



## JOB VACANCY ADVERTISSMENT

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### INCREASING FOOD PRODUCTION AND LIVELIHOOD IMPROVEMENT IN THE KAMIRANZOVU MARSHLAND AREA, BURERA DISTRICT (KUNGABU PROJECT)

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#### BACKGROUND

The European Commission, through its Programme “*Boosting food production in Rwanda*” also called KUNGAHARA, is supporting the Government actions aiming at transforming Rwanda’s inclusive and climate-smart agriculture. The global objective of KUNGAHARA is to promote food and nutrition security as well as food systems resilience in Rwanda. The specific objective of this Programme is to promote sustainable food production of socially and environmentally inclusive agriculture value chains targeting local markets in Rwanda.

The District of Burera and the Rwanda Association of Ecologists (ARECO-RWANDA NZIZA) have benefited from KUNGAHARA Programme with a funding award to jointly implement the three year Project titled “*Increasing food production and livelihood improvement in the Kamiranzovu marshland area*” (KUNGABU). The Project will boost food production in the Kamiranzovu marshland area by (i) increasing food production and reducing vulnerability to dry seasons and climate change linked drought spells through solar powered irrigation and sustainable land husbandry practices; (ii) reducing losses from inadequate postharvest practices through increased access to produce drying and storing facilities; (iii) reducing malnutrition through promotion of small livestock and kitchen gardens especially in vulnerable households; and (iv) increasing skills, awareness and technical know-how transfer to local farmers also taking into account the Project’s visibility.

It is in this framework that ARECO-RWANDA NZIZA seeks to recruit qualified and experienced four members of staff for the four the following positions in the Project: (1) Project Manager; (2) Field Project Coordinator; (3) Field Officer; and (4) Finance and Administrative Officer. Qualified females are encouraged to apply.



## I. POSITION TITLE: PROJECT MANAGER (1)

### Position Summary, Key Duties and Responsibilities

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The Project Manager will play a crucial role in ensuring the success of the Project. He/She will be responsible for overseeing and coordinating all aspects of the Project.

The main duties and responsibilities include, but are not limited to, the following:

1. **Project planning and coordination:** Develop a detailed project plan, including timelines, budget, and resource allocation. Coordinate the project team and linkage with involved parties
2. **Implementation:** Oversee efficient and timely implementation of project activities
3. **Monitoring and evaluation:** Ensure the establishment of monitoring and evaluation system to track the progress of the project.
4. **Stakeholder engagement:** Build and maintain strong relationships with project stakeholders, including local communities, Government officials, and Partner organizations. Ensure that their input is incorporated into project activities.
5. **Budget management:** Ensure efficient management of project budget including tracking expenses and ensuring that funds are allocated effectively to achieve project goals.
6. **Reporting:** Prepare regular progress reports for project funders and other stakeholders. Provide updates on project activities, achievements, and challenges.
7. **Capacity building:** Ensure capacity development of the project team and beneficiaries

### REQUIRED QUALIFICATIONS AND SKILLS:

- At least Bachelor's degree in a field of project management, agriculture, natural science or rural development and related field. Master's degree in related field is an added value.
- At least 5 years of experience in project development/management, preferably in the field of agriculture, rural development or related sector.
- Strong understanding of agricultural practices, food security, and livelihood improvement strategies.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Proven ability to manage budgets and resources effectively.
- Experience in monitoring and evaluation of development projects.
- Knowledge of the local context and experience working with Local Government institutions.
- Experience working with local NGOs and international development partners.
- Strong leadership and passion for making positive impact and transformation.

**PLACE OF WORK:** Burera District & National Coordination Office of ARECO-RWANDA NZIZA/ Kigali

**REPORTING AND SUPERVISION:** This position reports to the National Coordinator of ARECO-RWANDA NZIZA

### HOW TO APPLY

To apply, please send both combined cover letter (addressed to the National Coordinator of ARECO-RWANDA NZIZA) and a well-detailed CV **no later than 23<sup>rd</sup> January 2024** to [info@arecorwandanziza.org](mailto:info@arecorwandanziza.org) with the subject line "**KungaBu Project-Project Manager Application**".

