

## VACANCY – SITE COORDINATOR.

ALIGHT works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ALIGHT presently works in and with partners in seventeen countries globally. ALIGHT has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve! ALIGHT is looking for a qualified, self-driven and committed individual to join its team as **Site Coordinator in Gashora ETM**

### **PRIMARY PURPOSE OF THE POSITION:**

The Site Coordinator provides leadership to ensure the smooth functioning of all Alight field office activities in the ETM - Gashora. He/she is responsible for the management of all project activities, operations and logistics, finance, administration and human resources in coordination with the country office and with support from different functional departments and technical team. The Site Coordinator is supervised daily by the Head of Programme.

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### **PRIMARY DUTIES & RESPONSIBILITIES**

#### Program Management & Development

- Responsible for the implementation of all sector activities in Gashora-ETM camp (Protection, Community Services) in line with the work plan, the available budgets, and with donor requirements.
- Supervise and coordinate the timely production and collection reports from different sectors
- Ensure timely and efficient implementation of project workplans and activity plans
- Liaise with the Head of Program, Country Director, Logs & Operations Coordinator, and Finance Controller for efficient utilization of all resources
- Represent Alight in coordination and planning meetings at the local level and when necessary, at central level.
- Liaise with local authorities, donors, refugee leaders, and stakeholders at camp level
- Participate in the development of new programs or expansion of existing programs
- Maintain adherence to sector/national standards in programming, finance, HR and operations at the site level

#### Program Quality

- Provide leadership, supervision, and strategy in the implementation of adequate monitoring and evaluation of program activities and results
- Support Sector Coordinators and M&E Technical Coordinator in evaluations, surveys, and provision of relevant data and reports
- Supervise, coordinate, and deliver timely and quality narrative reports for donors, government, HQ, and others as required and take the lead in maintaining accurate monitoring & evaluation. This includes internal monthly reports, weekly updates, incident reporting, and program reports as required by donor agreements.
- Support Sector Coordinators in providing the M&E Technical Coordinator with all relevant support and information for the Alight Rwanda database
- Collaborate with Alight's Technical Advisors to support technical feedback on program implementation and M&E

- Support/strengthen the relationship between Site Sector Coordinators and Technical Advisors

#### Program Learning and Communications

- Document lessons learned from project implementation, consolidating additional information from Sector Coordinators.
- Contribute regularly to the communications department with content: articles, photos, etc.
- Provide all relevant documents and reports for the electronic filing system.
- Maintain communications with the Head of Programme on program activity implementation and communications with donors and local authorities.
- Conduct regular spot-check and audits of programs/operations/HR/finance to establish and maintain compliance with standards, rules, and policies.

#### Operations, Logistics & Administration

- Provide oversight on all financial and administrative matters in collaboration with Finance
- Provide oversight and ensure performance of all supply chain management at camp level with support from Logistics department including the procurement process, delivery of supplies, accounting of physical assets, inventory and stock management of all Alight equipment, property, vehicles and furnishings.
- Act as security focal point for the camp and surrounding area and report any incidents to the Country Director within 24 hours.

#### Staff Management

- Manage and supervise all human resources in the camp with support from the HR department.
- Coordinate site staff through regular meetings, performance evaluations, and performance planning.
- Delegate responsibilities according to sector staff.
- Conduct timely performance evaluations for coordinators and ensure evaluations are carried out for all staff.
- Work closely together with the HR department to carry out regular competence and skills gap analysis.
- Provide or source technical assistance and capacity building (in collaboration with HR department) for field staff.

#### General Areas of responsibility

- Undertake other duties as may be reasonably requested by the Head of Programme and/or Country Director.
- Promote the mission and organizational values of Alight and ensure that these are reflected within the areas of responsibility.

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#### **EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:**

- Master's degree in Management, Development, International Relations, Project Management, Social Sciences or any related field from a renowned University required
- Minimum of 7 years of experience with development or relief organizations working in complex emergency situations and/or development settings, including refugees, returnees, displaced, vulnerable and/or war affected populations.
- Minimum 3 years of experience managing development/relief programs at a senior level
- Previous international work and life experience outside of Rwanda is highly desirable
- Experience in management of staff is mandatory.
- Experience in operations and logistics management including supply chain management is preferable.
- Experience and/or knowledge of market-based approaches to development and economic recovery programming (micro-finance, livelihoods, building in camp economies, business development services etc.) a plus.

- Good technical knowledge of camp management and some of the following programming sectors: Protection, Child Protection and Community Services.
- Familiarity with private, US government and multilateral donors
- High proficiency in reading, writing and speaking English. Fluency in French and Kinyarwanda preferable.
- Strong oral and written communication skills in English.
- Proficiency in the use of computers and standard applications: Word and Excel etc.

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**KEY BEHAVIORS & ABILITIES:**

- Highly motivated self-starter who takes direction well, but also works independently
- Strong intercultural skills and high tolerance to uncertainty required
- Diplomatic skills and strong abilities to resolve conflicts and build relations with governmental partners and other stakeholders
- Participative team leadership with capacity to listen and mobilize
- Capacity to think ahead and highlight areas of risk and concern
- Strong project and results-based management skills
- Strong work ethics. Appetite for transparency and accountability
- Demonstrated organization and planning skills
- Capacity to work independently in a fast pace environment and deliver results with tight deadlines

Ability and willingness to live and work full-time in isolated areas of Rwanda

Interested and qualified registered nurses should submit 1 page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most current employer/supervisor (all in/as one document) - via email only to: [RWJobs@wearealight.org](mailto:RWJobs@wearealight.org) with the POSITION applied for **clearly indicated in the subject line**. The deadline for submission of applications is **July 24<sup>th</sup> 2022**. Only shortlisted candidates will be contacted.

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*Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.*