5 years' experience in logistics and security -Strong alignment with ADEPR mission, vision and values.

			<p>-5 years' experience of driving and vehicle maintenance -Commitment to teamwork, initiative and flexibility and willingness to work outside normal working hours and places -Strong alignment with ADEPR mission, vision and values.</p>
Senior finance officer	1	Headquarter	<p>-MBA-Finance and accounting, Master in accounting or finance -Doing CPA at least foundation level or ACCA - 10years working at the same position or ten years in accounting, finance or relate field -English proficiency is a must and French as added value -Strong alignment with ADEPR mission, vision and values.</p>
-Finance officer	4	Headquarter	<p>-MBA-Finance and accounting, Master in accounting or finance -BA: Economics with CPA, ACCA or Portfolio and Risk Management in order to mitigate cash and operation risks - 7 years working at the same position or related field</p>
			<p>-The Budget Officer implements budgeting and financial record keeping procedures to ensure efficient coordination of various departmental, grant, and designated accounts, maintains accurate information regarding the financial status of the cost center, advises the immediate supervisor regarding financial decisions as well other related advises. -Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of public and private organizations: Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets and to justify funds requested.</p>

			<ul style="list-style-type: none"> -Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to director of organization with recommendations for budget revisions. -Consults with unit heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning. -Proactively contribute to technical assistance, capacity assessment and capacity building assistance for performance improvement of projects' partners working in ADEPR and their shared success as well as impact on the local community, -Monitor, coordinate and supervise field activities and provide technical support to ensure the Component objectives are met; - Analyze technical gaps and project impact at the community level for project activities; -Coordinate all projects implemented by the church in partnership with different partners- Local and international Develop and coordinate strategies and initiatives to bring social and economic transformation within church and community members 	<ul style="list-style-type: none"> -Strong alignment with ADEPR mission, vision and values.
Social-economic projects specialist	1	Headquarter	<ul style="list-style-type: none"> -Coordinate and support ADEPR education through collaboration with ADEPR school leaders. -Education Officer focuses on quality control and accountability. He applies his knowledge of learning theory to developing curricula that provide the core competencies required of students. Instructional materials must align with standardized learner outcomes to teach essential skills, such as critical thinking and problem-solving. -Inspire teaching staff to improve support literacy and numeracy in adult students. -Demonstrate knowledge of adult literacy, numeracy and curriculum development 	<ul style="list-style-type: none"> -Master degree in education, Development studies or related fields -Bachelor degree with A2 in education (ENP) studies -10 years working at the same position or related field -Strong alignment with ADEPR mission, vision and values.
Education monitoring officer	1	Headquarter	<ul style="list-style-type: none"> -The ECD Officer for Advancing School Readiness (Phase 2) will support activities that aim to strengthen and increase ALL children's school readiness. This position aims at ensuring that all children including those with special education needs, and boys and girls have equal access to ECD services. The key purpose of this role is to increase the support and involvement of the education workforce at local level in inclusive ECD practices. 	<ul style="list-style-type: none"> -Master degree in education, Development studies or related fields with two years of experience in child development related fields -Bachelor degree with A2 in education (ENP) studies
Early Child monitoring (ECD) and child welfare	1	Headquarter		

			<ul style="list-style-type: none"> - Analyze technical gaps and project impact at the community level for project activities; -Analyze technical gaps and project impact at the community level for project activities; Analyze technical gaps and project impact at the community level for project activities; 	<ul style="list-style-type: none"> -10 years working at the same position or related field -Strong alignment with ADEPR mission, vision and values.
Business and Investment specialist	1	Headquarter	<ul style="list-style-type: none"> -Responsible of managing portfolio projects, handling financial transactions, and building client relationships. -Undertake and manage the necessary due diligence, financial modeling, risk analysis and mitigation in the structuring of loans, equity investments, guarantees -Identify business opportunities without risks and secure investments that promote the financial interests of ADEPR. -Determine the best strategies to increase customer purchases. 	<ul style="list-style-type: none"> Master degree in Investment management, Business administration or related field 5 years working at the same position or related field
Estate and Land officer	1	Headquarter	<ul style="list-style-type: none"> -S/He is responsible for the management of ADEPR buildings, land and property belonging to all local churches, schools, hospitals, rental houses, church residential houses, business infrastructures. -Maintaining a fixed asset register for all properties, , update and maintaining property files. -Generator inspections. Duties will include maintaining the fixed asset registers, reporting, fuel and other checks. -Action all maintenance requests, ensuring that all request are attended to in line with the Corporate Service Charter. -Conduct regular property visits and highlighting any concerns to the Line Manager. -Ensuring that the Health and Safety requirements for residential properties are in order as per contracts. 	<ul style="list-style-type: none"> -Bachelor of Science in Engineering or related fields -3 years working at the same position or related field -Strong alignment with ADEPR mission, vision and values.

Done at Kigali,

17th April 2021

Pastor NDAYIZEYE Isaie

Legal Representative of ADEPR

