



PROGRAMME RWANDA

Ideas Box Officer

Organization: Federation Handicap International which runs its programs under its operational name "Humanity & Inclusion" (HI)	
Project	2 projects: - Promoting inclusion and equity in humanitarian interventions in Rwanda - Rehabilitation, inclusive humanitarian Action, MHPSS, stimulation therapy in crisis affected Sub-Saharan Africa for Vulnerable group (RIMSCASSA)
Job title	Ideas Box Officer
Task	Proper management and maintenance of the ideas box
Report to:	Field Coordinator
Duration of contract	January 2023 to December 2023

1. HISTORICAL BACKGROUND OF THE PROGRAM

Federation Handicap International (HI) Rwanda which operates under the name Humanity & Inclusion is an independent and impartial International Organization that was founded in 1982 and operates in Rwanda since 1994. It envisages a Rwanda society that is inclusive, supportive and respectful of the rights of vulnerable people especially persons with disabilities. Working alongside persons with disabilities and other vulnerable people, it commits itself to meet their essential needs, improving their living condition and promoting the respect for their dignity and their fundamental rights. It does so by supporting the policies and initiatives of public authorities and civil society organizations to advance the rights of vulnerable people, particularly persons with disabilities across Rwanda.

In partnership with UNHCR and the Ministry in charge of emergency management (**MINEMA**) formerly known as the Ministry of Disaster Management and Refugee affairs (**MIDIMAR**), HI launched its operations in Refugee camps of Rwanda and urban areas since 2015, responding to the specific needs of persons with disabilities, elderly people and persons with mental health and psychosocial issues in urban areas, Congolese and Burundian Refugee camps of Rwanda. In 2019, similar interventions were initiated in Gashora ETM camp under the Emergency transit mechanism (ETM) to address the psychosocial needs of evacuees from Libya. With support from UNHCR and the Germany Federal Foreign office (GFFO), HI is currently implementing 2 projects aimed at eliminating all form of discrimination, inequalities and the existing barriers that hinder persons with disabilities from exercising their rights and reaching their full potentials. Among the key activities of these two projects include community empowerment through HI's learning, psychosocial and entertainment Centre commonly known as the ideas box Centre. This is a learning and entertainment Centre that provides educational and cultural resources to communities in a need. Users have access to internet connection, desktops, tablets and laptops, HD cameras a local server, large HD screen, cinema, board games, art materials, hardcover books, music instruments etc.

In light of the abovementioned services HI seeks to recruit an ideas box officer who will be responsible for the management of the ideas box services in **5 different modules: multimedia, library, Cinema, games and administration**. The incumbent will also be responsible for the proper management of 5 ideas box volunteers, materials, the service users as well as ensuring a strong collaboration with other project team members.

2. SPECIFIC ROLES AND RESPONSIBILITIES

Mission 1: Management and maintenance of the ideas box services

Responsibilities:

- ❖ Ensure smooth running of the ideas box services in Mahama camp from Monday to Friday during working hours,
- ❖ Proper maintenance of the ideas box materials in particular multimedia equipment: computers, tablets, camera etc,
- ❖ Maintain the security and safety of the ideas box materials,
- ❖ Make the inventory of the ideas box materials on regular basis

Mission 2: Management of ideas box volunteers and service users

Responsibilities:

- ❖ Ensure Proper coordination and supervision of the ideas box volunteers
- ❖ Provide good quality services to the clients and collect feedback on the beneficiaries' satisfaction
- ❖ Organize continuous capacity building sessions for the ideas box volunteers on different topics related to their daily interventions through: training, regular coaching and mentorship
- ❖ Assess the gaps in terms service delivery and report to your immediate supervisor

Mission 3: Coordination of activities and reporting

Responsibilities:

- ❖ Participate in various site-based coordination meetings and other events organized by HI team in Mahama.
- ❖ Regular collection of disaggregated data pertaining the number of beneficiaries received on daily basis by age, gender and disability
- ❖ Raise community awareness about the link between the ideas box services and other relevant project services such as: psychotherapy and occupational therapy services
- ❖ Ensure proper engagement and animation of the service users in different ideas box modules,
- ❖ Report on weekly, monthly, quarterly and annual basis, the activities and achievements of the ideas box to the field coordinator.

