



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.

1. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Grants Manager.

Job Profile.

- Monitor program budgets and expenditure and coordinate with program manager and ensure effective program.
- Maintain records of all payments, manage all change requests and perform research on all grant issues and prepare monthly records for all grant related activities.
- Administer grant records and evaluate financial reports to analyze all annual progress and perform review on grant expenditure.
- Evaluate all research and monitor all results in coordination with managers and manage all communication with researchers and accounting departments.
- Analyze all processes, provide enhancements to all grant programs if required and manage all grant management processes according to policies and procedures.
- Collaborate with staff and board members, prepare internal reports for same and submit status reports to seniors as required.
- Evaluate all budgets and analyze all costs according to budget and ensure work within appropriate deadline.
- Monitor and analyze all budget trends and make recommendation for cost control for various grants.
- Maintain and document spreadsheets for all billings and prepare appropriate reports for cost allocation.

Required Qualifications and Experience:

- Bachelor’s degree Business administration, Finance and other related (5 and above years of work experience with non-profit administration, grant writing, or fundraising);
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience;
- Strong Administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner.



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Intermediate to expert skills in Microsoft Office (specifically Word, Excel and PowerPoint).
- Familiarity and experience working with national, governmental and international funders
- Ability to work under pressure and respond to deadlines without sacrificing quality; and demonstrated interest in the mission, vision and values of GLIHD.

2. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Executive Assistant to Executive Director.

Job Profile.

- Duties and Responsibilities
- Summary of key functions:
 - Effective and efficient functioning of the Executive Director's office
 - Effective communications and administrative support to the office
 - Facilitation of knowledge building and management
- Ensures effective and efficient functioning of the Executive Director's office focusing on achievement of the following results:
 - Management of the Executive Director 's office, ensuring an environment of professionalism and teamwork at all times, and setting exemplary standards of conduct for the CO team;
 - Efficient and discreet management of the Executive Director's schedules
 - Organization of regular and ad-hoc meetings; preparation of minutes and summaries of actions to be taken; tracking of progress on planned issues; follow-up with focal points.
 - Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance and further action by other staff; wherever possible.
 - Adherence to appropriate protocol and correspondence when communicating with Government and other external partners;
 - Use of automated office management system
- Ensures provision of effective communications and administrative support to the office focusing on achievement of the following results:
 - Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system.
 - Coordination of the information flow in the office and dissemination of corporate and interoffice communication to staff as required.
 - Facilitation of information sharing with Management Support



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Executive Director.
- Draft routine correspondence, interoffice circulars, general briefing notes, documents,
- reports, and minutes of meetings when requested, translations when required;
- Administration of travel, meetings, appointments and briefings of the Executive Director. Including drafting of background notes.
- Maintenance of staff status reports, best practices, lessons learned, publishing on section intranet and compiling of information for resource mobilization and communications officers.
- Support to organization of advocacy events if required
- Ensures facilitation of knowledge building and management focusing on achievement of the following results:
 - Sound contributions to knowledge networks and communities of practice.
 - Organization of trainings for staff on coordination, administration and protocol issues.
- Competencies
- Functional Competencies:
 - Building Strategic Partnerships
 - Maintaining information and databases
 - Analyzes general information and selects materials in support of partnership building initiatives
 - Promoting Organizational Learning and Knowledge Sharing
 - Basic research and analysis
 - Researches best practices and poses new, more effective ways of doing things
 - Job Knowledge/Technical Expertise
 - Fundamental knowledge of processes, methods and procedures
 - Understands the main processes and methods of work regarding to the position
 - Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
 - Strives to keep job knowledge up-to-date through self-directed study and other means of learning
 - Demonstrates good knowledge of information technology and applies it in work assignments
 - Promoting Organizational Change and Development
 - Presentation of information on best practices in organizational change
 - Demonstrates ability to identify problems and proposes solutions



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Design and Implementation of Management Systems
-
- Data gathering and implementation of management systems
 - Uses information/databases/other management system
 - Client Orientation
 - Maintains effective client relationships
 - Reports to internal and external clients in a timely and appropriate fashion
 - Organizes and prioritizes work schedule to meet client needs and deadlines
- Promoting Accountability and Results-Based Management
- Gathering and disseminating information
- Gathers and disseminates information on best practice in accountability and results-based management systems
- Core Competencies:
 - Demonstrating/safeguarding ethics and integrity
 - Demonstrate corporate knowledge and sound judgment
 - Self-development, initiative-taking
 - Acting as a team player and facilitating team work
 - Facilitating and encouraging open communication in the team, communicating effectively
 - Creating synergies through self-control
 - Managing conflict
 - Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
 - Informed and transparent decision making
- Required Skills and Experience
 - Law, Social sciences, secretarial training or office management and other related experience work.
 - Experience in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of web based management systems.
 - Fluency in more than one working language is an advantage.

3. GLIHD would like to recruit qualified, experienced and self-motivated Communications Officer.

Job Profile.

