



## Collectif des Ligues et Associations de

### Défense des Droits de l'Homme au Rwanda

**(CLADHO)**

B.P.3060 KIGALI

Tél : 0783597945

e-mail : [cladho@rwanda1.rw](mailto:cladho@rwanda1.rw)

*Membre observateur à la Commission Africaine des Droits de l'Homme et des Peuples de l'Union Africaine (U.A.)*

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## **JOB ANNOUNCEMENT**

### **1. Introduction**

CLADHO is an Umbrella of Human Rights Organizations in Rwanda, aimed at defending, protecting and promoting human rights and social justice in Rwanda.

CLADHO seeks to protect and defend human rights in general and to promote the open informed debates on key policy issues in particular and then propose feasible policy alternatives in different thematic rights areas, including child rights.

CLADHO provides research and backup to policy makers including members of parliament and ministries, provides comments on government budget and addresses the legal and institutional constraints to economic reforms and growth

One of the main goals of CLADHO as human rights organization is to ensure that all children fully enjoy their rights as defined by the UN Convention on the Rights of the Child (CRC), African Charter on the Rights and Welfare of Child and Rwanda Integrated Child Rights Policy. CLADHO is working with National Human Rights Commission as national observer to monitor the implementation of child rights instruments aiming at protecting and promoting child rights. Since its creation in 1993, CLADHO has provided a coordinated platform for Human rights organizations actions and played a central role in key child rights developments at National level.

CLADHO assisted all its members in the elaboration and implementation of child protection policies.

In CLADHO's daily work, child rights programming is paramount and in its work children are given the opportunity to share their own views, experiences and perspectives on their Rights and ensure that children are involved in designing and delivering activities; are involved in decision-making with regard to the extent of their participation. CLADHO has a strong partnership with the Ministry of Justice, Rwanda Investigation Bureau, and National Commission for Human Rights, and has a Memorandum of Understanding with National Commission for Children for improving and implementing child protection laws and policies.

To achieve her mission , CLADHO signed funding agreement with UNICEF to implement the program entitled ‘ ‘ **STRENGTHENING CHILDREN AND ADOLESCENT PARTICIPATION IN DECISION MAKING IN RWANDA**’ ’ with the main objective of operationalizing children committees from villages to National level, the program which will be implemented in

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### Associations Membres du CLADHO

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### **Kicukiro-Gasabo-Rwamagana-Bugesera-Karongi-Rusizi-Rubavu-Musanze-Kamonyi-Gisagara-Kirehe and Mahama Refugee Camp.**

**It is in this regard that CLADHO is looking for 1 suitable candidate to fill the position of Child Protection Officer to be based in one of the above mentioned Districts.**

#### **2. Job purpose statement:**

**The Child protection officer** will be responsible for particular tasks related to the implementation of field activities, support children's committees to develop and implement action plans and child led initiatives including mechanisms for preventing and reporting violence against children, follow up and monitoring of the implementation of child led initiatives, production of program's reports, communication with stakeholders involved in the program in accordance with the programs objectives and expected results.

#### **3. Key responsibilities**

##### **3.1. Contribute to program strategy development & implementation**

To contribute towards the development of program strategies and tactical interventions and programs plans, ensuring the commitment of all stakeholders and steady accomplishment of CLADHO's objectives related to child rights promotion:

##### **Subtasks:**

- Ensure a coordinated and collaborative approach is undertaken among program beneficiaries including children's committees from village to the National level in implementing program's interventions and achieving desired outcomes,
- Assist the management team in organizing various workshops, training, and planning.

##### **3.2. Program Implementation, M&E, learning, and reporting**

- Ensure effective, quality, and timely implementation of program activities in the respective program intervention areas in alignment with the program work plan and budget,
- Execute Field work plans and schedules;
- Organize field supporting & monitoring visits to ensure quality service delivered to program participants,
- Prepare annual, quarterly, and monthly work plans and other plans as required, with assistance/inputs of other program staff and ensure timely submission to the superior,
- Ensure that the implementation of work plan is consistent with the envisaged outputs, objectives and outcomes of the program document,
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the programs,

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- Encourage good practice by promoting and championing the child protection policy and procedures through the program implementation,
- Respond appropriately to disclosures or concerns which relate to the well-being of a child,
- Prepare and submit weekly, monthly and quarterly progress reports to the Programs Manager in a timely fashion. Take assertive corrective action in case of problems or serious shortfalls in timelines, standards or compliance; escalating to the supervisor in case of difficulty,
- Maintain program assets used in good condition and against safety standards.

### 3.3. Representing CLADHO and participate in networks (relationship development)

To represent CLADHO to stakeholders & relevant networks; at all times behaving according to high standards of professionalism and enhancing CLADHO and UNICEF visibility at local level.

Subtasks:

- Attend JADFs meetings and other important meetings in respective Districts
- Promote Relationship development (representing CLADHO and participate in relevant networks/forums) in the respective Districts,
- Ensure that CLADHO adequately engages with the local leadership structure, and that program information and all advocacy issues are communicated as necessary.

### 3.4. Additional general responsibilities

- Be proactive in ensuring that CLADHO's core values, code of conduct, and principles of child protection, gender equity and diversity are upheld throughout the area of responsibility,
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences,
- Frequently brief and consult with the supervisor to mitigate any risks associated with the project implementation,
- Carry out other duties as requested by the supervisor,
- Provide additional support to the Program Management team as required.

## 4. Requirements for the role

### ➤ Educational qualifications:

Having at least a Bachelor's degree in Sociology, law, Clinical Psychology or other related fields. Having a Master's degree is an added value

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#### ➤ **Experience required**

- A minimum of 3 years of professional experience in child and adolescent rights and development programs or other related areas,
- Demonstrated experience working with civil society organizations, Local Government, multi-donor agencies, and or developmental partners,
- Good knowledge of civil society in Rwanda,
- Experience in establishing and maintaining collaborative relationships with different stakeholders in children and adolescent rights and development,
- Experience in both development and humanitarian contexts is an added advantage

#### ➤ **Technical and other skills required:**

- Having a basic understanding of the project management cycle,
- Having an interest in the well-being and safeguarding of children and child protection matters,
- Strong listening skills and the ability to deal with sensitive situations with integrity,
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child,
- Fluent communication (verbal & written) skills in English and Kinyarwanda, required
- Having a successful record of working with local authorities and community groups in a multi-stakeholder environment,
- Strong report writing skills,
- Able to think creatively and to innovate,
- Able to share learnings, experience, and best practices,
- Computer literacy in Microsoft Excel and Word is absolutely essential,
- Good planning, organizing, and problem-solving skills,
- Demonstrated self-awareness, leadership, and interpersonal skills.

#### ✓ **HOW TO APPLY**

Interested candidates should address their application enclosed with a cover letter, Curriculum vitae, academic documents and other certificates to the Executive Secretary of CLADHO and **submitted in soft copy through CLADHO email: [cladho@rwanda1.rw](mailto:cladho@rwanda1.rw)** , not later than 28th April,2021 at **13:00 pm**.

#### **N.B:**

- Both Men and Women are encouraged to apply
- Only short-listed candidates will be contacted for the exams.

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Done on 21<sup>th</sup> April , 2021

**Dr Emmanuel SAFARI**  
**Executive Secretary -CLADHO**

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