**Note: Only shortlisted candidates will be contacted for further steps.**



## II. POSITION TITLE: FIELD COORDINATOR (I)

### Position Summary, Key Duties and Responsibilities

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The Project's Field Coordinator will play a critical role in ensuring the successful implementation of the project and in contributing to the improvement of food production and livelihoods in the Kamiranzovu marshland area. He/She will be responsible for overseeing and coordinating all activities related to the project at the field.

The main duties and responsibilities include, but are not limited to, the following:

1. Implement project plans and activities on the field in collaboration with project partners and stakeholders including communities
2. Coordinate and supervise field staff and volunteers to ensure effective implementation of project activities.
3. Facilitate community engagement and participation in project activities, including organizing community meetings and workshops.
4. Monitor and evaluate the progress of the project, and prepare regular reports on project activities, outcomes, and impact.
5. Liaise with government agencies, NGOs, and other relevant organizations to ensure the alignment of project activities with local and national development priorities.
6. Work closely with the Project Manager to efficiently use the Project's resources on the field, and ensure compliance with donor requirements and Project timelines.
7. Identify and address any challenges or obstacles that arise during the implementation of the project, and work to find solutions in collaboration with project partners and stakeholders.
8. Represent the Project at meetings, workshops, and other events, and communicate Project objectives and outcomes to a wide range of audiences.

### REQUIRED QUALIFICATIONS AND SKILLS:

- Bachelor's degree in a field of project Management, agriculture, rural development, environmental science or civil engineering and related field.
- At least 3 years of experience in project coordination, preferably in the field of agricultural infrastructure development, rural development or related sector.
- Proven knowledge in smart irrigation and modern sustainable land husbandry techniques.
- Strong understanding of community engagement and participatory approaches to development.
- Excellent communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders.
- Knowledge of the local context and experience working in the Kamiranzovu marshland area or similar environments is highly desirable.
- Having a driving license with Category A.

**PLACE OF WORK:** Burera District

**REPORTING AND SUPERVISION:** this position reports to the Project Manager

### HOW TO APPLY

To apply, please send your both combined cover letter (addressed to the National Coordinator of ARECO-RWANDA NZIZA) and well-detailed CV **no later than 23<sup>rd</sup> January 2024** to [info@arecorwandanziza.org](mailto:info@arecorwandanziza.org) with the subject line "**KungaBu Project-Field Coordinator Application**".

**Note: Only shortlisted candidates will be contacted for further steps.**



### III. POSITION TITLE: FIELD OFFICER (I)

#### Position Summary, Key Duties and Responsibilities

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The Field Officer will play a crucial role in supporting the Project's Field Coordinator to ensure the successful implementation of the Project. His/Her role will be to provide support to the project coordinator in overseeing and implementing various project activities. He/She will work closely with the Project Team, local communities, and stakeholders to ensure the successful execution of the project.

The main duties and responsibilities include, but are not limited to, the following:

1. Assist in developing and implementing project field work plans and activities in collaboration with the field Project Coordinator and other team members.
2. Support the coordination and supervision of field staff and volunteers to ensure the effective implementation of project activities.
3. Help facilitate community engagement and participation in project activities, including organizing community meetings and workshops.
4. Contribute to monitoring and evaluating the progress of the project and assist in preparing regular reports on project activities, outcomes, and impact.
5. Collaborate with the field Project Coordinator to liaise with government agencies, NGOs, and other relevant organizations to ensure the project's implementation on the field is well aligned to local and national development priorities, guidelines and standards.
6. Contribute to identifying and addressing challenges or obstacles during project implementation, working with project partners and stakeholders to find solutions.
7. Support the representation of the project at meetings, workshops, and other events, and assist in communicating project objectives and outcomes to various audiences.