- Establish PR partnerships with Global media houses and feed them with GLIHD highlights on a quarterly basis.



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Management of media programs, inclusive of:
 - Serve as NGO media and communication liaison.
 - Production of media schedule for advertising and promotional campaigns.
 - Management of media database
 - Organize media events and press conferences.
 - Track trends, media impressions, web targets
- Required Qualifications and Experience:
 - Bachelor's degree in communications, journalism, public relations or related; Experience in lieu of degree can be considered
 - A minimum of three years of demonstrable professional experience in communications management
 - Excellent writing skills in English; French is an asset
 - Ability to take initiative, work well under pressure, and carry out work independently
 - Team player and proven self-starter, able to work under minimal supervision.

4. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated LEGAL COUNSEL.

Job Profile.

- Give accurate legal direction to the office staff on all matters that influence the organization;
- Must be registered with the Bar Association
- Deal with the compliance, risk management for in-house counsel and other legal administrators' groups.
- Guarantee that the organization is in compliance with all operational laws;
- Attend official level meetings identified with the future aspect of the organization;
- Manage complex issues with different stakeholders and powers.
- Solidify and draft contracts, privacy policy, agreements, terms and conditions, and other legal documents.
- Recieve and advise clients
- Required Qualifications and Experience:
 - Degree in Law or related field
 - Proven 3 + years of experience in legal practice or relevant position.
 - Professional License of Legal practice is mandatory.
 - Ability to communicate effectively.



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Ability to create proactive strategies and legal defense.
- Self-Motivated individual with excellent analytical and organizational skills.
- Ability to maintain strong relationships within the organization's legal department.
- Outstanding negotiation and research skills.
- Excellent time management skills.
- Exceptional attention to detail.

5. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Monitoring & Evaluation Officer.

Job Profile.

- Design and develop appropriate framework and attendant systems for the implementation of the effective monitoring and evaluation of programmes and projects of the organization;
- Assist in the monitoring of the work and prepare progress reports as necessary;
- Assist in the development of key performance indicators for all activities undertaken at the Organization and develops feedback mechanisms to address deficiencies and to improve service delivery;
- Collaborate with the relevant partners to ensure collation and compilation of data and statistics for the preparation of reports;
- Undertake statistical analysis on activities carried out and prepare reports to assist in enhancing service delivery;
- Facilitate capacity building for the monitoring and evaluation of the organization work programmes and activities.
- The Monitoring and Evaluation Officer will be responsible for the development of tools and mechanisms to aid in the monitoring and evaluation of the organization projects and programmes. The Officer will also assist in the undertaking of research and preparation of surveys and other data collection activities in the organization.
- **Required Qualifications and Experience:**
- A Bachelor's degree in any of the social sciences, Law, and other related field with a component of research and evaluation;
- A minimum of 5 years' experience in a monitoring and evaluation environment.

6. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Sexual Reproductive Health and Rights Officer.

Job Profile.

- SRHR officer typically has a wide range of responsibilities that include:



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Under the supervision of the Executive Director of GLIHD main responsibilities:
- Provide technical support to ongoing SRHR/Maternal Health projects:
- Continuous learning and knowledge management. Work with the national and regional CSOs to systematically document all processes, tools and lessons learned and liaise with other senior project staff in order to identify areas of improvement.
- Networking and representation including Promoting GLIHD 's visibility, capacity and know-how in the field of inclusive SRHR
- Provide support where need arises to the national and international legal and policy frame work on SRH
- Prepare, implement and Report on SRH projects. Inclusivity is important in all proposals.
- Required Qualifications and Experience:
 - You hold a degree in Law, Public Health or other titles relevant to the position
 - You have a public health and human rights background with relevant experience around SRHR Legal and Policy framework.
 - You are proficient in SRHR, Gender, Age and Disability Inclusion, and Human Rights Based Approach.
 - You have experience in working on youth, Women and SRHR. Previous work and experience in the field of sexuality education at the community and school level is an asset.
 - You have at least 3 years of experience on SRHR
 - You have excellent and proven familiarity with the SRHR international context, with deep technical understanding of the main stakes of disability inclusion.
 - You have experience in developing technical guides, training materials, policy papers and other documents
 - You are experienced in remote technical support
 - You have excellent oral and written communication skills
 - You know how to adapt and being flexible working in a multicultural environment
- Experience conducting research and writing reports
- Excellent oral and written communication skills in English; fluency in another language preferred
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team

7. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Human Rights Officer.

Job Profile.

