

CALL FOR THE PROJECT COORDINATOR

Role: Her World, Her Voice Project Coordinator

Organization: Association des Guides du Rwanda

Contract duration: October – December 2022

Starting date: With immediate effect

Duty station: Based in Kigali, Rwanda, and extensive travel to all implementation districts

Reports to: Head of Programs

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 educational programmes and activities, encouraging girls and young women to develop their own special personalities, make a contribution to their community, and form friendships in a positive environment.

Through joint collaboration of Generation Unlimited, UNICEF and World Association of Girl Guides and Girl Scouts to expand the global knowledge base on youth engagement and young women's empowerment, AGR has been offered a grant to enable and ensure the delivery of Her World Her Voice project activities in all seven Districts of the Western Province in Rwanda. The project has three Objectives:

- To equip girls and young women with the means to improve their own socio-economic conditions and tie everlasting friendships;
- To encourage positivity and change negative attitudes regarding stereotypes, violence and exploitation vis-à-vis girls with disabilities;
- To enable young women become the voice and advocate for issues that affect girls within their communities.

a. Overview of the role

The Project Coordinator will be responsible for the overall coordination, supervision, and reporting of all activities related to the project Her World, Her Voice to ensure that the project's objectives and results are achieved in a timely manner and according to the agreed standards in the project framework and in the related grant agreement.

b. Key responsibilities

- Management of donors Partnership Agreement
- 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
- Liaise with the Project Accountant and ensure regular posting of support documents in the accounting system
- Compile donor reports and process reviews by the Head of Programs before submission to the donor
- Ensure timely submission of donor reports (Financial, Monthly, Quarterly, Annual Reports)
- Oversee planning, monitoring, and implementation of all project activities
- Master project success indicators and ensure timely implementation & completion of activities
- Ensure good collaboration with project stakeholders including local authorities, AGR District Commissioners, community structures, schools, etc
- Represent AGR in government forums (JADF) and local based Technical Working Groups
- Lead on recruitment and supervision of the work of Project Team (e.g. mentors) and conduct Performance Appraisal
- Performs any other duties assigned by AGR

c. Key Performance Indicators

- Effective management of partnership agreement with WAGGGS/UPS
- Compliance to donor grant requirements (e.g. reports, spending)
- Effective management of project budget
- Effective planning and monitoring of activities
- Timely completion of project activities
- Timely achievement of project targets and outcomes
- Quality of donor reports (outcome-based reporting, timely submission)
- Good relationships and transparent communication with the Donor
- Good relationships and collaboration with project stakeholders
- Effective collaboration with external consultants

d. Technical Qualifications and personal skills:

- Bachelor's Degree in social sciences, education, rural development, psychology, gender or related
- Proven experience in donor funded project management
- Prior experience managing projects on SRHR, fighting SGBV etc
- Prior experience managing girls-focused interventions will be an added value
- Ability to build networks, work independently, self-organized, innovative, fulfil commitments and meet deadline.





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- Fluent in English and Kinyarwanda. Excellent written and verbal communication in English is a requirement.
- A team Leader, result-oriented and flexible to deliver with tight deadlines
- Ability to develop guidelines and tools, and oversee their implementation
- Good understanding of child protection, diversity and inclusion and safeguarding policies
- Strong skills in project cycle management (planning, monitoring, and reporting) and M&E
- Organizational and problem-solving skills.
- Strong computer skills (MS Word, Excel, PowerPoint).

e. Application Procedures


The interested candidates should submit their cover letter and resume not later than 03rd October 2022 at 5:00 pm at enquiry@rwandagirlguides.org.rw.

Female candidates, ideally Girl Guides, who meet the above criteria are encouraged to apply.

To ensure safeguarding of our beneficiaries, AGR reserves the right to conduct criminal record checks and the collection of relevant references.

Only shortlisted candidates will be contacted for further steps.

Done in Kigali on September 26, 2022


Nicole Nyiraneza
Executive Director



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