



CCOAIB

Conseil de Concertation des Organisations d'Appui aux Initiatives de Base

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International Airport Road KN 5RD, Building №18
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TERMS OF REFERENCE FOR RECRUITMENT OF A PROJECT COORDINATOR TO IMPLEMENT THE CCOAIB'S EGERT PROJECT

1. Background and context:

The "Conseil de Concertation des Organisations d'Appui aux Initiatives de base" CCOAIB in acronym is an Umbrella Organization of Rwandan Local NGOs engaged in development. It serves as a framework for exchange, consultation, advocacy, dialogue, networking, negotiation and solidarity for its members. CCOAIB's core business is reinforcing member organizations capacities in promoting sustainable development in Rwanda. Its key objectives include the provision of information and skills, the creation of platforms to enable its members to engage actively in national policy development and implementation processes. In this context, CCOAIB has partnered with TROCAIRE to implement a project untitled "**Enhancing the gender sensitiveness with regards to the budget and structure of Twigire Muhinzi national program at local level (EGERT PROJECT)**" and hereby request all interested candidates to apply for the post of Project Coordinator.

The EGERT Project is a civil society support project aiming at promoting an active interest among Rwandan Civil Society Organizations and citizens in public policy issues and supporting them to organize themselves and acquire the skills they need to engage effectively in national and local level processes of policy formulation, implementation and management.

CCOAIB is looking for a suitable candidate to fill a new position of **Project Coordinator** who will be specifically responsible for coordinating EGERT Project within CCOAIB.

2. Job Purpose

The Project Coordinator will have the responsibility of leading all the public policy efforts within CCOAIB, specifically linked to enhance gender sensitiveness in Twigire Muhinzi program in Agriculture policy and related capacity building and advocacy work.

3. Specific Tasks

Under the supervision of the Executive secretary of CCOAIB, the project coordinator has the following duties:

- Focal point within CCOAIB on agriculture policies especially on Gender in Twigire Muhinzi Program implementation, capacity building, research and advocacy;
- To ensure the project activities are implemented effectively, efficiently, and are result-oriented.
- Elaborate a clear strategy and work plan for supporting CCOAIB's work on policy implementation and advocacy;

- Represent CCOAIB in EGERT project events and committees and in relevant national, regional and international public policy seminars and workshops as may be required.
- To organize progressive monitoring of project activities.
- Perform other tasks as shall be advised by the Executive Secretary.

The project coordinator should have the following requirements:

4. Education and experience

- Minimum of a bachelor degree in a relevant development field such as Agronomy, Development studies, Project management and Public policy;
- Working Experience of not less than 5 years in the above mentioned field and policy related work. Working experience with Civil Society and/or non-governmental organisations (NGOs) is an added value.
- Working Experience of not less than 2 years as project coordinator;
- Extensive knowledge of the agricultural policies;
- Knowledge of social accountability tools and good governance principles
- Proficiency in spoken and written English and Kinyarwanda. Knowledge of French is an added value.

5. Skills

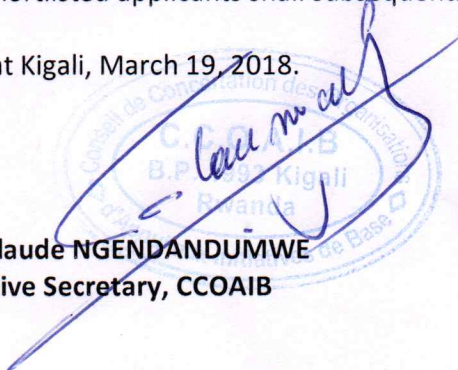
The candidate should demonstrate excellent interpersonal skills, team worker, having analytical and problem solving skills, and able to work under demanding environment.

6. Application

Interested applicants who fulfill the requirements set here-in should present an expression of interest letter and detailed CV addressed to: The Executive Secretary of CCOAIB, P. O. Box 1993, Kigali, Rwanda; with a clear indication on the envelop: "*Application for EGERT project coordinator-CCOAIB*". The application should be delivered at CCOAIB's offices at Gasabo District, Remera Sector, Rukiri I Cell, Amajyambere Village International Airport Road KN 5RD, Building N°18, **not later than 3rd April 2018 at 10:00 AM.**

Only shortlisted applicants shall subsequently be invited for test.

Done at Kigali, March 19, 2018.


Jean Claude NGENDANDUMWE
 Executive Secretary, CCOAIB