



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

VACANCY ANNOUNCEMENT

Great Lakes Initiative for Human Rights and Development hereinafter referred to as “GLIHD” is a human right based non-governmental organization whose mission is to contribute towards respect, promotion and fulfillment of the rights of individuals and groups through human rights monitoring and advocacy of both national and international human rights normative frameworks in Rwanda and the Great Lakes Region.

S/N	Position	Key Responsibilities	Qualifications & Requirements
1	PROGRAM MANAGER	<ul style="list-style-type: none"> • Coordination of all activities and initiatives related to Projects • Development of project operational plans; • Writing of projects and donor reports. • Preparing work plans, budgets, and progress reports; • Assist the Executive Director in developing strategic partnerships 	<ul style="list-style-type: none"> • Bachelor’s degree in law, Public administration, management or related field; • Progressive experience working in the area of access to justice; 3 to 5 years’ professional work experience in project design and management, project coordination,

		<p>and strengthening linkage with donors, government institutions and civil society in relation to the Project.</p> <ul style="list-style-type: none"> • Formulate, organize and monitor inter-connected projects • Decide on suitable strategies and objectives • Coordinate cross-project activities • Lead and evaluate project managers and other staff • . Asses capacity building needs and implement capacity building activities for staff attached to the project; • Prepare reports for program directors • Quality control of the project activities and identifying potential challenges and reporting them on time; • Provide strategic direction of project activities and identify 	<p>monitoring and evaluation and reporting;</p> <ul style="list-style-type: none"> • Proven technical expertise in Program Management, human rights and access to justice; • Ability to liaise with stakeholders and partners including legal aid organizations, government departments, civil society organizations and donors; • An understanding of the legal, social, cultural and political context of Rwanda; • Experience working with NGOs in senior management position; Proficiency in the use of computer and IT tools • Excellent organizational, analytical and interpersonal skills; • Fluent English or French, with a strong working knowledge of English and able to write reports in English;
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		opportunities for productive interventions	<ul style="list-style-type: none"> • Excellent written and oral communication skills
2	ASSISTANT PROGRAM MANAGER	<ul style="list-style-type: none"> • Assisting the program manager in the resolution of problems • Receiving and reviewing detailed reports on the program or project from the program manager • Ensuring the program manager receives decisions on time. • Establishing a mechanism to ensure regular dialogue with partners and government bodies. • Lead the development of project proposals for major donors in Rwanda. 	<ul style="list-style-type: none"> • Bachelor's degree in law, public administration, management, or related field, • Progressive experience working in the area of access to justice; 2 to 3 years' professional work experience in project design and management, project coordination, monitoring and evaluation and reporting; • Proven technical expertise in Program Management, human rights and access to justice; • Ability to liaise with stakeholders and partners including legal aid organizations, government departments, civil society organizations and donors; • An understanding of the legal, social, cultural and

		<ul style="list-style-type: none"> • Work closely with Program Coordinators to manage the programs to ensure their objectives are being met and impact achieved. • Maintain working relationship with the government inline ministries, the Donors, and relevant clusters and interface with them on a regular basis • Proactively oversee all projects in GLIHD through all components of the project management cycle working closely with Program Coordinators • To identify areas for quality improvement and initiate communication between technical, operations and finance leads in GLIHD. • Provide technical support and oversight to all program staff. • Provide guidance and support for curriculum 	<p>political context of Rwanda;</p> <ul style="list-style-type: none"> • Experience working with NGOs in senior management position; Proficiency in the use of computer and IT tools • Excellent organizational, analytical and interpersonal skills; • Fluent English or French, with a strong working knowledge of English and able to write reports in English; • Excellent written and oral communication skills
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		<p>development and training for program staffs and local partners as needed.</p> <ul style="list-style-type: none"> • Technically supervise, orient, monitor, and evaluate program staff of the mission in close collaboration with Program Coordinators • Work with Project Coordinators and project officers to address programmatic challenges; 	
3	HUMAN RESOURE OFFICER	<ul style="list-style-type: none"> • Assist with day-to-day operations of the HR function. • Compile and update employee records (hard and soft copies). • Assist in payroll preparation by providing relevant data. E.g. salary reviews, new entrants, outgoing staff, and other deductions. • Attending to all staff requests regarding HR issues. 	<ul style="list-style-type: none"> • At least a bachelor's degree in Human Resource Management, Law, Public administration or any other related field. • Must possess at least 3years of working experience. • Knowledge in MS Office. • Familiar with employee tax