#### REQUIRED QUALIFICATIONS AND SKILLS:

- A0 or A2 in field of agriculture or rural development and related field.
- At least 5 years for A0 or 10 years for A2 of agriculture development in the context of Rwanda (including in interventions such as terracing, small-scale irrigation, small livestock rearing, and conservation agriculture).
- Good understanding of community engagement and participatory approaches to development with a focus on women and youth participation.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with various stakeholders.
- Familiarity with project budget management and resource coordination is beneficial.
- Knowledge of the local context and experience working in the Kamiranzovu marshland area or similar environments is desirable.
- Having a driving license with Category A.

**PLACE OF WORK:** Burera District

**REPORTING AND SUPERVISION:** This position reports to the Field Coordinator

#### HOW TO APPLY:

To apply, please send your both combined cover letter (addressed to the National Coordinator of ARECO-RWANDA NZIZA) and well-detailed CV **no later than 23<sup>rd</sup> January 2024** to [info@arecorwandanziza.org](mailto:info@arecorwandanziza.org) with the subject line "**KungaBu Project-Field Officer**".

**Note: Only shortlisted candidates will be contacted for further steps.**



#### IV. POSITION TITLE: FINANCE AND ADMINISTRATIVE OFFICER

##### Position Summary, Key Duties and Responsibilities

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The Finance and Administrative Officer will play a critical role in ensuring the transparent and efficient management of project finances. His/Her role will be vital in ensuring the effective management of project funds and resources. He/She will work closely with the Project Team to oversee financial aspects and contribute to the successful implementation of the Project.

The main duties and responsibilities include, but are not limited to, the following:

1. **Financial Management:** Manage project budgets, track expenditures, and ensure compliance with donor requirements and financial regulations.
2. **Budgeting and Forecasting:** Assist in the development of project budgets, financial forecasts, and expenditure plans in coordination with the project coordinator and relevant stakeholders.
3. **Financial Reporting:** Prepare regular financial reports, including budget variance analysis and financial statements, to provide accurate and timely updates on project finances.
4. **Procurement and Contracts:** Oversee procurement processes, review contracts, and ensure adherence to procurement policies and procedures.
5. **Grant Compliance:** Ensure compliance with grant agreements, financial reporting requirements, and donor regulations.
6. **Financial Monitoring and Audit:** Conduct regular financial monitoring to ensure proper allocation of funds and prepare for project audits as necessary.
7. **Capacity Building:** Provide support and training to project staff and partners on financial management processes and procedures.
8. **Collaboration:** Liaise with project partners, financial institutions, and relevant stakeholders to facilitate financial transactions and maintain effective communication.

##### REQUIRED QUALIFICATIONS AND SKILLS:

- Bachelor's degree in a field of finance or accounting. Professional Certifications (e.g., CPA, ACCA) would be a plus.
- Proven experience in financial management, budgeting, and reporting, preferably in the context of development projects or non-profit organizations.
- Strong understanding of financial regulations, grant compliance, and donor reporting requirements.
- Proficiency in financial software and Microsoft Excel for budgeting, analysis, and reporting.
- Excellent organizational and analytical skills, with keen attention to detail and accuracy.
- Effective communication and interpersonal abilities to collaborate with project team members and external partners.
- Familiarity with the local context and experience working in similar development projects is advantageous.

**PLACE OF WORK:** National Coordination Office of ARECO-RWANDA NZIZA/Kigali

**REPORTING AND SUPERVISION:** This position reports to the Project Manager

##### HOW TO APPLY:

To apply, please send your both combined cover letter (addressed to the National Coordinator of ARECO-RWANDA NZIZA) and well-detailed CV **no later than 23<sup>rd</sup> January 2024** to [info@arecorwandanziza.org](mailto:info@arecorwandanziza.org) with the subject line "**KungaBu Project-Finance and Administrative Officer Application**".

**Note: Only shortlisted candidates will be contacted for further steps.**

Done at Kigali 15<sup>th</sup> 01-2024

**MUKAKAMARI Dancilla**

**National Coordinator**

**ARECO-RWANDA NZIZA**