Mission 4: Administration & logistics

Responsibilities:

- ❖ Prepare and submit the requisitions of the ideas box materials to the field coordinator on monthly basis
- ❖ Ensure proper recording of the beneficiaries received by the ideas box centre on regular basis
- ❖ Timely reporting of any incidence of damage or theft of ideas box materials to the field coordinator
- ❖ Notify the field coordinator of any need for technical support from the logistics department such as: maintenance of the generator and other ideas box materials

3. REQUIRED QUALIFICATION AND COMPETENCES

	Essential	Preferable
<u>Qualification(s):</u>	Bachelor's degree in computer science and Technology from a recognized University with additional professional trainings in: multimedia, Occupational therapy, animation of group etc.	<ul style="list-style-type: none"> • Bachelor's degree in Information Communication and Technology (ICT) with additional professional training in Multimedia
<u>Experiences:</u>	Minimum 3 years of experience performing similar tasks in Refugee camps or the host communities	<ul style="list-style-type: none"> • Proven experience of at least 4 years in ICT training, working with youths, animation of group activities etc. • Indubitable experience working with most vulnerable groups such as: Refugees, persons with disabilities, elderly people etc. • Good experience in the use of new technology: multimedia and programming
<u>Competencies:</u>	<ul style="list-style-type: none"> • Ability to work in a multidisciplinary team, • Knowing how to position oneself so things can move forward; • Knowing how to simplify and prioritize; • Good capacity to organize and conduct community awareness raising campaigns; • Commendable organizational and planning skills; • Ability to set objectives, prioritise his/her workload and other resources; • Very good writing skills in French and/or English. 	<ul style="list-style-type: none"> • Strong ICT skills: computer programming and multimedia: video editing, photoshop etc • Skills in data collection and analysis. • Capacity to document the project achievements, lessons learned and ability to write good project reports
<u>Personal qualities:</u>	<ul style="list-style-type: none"> • Self-motivated • Good communication skills • Flexible, ability work under pressure, • Teamwork spirit, • Ability to adapt in various situations • Positive personality and proactiveness 	<ul style="list-style-type: none"> • Good teamwork spirit and persuasive skills

4. HOW TO APPLY

All interested candidates should send their application file (CV, Cover letter & 3 references in line of ideas box officer poste) not later than **4th January 2023, 5:00 pm via email address:**

recrutement@rwanda.hi.org with subject: Ideas box officer

Seuls les candidats présélectionnés seront contactés. Toute tentative d'influencer le processus de recrutement entraînera une disqualification automatique.

A propos de notre organisation

Humanité & Inclusion (HI) est une organisation de solidarité internationale engagée pour les droits des personnes handicapées, des personnes en situation de vulnérabilité, et en général pour les droits humains. Le respect et la dignité des personnes concernées et des bénéficiaires des actions et des communautés sont au cœur du personnel et des collaborateurs de HI, dans tous les contextes d'intervention.

Notre code de conduite est un élément clé de la mise en œuvre des politiques institutionnelles qui énoncent les principes fondamentaux de la protection de nos bénéficiaires - en particulier les plus vulnérables - contre toute forme d'abus de pouvoir, de harcèlement, d'exploitation et d'abus sexuels, en notre propre personnel. Ces politiques incluent, mais ne sont pas limitées à :

- Protection des Bénéficiaires contre l'Exploitation et les Abus Sexuels
- Protection de l'enfance
- Lutte contre la fraude et la corruption.

Tous nos représentants doivent se conduire d'une manière conforme à notre code de conduite. Toute violation de ces politiques sera traitée avec sérieux.

N.B:

- ❖ Conformément à la loi en vigueur, les personnes handicapées seront prioritaires en cas de compétence professionnelle égale ou de même note à l'issue des tests écrits et entretiens.
- ❖ Les candidatures féminines sont encouragées.

Done at Kigali, 19th December 2023

Mélanie GEISER

Country manager

