

## **CALL FOR THE PROJECT COORDINATOR**

**Role:** Girl-Led Action on Climate Change (GLACC) Project Coordinator

**Organization:** Association des Guides du Rwanda

**Contract Duration:** July 2023 - December 2025

**Starting Date:** with immediate effect

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

Reports to: Head of Programmes

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.

Through joint collaboration with the World Association of Girl Guides and Girl Scouts to expand the global knowledge base on climate change challenges which girls face and have them work together to find solutions which will support them to overcome these challenges, AGR has been offered a grant to enable and ensure the delivery of GLACC project activities in 10 Districts namely are Ngororero, Muhanga, Rustiro, Karongi, Huye, Nyamagabe, Rulindo, Kayanza, Nyanza and Nyaruguru of Rwanda.

### **a. Overview of the role**

The project Coordinator will be responsible for the overall coordination, supervision and reporting of all activities related to the GLACC project to ensure that the projects objectivities 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**

- Ensuring that detailed weekly, monthly, quarterly and annual work plans and budgets are developed in order to deliver against all aspects of the project;
- Management of donor 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 Accountant and ensure regular posting of support documents in the accounting system;
- Compile donor reports and process reviews by the Head of Pogrammes 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 and completion of activities;
- Ensure good collaboration with project stakeholders including local authorities, AGR District Commissioners, community structures schools;
- Represent AGR in government forums such as the Joint Action Development Forum/JADF and local based Technical Working Groups;
- Lead on recruitment and supervision of the work of project peer educators and conduct Performance Appraisal;
- Performs any other duties assigned by AGR.

#### **c. Key Performance Indicators**

- Effect management of partnership agreement with WAGGGS
- Compliance with grant donor requirements (e.g. report, 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 report (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 environmental sciences, natural resources management, environmental engineering, Agriculture or any related field
- Being an active Girl Guide
- Proven experience in working with WAGGGS funded project management
- 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.
- 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)
- Strong Computer Skills (MS Word, Excel, PowerPoint)

**d. Application procedures**

The interested candidates should submit their cover letter and resume not later than 20<sup>th</sup> July 2023 at 5:00 pm at [enquiry@rwandagirlguides.org](mailto:enquiry@rwandagirlguides.org).

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 July 14, 2023