		<ul style="list-style-type: none"> • Preparing requisitions for staff facilitation payment request. • Collecting staff information for taxes and other statutory deductions. 	<p>policies and tax declaration.</p> <ul style="list-style-type: none"> • Having knowledge of procurement process will be an added advantage.
4	RECEPTIONIST	<ul style="list-style-type: none"> • answers and accepts phone calls and messages and/or forwards them. • maintains a call back list of all incoming calls which cannot be taken by the relevant staff member. • operates the answering machine appropriately. • registers, documents, and organizes incoming and outgoing correspondence (fax, emails, packages and personally delivered messages). • ensures creation and/or regular updating of a list of contacts and addresses (telephone, fax, email). 	<ul style="list-style-type: none"> • Advanced diploma in secretariat((A1) or higher academic equivalence or other related field from a recognize college. • At least 3years' of professional experience in a comparable position. good working knowledge (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office). • very good written and oral knowledge of the English and French would be added advantage.

		<ul style="list-style-type: none"> • sorts and distributes incoming correspondence (email, fax, other official documents). • is responsible for distributing and accepting documents and packages to/from the post office, government institutions, embassies etc., and is responsible for these. 	<ul style="list-style-type: none"> • politeness and helpfulness in dealing with visitors.
5	IT OFFICER	<ul style="list-style-type: none"> ▪ Installing and configuring computer hardware, ▪ software's, ▪ systems, ▪ networks, ▪ printers, and scanners; ▪ Providing technical support to staff; ▪ Repairing and replacing IT equipment as necessary; 	<ul style="list-style-type: none"> • Bachelor's Degree in Computer science, or related field. • At least three (3) years' work experience in management of IT within NGO's institution (or professional service firms.
6	ADR COORDINATOR	<ul style="list-style-type: none"> • Assisting ministry of justice and civil society organizations working around ADR, and the 	<ul style="list-style-type: none"> • Degree in law, social science, or court-administered related area.

		<p>public, by instructing and sharing information about promoting, using and developing ADR approach.</p> <ul style="list-style-type: none"> • Providing information to the public and to government agencies about the workings of ADR. • Monitoring ADR-related legislation and preparing testimony on bills impacting ADR services in Rwanda. • Providing mediation and facilitation services for public disputes, complex litigation matters. • Disseminating to government agencies and to the community at large timely information on the methods and applications of ADR. • Coordinating with judges, legislators, department heads and other public officials to discuss and advise on ADR issues. 	<ul style="list-style-type: none"> • Must possess substantial experience, training, and education in the methodologies of alternative dispute resolution. • Effective written and oral communication skills. • Working knowledge and familiarity with conflict resolution including the judicial system.
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		Mediation Program; • ADR-related training programs for ADR bearers.	
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How to apply:

Interested candidates should submit their application letters, detailed Curriculum Vitae, 3 referees or recommendations to addressed to Executive Director of GLIHD. The required documents will be sent (soft copy) by email of glihdrwanda2@gmail.com,/glihd.org@gmail.com and delivered to the Head Offices of GLIHD with its address located at Nyarugenge, KN 123 ST 122, CercleSportif-Nyamirambo Road, Near Rwampara Health Centre Kigali; not later than 20th/01/2023.

Done at Kigali, 12th/January/ 2023

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Tom MULISA
Executive Director.