



Rwanda Organization of Trauma Counselors (ARCT-RUHUKA)

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RECRUITMENT NOTICE

1. BACKGROUND

The Rwandan Organization of Professional Counselors ARCT – Ruhuka is a National Nonprofit making Organization , formed in April 30th 1998 and officially registered under the Ministerial Decree No.97/11 on 28 July, 2004 and registered by Rwanda Governance Board (RGB). The organization was started to support survivors of psychological trauma, through integrated and holistic services for prevention, care, and healing to facilitate recovery for sustainable unity and reconciliation, peace and development.

Our mission: is to lead the development and application of innovative psychosocial approaches to mental health services and strengthen professional capacity in understanding, treating and preventing mental health problems for sustainable development.

Our Vision: ARCT-Ruhuka envisages a Rwanda where all people have access to integrated mental health services.

ARCT-RUHUKA operates country wide and intervenes in the field of Mental health and psychosocial support that contributes directly to building peace at individual, family and community levels .

In partnership and with International Alert , ARCT-Ruhuka has been implementing a 3 years USAID funded project “**Dufatanye Urumuli (Light) Project**” that operates at 1 sector in each of the 30 districts with 5 field offices . ARCT-Ruhuka wishes to recruit **5 more qualified, motivated, dynamic and capable staff to work as Field officers that will be based in 5 more district Field offices** under the “**USAID Dufatanye Urumuli (Light) Project**” that contribute to Healing , resilience building and social cohesion at community level, where each Project field officer will coordinate **3 Districts**.

2. POSITION: Project Coordinator

The purpose of the position is to support the overall Planning, implementation and day to day management, monitoring and evaluation , coordination and reporting of “**USAID Dufatanye Urumuli (Light) Project**” activities and 10 Project Field officers in their areas of operation to achieve its goal.

Job Title: Project Coordinator

Reports to: Program Manager (PM)

Duty Station: The USAID Dufatanye Urumuli “Light” (DUP) project Coordinator will be based in Kigali , at ARCT-Ruhuka Headquarters .

Key Duties: Under the supervision of ARCT-Ruhuka Program Manager , the Project Coordinator will be responsible for the following:

Responsibilities:

- Work as the contact person for “USAID Dufatanye Urumuli (Light) Project” at Organization level.
- Planning, coordinating, monitoring and evaluation of “USAID Urumuli (Light) Project” activities across 30 districts of operation.
- Develop a detailed overall project implementation /work plan and provide consolidated professional progress reports including; Bi-weekly, monthly quarterly and annual Plans and Reports.
- Develop monitoring and evaluation logic framework and other data collection tools for project intervention, that will help to capture quality data on project progress and impact over time
- Support all Field officers to Carry out Psychosocial and social cohesion training needs assessment to identify existing gaps for building capacities of Field officers for appropriate interventions.
- Carry out continuous context analysis and changes brought about by the project interventions and able to provide recommendations for adjusting interventions
- Provide Technical support and clinical supervision support to the Project field officers
- Regularly monitor, collect and consolidate necessary data and create project data base
- Work closely with other partners to create synergy, learning and sharing
- Organize and lead project coordination and project staff meetings and represent ARCT – Ruhuka and its partner International Alert as required
- Putting in place strategies to ensure high quality and professional services to the beneficiaries and Do No Harm approach
- Create and maintain regular project documentation data base with clear statistics, best practices /lessons learnt, challenges, strategies and well elaborated success stories
- Perform other duties as assigned.



3. Person specification

a. Essential Skills/Qualities Required

- Proven ability and knowledge in monitoring, evaluation and learning of Psychosocial and peace building programs
- Proven Skills of data visualization is key requirement (data collection, cleaning, analysis and presentation in various format
- Able to make critical analysis of reports, cases on changes (positive or negative) brought about by USAID Dufatanye Urumuri Project interventions and propose actions
- Ability to coordinate, motivate people and work effectively in teams and partnerships with a various communities and stakeholders
- A person of integrity and trust worthy, transparent and accountable
- Demonstrate leadership, managerial and coordination skills
- Proven ability to develop Professional modules, provide training, clinical supervision and counseling for individual, couples and groups.
- Good interpersonal, negotiation, mediation and communication skills
- Developed computer skills, including MS Excel, Word, PowerPoint, e-mail, outlook and others
- Developed level of initiative, creativity and able to work semi-independently and solve problems under tight deadlines and minimum supervision
- Able and ready to frequently travel to the fields of operation.

4. b. Education required

- A masters in Professional Counseling, Clinical psychology, Peace and Conflict studies, Social work, or other related disciplines with at least 3 years practical field experience
- A Bachelor degree (AO) in the above related fields with at least 5 years of field practical experience

c. Language Requirements:

Proficiency in the English is required (spoken and written); Kinyarwanda is obligatory and French is an added value.



e. Desirable requirements:

- Previous experience in monitoring, evaluation and learning of community programs in relation to Psychosocial wellbeing and/or Peace building, social cohesion and resilience.
- Skills and experience in data visualization is highly required.
- Previous experience in training and clinical supervision and counseling is required
- Proven experience in a variety area including, peace building, healing & psychosocial support, social cohesion and clinical interventions
- Prior experience working in similar field and work environment is an added advantage

HOW TO APPLY

Interested candidates should submit the following documents:

- Motivation letter
- Signed CV with most recent experiences and at least 3 referees
- Notified copies of academic qualifications
- Copy of ID

The above required documents should be addressed to The Chairperson, ARCT-Ruhuka. Documents can sent not later than Monday , 10th February , 2023 at 12:00 noon by Email with all the required documents attached to: arct.recruitment@gmail.com; For any other information, please contact us on telephone no 250 787104307 (ARCT-Ruhuka Mobile Phone)

Note: Only shortlisted candidates will be contacted.

ARCT-Ruhuka is committed to safeguarding. All staff is required to sign and adhere to safeguarding, child protection and PSEA. Background checks, including criminal record checks will be required at a later stage. Women are encouraged to apply.

Done at Kigali 24/01/2023

MUKARUBUGA Ancilla / Chairperson ARCT-Ruhuka

