



## ASSOCIATION RWANDAISE DES TRAVAILLEURS CHRETIENS FEMININS KIGALI-RWANDA

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### Position Vacancy Announcement

ARTCF as a Local non governmental organization that empowering vulnerable women by raising their awareness and increasing their ability to graduate from socio-economic problems and be financially and socially independent. Association Rwandaise des Travailleurs Chrétiens Féminins (ARTCF) in partnership with CARE International in Rwanda implement Literacy for Empowerment program in Gisagara and Huye Districts of the Southern Province of Rwanda since 2012. The literacy program purpose is to 'increase functional literacy and numeracy skills among beneficiaries for their social, economic and political empowerment". Beneficiaries are identified from Village Saving and Loan Groups that are entry points for all Gender Equality and Women Empowerment Project (GEWEP) interventions. Therefore, ARTCF is looking for Literacy project Field Coordinator (1) to perform the following responsibilities:

#### **Roles and Responsibilities:**

He/she often works with CARE Literacy professional to plan and implement Literacy projects. Primary responsibilities for the Literacy Field Coordinator include but are not limited to the following:

- Develop community programmes, including background research, stakeholder engagement and working across the organization to ensure programmes effectively impact on literacy
- Develop project activity that ensures literacy is a vehicle for social action
- Manage delivery across multiple projects and activities, including logistics, enquiries, risk management, quality assurance, event management and volunteer management
- Work collaboratively with partner organizations to support delivery, including administrative and logistical support, site visits, schools and community settings
- Develop and deliver high-quality training sessions and workshops for volunteers and project field staff
- Evaluate activity, including administering surveys, conducting focus groups and collecting case studies
- Contribute to the continuous improvement of rigorous evaluation processes and tools in collaboration with relevant staff and external partners
- Maintain accurate and current records, including on our contacts database
- Work with the Program Manager and fundraising team to identify and secure new partnerships
- Provide technical advice in communications and guide program staff to enhance their communication skills such as preparing PowerPoint presentations, developing success stories, taking good photos, etc.
- Provide day-to-day management and coordination of project activities.

#### **Skills:**

- High-level project management within the charity, education or other relevant sector
- Excellent written and verbal communication skills in English and Kinyarwanda,
- Excellent stakeholder management and experience of working with NGOs
- Ability to foster excellent partner relationships
- Ability to plan and deliver engaging and impactful events and training sessions for a variety of audiences
- Ability to work independently and constructively problem solve
- Ability to work under pressure and manage challenging deadlines
- Excellent administration and organization
- Budget management, including internal and external reporting, and forecasting
- Information management
- Good IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases

**Other:**

- Commitment to equality and diversity
- Strong interest in literacy

**Minimum Qualifications:****Required Experience & Qualifications**

- Bachelor's degree required. At least hold a bachelor's degree in education, social sciences and a closely related field.
- Demonstrated high-quality writing, editing, and proofreading skills.
- Professional judgment demonstrated through a work and education history that supports the ability to multi-task and meet demanding assignments under tight deadlines in a team-oriented environment.
- Minimum three years' work experience in preferred.

**Desired Experience**

- A strong background or interest in pursuing a career in social sciences, or a related field.
- High comfort level with writing reports, analyzing and summarizing data from diverse sources, interviews, meetings, surveys and focus groups, and ability to deliver work on a timeline.

**To Apply:**

Interested candidates should send their applications enclosed with a cover letter, Curriculum Vitae, Academic documents and other certificates; and three reference persons including the last employer. The application should be addressed to the Legal Representative of ARTCF and delivered to ARTCF's office by close of business day September 20, 2017. ARTCF head office is located at Remera\_Kisimenti, Gasabo District, and KG218 St18. Due to the large number of inquiries we expect to receive; only successful candidates who meet the required experience & qualifications for this position will be contacted for a written test. Contact: **+250788603638**

**ARTCF is proud to be an Equal Employment Opportunity employer.  
We value and seek diversity in our workforce.**

Done at Kigali, September 14, 2017

MUKASIBO Angeline  
Legal Representative  
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