

JOB ANNOUNCEMENT: PROJECT COORDINATOR

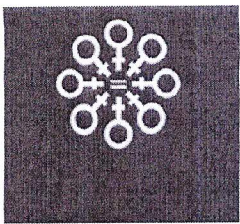
PRO-FEMMES/TWESE HAMWE (PFTH) is an umbrella of Civil Society Organizations working for women promotion, peace and development in Rwanda. Currently, Pro-Femmes/Twese Hamwe represents 57 member Organizations. With Support from GIZ through the Incubator for Integration and Development in East Africa (IIDEA), PFTH is implementing a one year project entitled “Enhancing Market Access for women cross border traders of grains in Gatuna and Cyanika (EMAW)”. The project aims at enhancing market access and information for women cross border traders of grains (Mainly maize, sorghum and beans) at both borders.

It is in this regard that PRO-FEMMES/TWESE HAMWE is looking for a suitable candidate to fill a position for a **Project officer** to coordinate the activities of the above said project. Under the supervision of the Program Manager, the Project Officer will undertake the following specific tasks:

- Support PRO-FEMMES/TWESE HAMWE for the implementation of Project activities
- Monitoring , evaluation and reporting on project advancement;
- Represent PRO-FEMMES/TWESE HAMWE in GIZ meetings and other relevant meetings related to the project
- Collaborate with a project focal point at GIZ meetings and provide updated to PRO-FEMMES/TWESE HAMWE management
- Collaborate with key partners of the project
- Design other project proposals for submission to potential donors
- Perform any other tasks as shall be advised by the senior management at PRO-FEMMES/TWESE HAMWE
- Coordinate project activities within Rwanda and Uganda

DESIRED COMPETENCIES AND QUALIFICATIONS

- Bachelor’s Degree in Economics, Business Administration, Management, Business Information Technology, Social Sciences and any other related fields
- Holding a Master’s Degree in relevant fields in an added value for the prospective candidate;
- At least three years progressive experience in trade specifically with focus on gender and other related fields;



- Strong understanding of the East African Community Integration
- Strong experience and knowledge of civil society in Rwanda
- Experience and knowledge of national and regional issues relevant to trade
- Strong experience in using ICT equipments and software
- Experience in Networking, building coalitions, lobbying and advocacy especially for gender related issues;
- Understanding of human rights based approach
- Fluency in English and Kinyarwanda
- Excellent communication orally and in writing
- Innovative, self driven and team player
- Interpersonal skills with experience of working in multicultural contexts

EXPRESSION OF INTEREST AND APPLICATION

Interested candidates should send their application enclosed with a cover letter, Curriculum vitae, academic documents and other certificates to the Chairperson of PRO-FEMMES/TWESE HAMWE and delivered in hard copy to PRO-FEMMES/TWESE HAMWE's office **by close of business day 30th October, 2017**

PRO-FEMMES/TWESE HAMWE head office is located next to Gahanga Sector Offices, Kicukiro District, City of Kigali.

N.B.

Only shortlisted candidates will be contacted for written test

Application on-line will not be considered

Kigali, 13th October 2017

KANAKUZE Jeanne d'Arc
Chairperson
PRO-FEMMES/TWESE HAMWE

