

VACANCY – MATRON

ALIGHT works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ALIGHT presently works in and with partners in seventeen countries globally. ALIGHT has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers–implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve! ALIGHT is looking for a qualified, self-driven and committed individual to join its team as **MATRON**.

PRIMARY PURPOSE OF THE POSITION:

The Matron promotes a happy and well-disciplined atmosphere throughout the settlement. The team of matrons ensure timely and regular care and welfare of the people of concern including the unaccompanied minors. The incumbent collaborates with other protection and community service staff to ensure that identified cases that need timely attention are attended to. The team of matrons also facilitate agreed routines of and with the community which seek to promote health, safety, respect, harmony, joy and confidence of program participants.

KEY RESPONSIBILITIES:

- Promote health, wellbeing and welfare of the residents – program participants - including un-accompanied minors
- Support in creating a happy and well-disciplined atmosphere throughout the settlement
- Ensure tidiness/cleanliness, hygiene – body and space/rooms or blocks
- Ensure Menstrual supplies and support for menstrual hygiene where applicable; also informal health guidance, dignity, hygiene for young girls.
- Participate fully in the life of the community, supporting with sporting, house plays, attending and supporting concerts and being an integral part of social events in the life of the community.
- Ensure program participants’ religious care, health and welfare
- Follow up and ensure facilitation of material assistance needs, collection and safe keeping especially for un-accompanied minors or persons who may be unwell.
- Assure right care is given to program participants, and their well-being taken care of at all times by various program service providers and stakeholders.
- Facilitate agreed routines of the community, which seek to promote health, safety, respect, harmony, joy and confidence of program participants.
- Provide guidance and basic counselling (non-clinical) e.g. evening talks, roundtables, etc. to program participants based on assessed or reported needs.

- Serve as a useful and caring link; a trusted listener, enabler and connector of program participants and program service providers, and stakeholders.

REQUIRED SKILLS, BEHAVIORS & EXPERIENCE:

- Minimum of Bachelor's Degree in Social Work, Education or related field
- Minimum of three years of experience as a matron or directly relatable full time responsibility or job
- Experience in social work preferably in emergence context, and low resource settings
- Extensive knowledge of the Child Rights, Child Protection Policies, Principles and Strategies
- Good listener, approachable and of a nurturing nature and attitude
- Willingness to reside and work full time in a camp setting; work arrangement may include night-shifts or unscheduled calls for response and support.
- Capable communicator in English; including written
- Conversance with French, Tigrinya and/or Arabic an added advantage
- Self-motivated and client-orientated with a strong sense of personal ethic, integrity and quality
- Strong interpersonal and intercultural skills
- High level of flexibility and tolerance to ambiguity

Interested and Qualified candidates should submit one (1) page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most current employer/supervisor (all in/as one document) - via email only to: **RWJobs@wearealight.org** with the POSITION applied for **clearly indicated in the subject line**. The deadline for submission of applications is **August 20th 2022 at 16.00hrs**. Only shortlisted candidates will be contacted.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.