

Job description: FIELD OFFICER

Position Title: Field Officer

Location: Bugesera District

Reports to: Project Coordinator

Association des Guides du Rwanda (AGR), is a national non-governmental organization operating in Rwanda since 1980. It is a voluntary girl –serving organization dedicated to girls and young women. We offer a wide range of non –formal education programmes and activities, encouraging girls and young women to develop their own special personalities and make a contribution to their community, and form friendships in a positive environment. To achieve its mission, AGR works with a dedicate team of volunteers based in all the 30 districts of the country.

In Partnership with Plan International Rwanda, AGR is implementing a Sexual Reproductive Health and Rights (SRHR) Project titled “**Girls decides in supportive and protective communities**” in Nyaruguru, Bugesera and Gatsibo District.

The overall objective of the Project is to contribute to the reduction of early and unintended pregnancy and increase young people's abilities to make healthy and informed decisions about their sexuality and reproduction.

The specific objectives of the project are to:

- Strengthen young people's knowledge, attitudes and skills on SRHR (including body development, pregnancy, sexuality, relationships, harmful practices and other forms of GBV) in and out of school dialogues
- Support family and community dialogue on SRHR, harmful practices, sexual violence, intimate partner violence and positive masculinities related to SRHR;
- Work with Government institutions including policymakers, UN Agencies, Development partners, CSOs, and Children/Adolescents/young people to analyze and identify gaps in laws and policies on SRHR (including the age of sexual consent), and to influence on priority changes in framework and increased budget allocations for SRHR.

I. Responsibilities

- Oversee the project implementation in Bugesera district,
- Ensure community outreach for community awareness and sensitization about the project,
- Coordinate and ensure recruitment of qualified peer educators for facilitating the CAY gathering sessions,
- Coordinate and ensure identification and selection of beneficiaries, according to selection criteria and total target of the district,
- Coordinate and ensure identification of clubs for girls gathering sessions,
- Conduct training of peer educators on the curriculum and reporting tools,
- Ensure regular supportive supervision to peer educators while conducting gathering sessions in clubs or safe space,
- Prepare weekly work plan and report to the Head of programmes,
- Keep records of the graduates and keep tracking relevant success stories about the project impact,
- Maintain electronic and hard copy filing system and archiving,
- Prepare monthly and quarterly narrative and financial reports,
- Ensure proper maintenance of the project equipment and supplies,
- Organize field visits appointments for key staff to the sectors and at the district levels,
- Submit annual work plan to the district and sectors offices as well as monthly reports,
- Represent AGR in government forums such as the Joint Action Development Forum/JADF and local based Technical Working Groups;
- With Authorization of the Head of programmes, represent the project where required,
- Perform any other duties assigned by AGR.

II. Technical qualifications and personal skills

1. Bachelor's degree in Early Childhood Development, Psychology, Social Science Education, Development Studies, Public health or related disciplines.
2. A minimum of 2 years of relevant experience in area of social science, child development or community mobilization

3. Ability to work independently, willingness to work with communities
4. Strong interpersonal skills and ability to establish working relations with communities and colleagues
5. Being an active Girl Guide is an added value
6. Excellent knowledge and understanding of gender issues
7. Previous experience with AGR is an asset.

III. Key Competencies

1. Proficiency in Kinyarwanda and good working knowledge of English language, French is an added value.
2. Have passion for resolving girl's issues
3. Creativity, pro activeness, hardworking and flexibility to work for extra time including weekend
4. Have excellent communication skills and display sound values of integrity, solidarity and commitment in his/her assignments
5. Have excellent report writing skills and computer literacy (word, excel, internet, etc.)
6. Ability to effect frequent field work in sectors, cell and villages where home based and speak out center program are run

IV. Application procedures required documents:

- Bachelor's degree
- Curriculum vitae with 3 references
- Cover letter
- Copy of National ID
- Endorsement letter from the District Commissioner is an added value

Applications should be submitted electronically to info@rwandagirlguides.org with the subject line:

Application – Bugesera field officer

Application Deadline: July 28, 2026

Only shortlisted candidates will be contacted.