

## **Job Announcement**

Rwanda Men's Resource Centre (RWAMREC) is a non-government organization whose aim is to address issues of negative masculinity, gender inequality, promotion of healthy families, women's rights and prevention of gender-based violence, thus addressing all other related consequences including HIV/AIDS and other health issues.

RWAMREC in partnership with UNDP and in collaboration with the MenEngage Steering Committee intends to implement a project aimed at engaging men in Gender-based violence prevention nationwide. RWAMREC in collaboration with local governments, sister organizations and MenEngage network member organizations will take the overall responsibility of implementing the project to ensure a wider understanding and participation of all stakeholders. Therefore, RWAMREC would like to solicit applications from qualified candidates to fill the position of the Project Coordinator and Financial & Administrative Manager.

### **1. PROJECT COORDINATOR**

The project Coordinator will be responsible for the day-to-day implementation and coordination of the project activities under direct supervision of the Country Director of RWAMREC. The Project Coordinator will also ensure the delivery of all project outputs and outcomes as described in the project document in collaboration with other staff members of RWAMREC and stakeholders.

#### **Overall Responsibility:**

To coordinate and implement the MenEngage project activities, to ensure effective and efficient implementation of the project work plans, and build the capacity of the MenEngage Network to realize its mission.

#### **Key tasks**

- Insure the coordination, monitoring and evaluation of the MenEngage Project
- Take a lead in development of the MenEngage action plans in relation to planned activities.
- Liaise with the Country Coordinator of RWAMREC to implement work plans of the MenEngage Network.
- Organize various trainings planned in the project
- Produce periodical weekly, monthly and quarterly action plans and submit them to the Country Coordinator,
- Produce relevant reports and submit them to the Country Coordinator,
- Conduct regular follow up of the progress of MenEngage Projects activities
- Ensure follow up of the indicators contained in the M&E of work plans,
- Ensure data collection and processing as well as their accuracy and their reliability
- Ensure transmission of M&E reports to the donor and the steering committee of the MenEngage Network
- Promote good working relationships and networking with member institutions/organizations of the MenEngage Network, to share experience in the area of

- gender based violence prevention,
- Advise the Country Director on advocacy strategies for mass mobilization and decision making to end gender based violence,
- Participate and facilitate evaluation works for projects/program,
- Provide project technical and managerial advice to the Country Coordinator
- Perform any other duties as may be required by the supervisor in the areas of the project management.

**Required Qualifications:**

- A masters Degree or a Bachelors degree in Projects management, Economics, Management, Social Sciences or any other related discipline,
- Relevant experience of 5 years and at least 3 years of experience in projects management,
- Interested in gender and development related concept,
- Experience in networking and advocacy strategy development,
- Fluent in English, knowledge of French and Kinyarwanda is an asset,
- Computer literate: word, Excel, PowerPoint, internet

**2. ADMINISTRATIVE AND FINANCIAL Officer**

**1. DUTIES AND RESPONSABILITIES**

Under the supervision of the Project coordinator, the Administrative and Financial manager will have the following duties:

1. Ensure a sound accounting of the project finances
2. Be responsible for the management of the project petty cash of the project,
3. Follow up the implementation of the project budget,
4. Develop monthly financial reports of the project expenses
5. Prepare every payment of the project activities
6. Be responsible of all bank statements and bank reconciliation of the project
7. Execute any other task assigned by the supervisor

**2. Job requirements**

- Hold a Bachelor Degree in management, Economics, Finance, Accounting
- 3 years of experience in the same work
- To be available as soon as possible,
- Fluent in English, French and Kinyarwanda
- Computer literate: word, Excel, PowerPoint, internet explorer

**How to apply**

Applications (application letter, a copy of notified academic testimonials and detailed CV and names and contact of 3 references) must be addressed to the Chairman, RWAMREC, Avenue de la Justice, Nyamirambo, PROFEMME building, 1<sup>st</sup> floor or at [recruitment@rwamrec.org](mailto:recruitment@rwamrec.org) no later than November 20/11/2009 at 15h00 local time. **Only short listed candidates will be invited for written exam and oral interview.**