- Human rights officer typically has a wide range of responsibilities; they include:



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Assisting with investigations of alleged violations of human rights law, including interviewing witnesses and collecting evidence
- Conducting educational programs to promote awareness of human rights issues
- Coordinating educational seminars to promote awareness of human rights issues among the community
- Providing legal counsel to victims of human rights abuses
- Monitoring legislation and legal decisions that may affect human rights
- Participating in trials as an expert witness on human rights issues
- Investigating complaints of human rights abuses and violations
- Providing legal counsel to government agencies on human rights issues
- Participating in international human rights conferences and organizations.
- Required Qualifications and Experience:
- Bachelor's degree in human rights, international relations, law, or related field
- Minimum 4 years professional experience in human rights, humanitarian work, or a related field
- Experience conducting research and writing reports
- Excellent oral and written communication skills in English; fluency in another language preferred
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team

8. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Accountant.

Job Profile.

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Required Qualifications and Experience:
 - Bachelor's degree in accounting or related field;
 - More education or experience may be preferred;
 - Special licenses or certification may be required;
 - Strong analytical, communication, and computer skills;
 - Understanding of mathematics and accounting and financial processes;
 - Ethical Attention to detail.

9. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Finance Officer.

Job Profile.

- Review and process staff/activity advance request forms in a timely basis;
- Follow up with staff for timely liquidation of advances ensuring that expense reports from travellers are received within timelines stipulated in the travel policy;
- Check for accuracy, completeness, reasonableness, adequacy of supporting documents accompanying travel expense forms, ensuring compliance with donor and organizations' policies and procedures;
- Ensure all amounts paid to the organization in liquidation of travel advances are receipted and banked promptly;
- Generate journal vouchers for all approved travel reimbursement forms (TRFs), regional floats and other forms of accountabilities and ensure that once reviewed and approved, they are accurately posted into the accounting system in a timely manner.
- Prepare a receivable aging analysis on a monthly basis ensuring documented follow-up of outstanding receivables;
- Reconcile the monthly balance sheet accounts for the Activity;
- Compile monthly detailed Budget-Variance-Analysis reports for the project for distribution to the Finance Manager by the stipulated timeline;
- Assist in the preparation of monthly expenditure reports for submission to the Finance Manager;
- Process vendor payments and posting to the General Ledger;
- Reconcile vendor payments monthly and resolve any matters arising on a timely basis.



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Process the Mobile Money payment to the participants and perform the reconciliations on timely basis;
- Process declaration and submission of all statutory payments on a timely basis;
- While engaging the programme team, follow up for the timely cost-share data gathering and report production, review and submission;
- Ensure that the cost-share policy and related donor regulations are adhered to reporting;
- Ensure proper filing of all financial records.
- Jointly, with the immediate supervisor, participate in own annual performance appraisal, identify own learning needs and personal career growth;
- Perform any other tasks as requested by the supervisor.
- Required Qualifications and Experience:
 - Minimum of bachelor's degree in Accounting or Finance;
 - 3 to 5 years of experience in busy accounting department;
 - Auditing experience is an added advantage;
 - Experience in donor funded organization is preferred;
 - Well-developed Interpersonal skills;
 - Proficiency in QuickBooks;
 - Proficiency in Microsoft Excel;
 - High integrity, honesty, initiative and team-player;
 - Ability to work with minimum supervision;
 - Good oral and written communication skills in English;
 - Ability to work under tight deadlines;
 - Ability to work under pressure.

10. Job Title: GLIHD would like to recruit qualified, experienced and self-motivated Senior Research Associate.

Job Profile.

- Conducts original research or scholarship on assigned projects;
- Designs, administers and implements research projects as specified in the project plan;
- Collects data in accordance with ethical and technical principles;
- Selects and applies appropriate quantitative, statistical, and/or qualitative methods for analysis and interpretation of data;
- Writes manuscripts for submission to professional and/or scientific journals or reports to the sponsoring agency;
- Collaborates with researchers, scholars and other stakeholders as relevant to the project;



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All

- Identifies new or prospective sponsors and funding opportunities and drafts proposals for new/renewed research funding;
- Monitors daily operation of research programs/projects, including the reporting requirements, budgets and time tables specified in the project;
- Leads discrete components of a larger project under the general direction of a principal researcher;
- Ensures that research projects comply with scientific and ethical requirements;
- May contribute to applications for external funding as a co-principal investigator;
- May serve as a principal investigator on a funded research or scholarship project or as a co-investigator under the general direction of a principal investigator;
- May present at professional conferences and meetings in the relevant field;
- May hire and supervise staff and students working on grant-related projects;
- Required Qualifications and Experience:
- Holds a PhD in a relevant specialist subject or Masters Holder with a proven research track.
- The role holder would possess sufficient breadth/depth of specialist knowledge in the discipline and of research methods and techniques to develop research objectives, projects and proposals.
- Will continually update knowledge in the specialist area and engage in continuing professional development. Experience of managing own workload. The role holder would possess sufficient administrative skills to manage project/s including financial management skills.

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, Cercle Sportif-Nyamirambo Road, Near Rwampara Health Centre, Kigali not later than 15/01/2023

Kigali, 30th December 2022

Tom MULISA

Executive Director.



GREAT LAKES INITIATIVE FOR HUMAN RIGHTS & DEVELOPMENT

Realisation Of Human Rights And Development For All