



**SOS CHILDREN'S
VILLAGES**

VACANCY ANNOUNCEMENT

Position: Project Officer.
Type of contract: Fixed term
Working location: National Office and Location level
Reporting to: Head of Projects and RBM
Deadline: 19th December 2022

Context of the position.

SOS Children's Villages Rwanda is an independent member association affiliated to the SOS Federation. SOS Children's Villages Rwanda leverages existing community resources to strengthen quality childcare and protection through a holistic continuum of care tailored to orphans, vulnerable children, and their families. SOS Children's Villages Rwanda actively advocates for the promotion of childcare and child protection. In Rwanda, SOS Children's Villages operate in four locations based in Gasabo, Gicumbi, Kayonza and Nyamagabe Districts. In order to further fulfil the above-mentioned responsibilities, SOS Children's Villages Rwanda is seeking to recruit a Competent Project Officer.

POSITION'S PURPOSE:

The purpose of this position is to participate in the development of a national system for school based toothbrushing and handwashing programs as well as oral health promotion in the general population in close collaboration with civil society organizations, national health and education authorities, academia and other relevant stakeholders – with the following tasks:

- To carry out the implementation of project activities according to the objectives, actions and periods outlined in the project document.
- To ensure that the project operates as planned with the organization's policies and procedures as well as project design.
- To participate and support capacity-building of project implementation beneficiaries and partners
- To build strong relationships with national, regional, and local authorities, and a strong network of associated organizations/stakeholders.
- To participate in community forums dealing with issues affecting oral and general health
- To use the project to showcase good dental health practices and strengthen the link with communities and key national stakeholders.

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- To participate in the development of campaigns and public events on oral health and the development of educational material.

PRIORITY TASKS & RESPONSIBILITIES.

Management of partnership agreement

- Read and understand the Partnership Agreement (PA) signed between SOS CV Rwanda and TUG
- Liaise with International Partnership Development (IPD) Manager in case there are issues involving changes of the PA signed with the donor (change in target group/project beneficiaries, activities, budget, staff, and timeline)
- Seek donor's approval before implementing any changes in signed PA
- Ensure proper documentation of requests and approvals of changes in PA
- Liaise with IPD Manager in case you are to process cost/non-cost extension, Addendum of PA, or other IPD related matters
- Keep IPD Manager, Head of Projects and Programs Director copied in all communications addressing contract management issues
- To organize and conduct workshops and training within oral health promotion and school based oral health care for a wide range of different health professional and volunteer groups.
- To organize and conduct training for SOS Children's Villages Rwanda and strategic partner organization's staff and volunteers.
- To advocate for cooperation with SOS Children's Villages Rwanda, to create national awareness on oral health.
- To empower, motivate and support project target groups and beneficiaries.
- To document Success stories on a quarterly basis

Financial Management & donor grant requirements compliance

- Responsible for proper management of project grants
- Responsible for budgeting / budget revision / liquidity plan tasks
- Monitor budgets and speed up spending to avoid unnecessary underspending or overspending
- Process requests for budget reallocation if need be and inquire donor approvals
- Set up clear measures mitigating budget underspending or overspending
- Regularly monitor actuals versus budgets (BVAs)
- Liaise with the Grant Accountant and ensure regular posting of supporting documents in the system



- Compile donor reports and process reviews by the IPD Manager, Head of Projects & Programs Director before submission to the donor
- Ensure timely submission of donor reports (Financial, Monthly, Quarterly, Annual Reports)
- Keep IPD Manager, Head of Projects and Programs Director copied in all communications (e.g emails, skype calls) addressing issues related to donor grant requirement and compliance
- Ensure proper use of project assets including Project car, camera, laptops, etc
- Follow up on donor enquiries, read and follow up on responses from the concerned Senior Manager.

Required qualifications, experience &Skills

- Being of Rwandan Nationality
- Registered A0 dental therapist with a minimum of three years experience in community health interventions and outreach, especially with children.
- Documented experience in working with health promotion and prevention.
- Excellent communication skills. Proficiency in English, Kinyarwanda both writing and speaking skills, French will be an added value.
- Team work skills with a sense of humor and direction as well as being able to work independently.
- Excellent organizational and time management skills – actual experience with project management is considered an advantage .
- Knowledge and experience in staff management.
- Computer literacy (Ms Word, Excel, Powerpoint).

How to apply.

The interested Candidates in this position should send a detailed CV, application letter and other required documents to sos.recruitment@sos-rwanda.org and properly fill the application form found via the following [LINK](#) by not later than 19th December 2022.

The application file should contain:

- A cover letter,
- Detailed CV with three referees,
- Copy of academic qualifications
- A copy of a valid working license issued by Rwanda Allied Health Professionals Council (RAHP).



N.B The applications from qualified females are strongly encouraged.

Please specify in the subject line **'Project Officer'**. *Only the shortlisted will be contacted.*

“SOS Children’s Villages Rwanda/ International holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization’s activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes”.

Done at Kigali, on 12th December 2022

Jean Bosco KWIZERA

National Director

SOS Children’s Villages Rwanda

