



Norwegian People's Aid

Rwanda

JOB VACANCY

POST TITLE	Programme Manager
DEADLINE FOR APPLICATIONS	5 pm, 09/30/2022
DUTY STATION	Kigali, Rwanda
LENGTH OF CONTRACT	Open ended
START DATE	As soon as possible
ANNOUNCEMENT DATE	09/09/2022

Norwegian People's Aid (NPA) is an international NGO, founded in Norway as the labour movement's humanitarian solidarity organisation. NPA's goal is centered on human worth and equal rights for all, and strives globally to promote the values of solidarity, unity, equality, human rights and democracy. Norwegian People's Aid in Rwanda supports civil society organisations and citizens to participate in and contribute to the formulation and implementation of national and local policymaking, planning and governance.

Vacancy

NPA Rwanda is currently seeking qualified applicant for the position of Programme Manager. The Programme Manager is a member of the senior management team and will support the Country Director in overseeing the main duties of Public Policy Information and Advocacy (PPIMA) program.

The main Duties & Responsibilities of the Position will include the following:

Programme management and implementation

- Spearhead development and implementation of the NPA Rwanda Country Strategy
- Lead the planning and implementation of program activities and set high quality performance targets ensuring NPA and partner adherence to technical standards, best practices, NPA strategic objectives and donor guidelines.
- Prepare plans, budgets and reports in line with NPA standards and donor requirements for approval by NPA Head Office
- Ensure necessary capacity building of partners, oversee and guide the coordination of technical and financial assistance to partner organizations.
- Promote a strong collaborative team culture within the Programme Department.
- Responsible for management of all program staff
- Be the budget holder

Reporting and communication

- The Programme Manager will provide all statutory and technical reporting to the Rwandan authorities and Donors.
- Ensure close monitoring of all NPA Partner activities while taking appropriate action to address capacity development needs where necessary.

Postal Address
Norwegian People's Aid
P.O.Box 2966
Kigali
Rwanda

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2nd Floor
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Kimihurura Area
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Email: npa@npa-rwanda.org

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Email: npaid@npaid.org
www.npaid.org



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Required qualifications:

- At least five years' relevant experience at a senior level management in an international NGO or non-profit organisation
- Previous experience of and interest in civil society engagement
- Understanding of partnership approach in development work
- High level of strategic and analytical thinking.
- Knowledge and understanding of the Rwandan context
- Demonstrated success in project designing, implementation, monitoring, evaluation and reporting
- Proven skills in budgeting, finance development and risk management
- Experience in fundraising, donor relations and networking.

Personal Competencies:

- An ability to work independently with limited supervision.
- Good problem solving and judgement skills.
- Excellent interpersonal skills as a team player and leader.
- Demonstrated ability to perform complex tasks and prioritize multiple demands.
- Good IT skills.
- Ability to regularly travel domestically in support of NPA objectives.
- Excellent communication skills with a high level of proficiency in the English language
- Strong managerial and leadership skills, with the ability to inspire and build competence of staff and achieve results through others

Interested applicants should submit a 1 page covering application letter briefly describing how they meet the required qualifications and personal competences mentioned above as well as an up to date CV to:

The Country Director
Norwegian Peoples Aid (NPA) Rwanda

Via e-mail to nparwanda@npaid.org

This is a local recruitment and the chosen candidate will be contracted by NPA Rwanda. Female candidates are encouraged to apply

We regret that only shortlisted candidates will be contacted.

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