



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 wish to recruit **5 more qualified, motivated, dynamic and capable staff to work as Field officers that will be based in 5 more districts of Gasabo, Rulindo , Nyanza, Huye and Nyamasheke** under the “**USAID Dufatanye Urumuli (Light) Project**” that will contribute to Healing , resilience building and social cohesion at community level, where each Project field officer will coordinate **3 Districts**.

2. POSITION: Project Field officers

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

Job Title: Project Field Officer

Reports to: Dudatanye Urumuri (Light) Project Coordinator

Duty Station: One of the 5 field offices namely; **Gasabo, Rulindo, Nyanza, Huye and Nyamasheke** districts

2.1. Key Duties: Under the supervision of USAID Dudatanye Urumuri (Light) Project Coordinator, the Project field officers will be responsible for the following:

Responsibilities:

- Work as the contact person for ARCT-Ruhuka and specifically “**USAID Dufatanye Urumuli (Light) Project**” in the districts of operation
- Ability to coordinate and monitor project activities across the assigned 3 districts of operation
- Overall day to day planning, management, implementation and Coordination of project activities
- Develop a detailed project implementation /work plan and provide professional progress reports including; Data visualized Bi-weekly, monthly quarterly and annual Plans and Reports, as well as JADF plans and reports.
- Carry out Psychosocial and social cohesion training needs assessment to identify existing gaps for building capacities and appropriate interventions.
- Organize and conduct training of Community Psychosocial Workers,
- Provide Clinical Supervise to the Trained Community Psychosocial Workers (CPWs)
- Regularly monitor and collect necessary data and create project data base in excel sheet and other necessary formats
- Work closely with other partners to create synergy among different interveners
- Receive project participants and handle referred cases by CPWs for further professional counseling as needed
- Attend project coordination, staff and/or other district /stakeholders’, JADF meetings and represent ARCT –Ruhuka as required
- Putting in place strategies to ensure high quality and professional services to the beneficiaries and Do No Harm approach
- Create and maintain networks of relevant interveners/stake holders for referral purposes, and maintain their data base for sustainability of the project



- Create and maintain regular project documentation data base with clear statistics , and able to report best practices /lessons learnt , challenges and strategies and well elaborated success stories
- Perform other duties as assigned.

3. Personal specifications

a. Essential Skills/Qualities Required

- Ability to monitor coordinate, motivate people and work effectively in teams and partnerships with a various communities and groups of 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/innovation, creativity and able to work semi-independently and solve problems under tight deadlines and minimum supervision
- Living or ready to work and live in a rural setting
- Able and ready to move using local transport and long distances

b. Education required

- Bachelor degree (A0) in Professional Counseling, Clinical psychology, Peace and Conflict Management , Social work, or other related disciplines with at least 3 years practical field experience

c. Language Requirements:

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

d. Desirable requirements

- Previous experience in training and clinical supervision and counseling is required
- Proven experience in a variety areas including , peace building, conflict management, healing & psychosocial support , social cohesion and clinical interventions



- Prior experience working in similar field and work environment is an added advantage
- Skills and experience in data visualization is highly required.

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
- Driving permit (Category A) for Motor cycles

The above required documents should be addressed to The Chairperson, ARCT-Ruhuka. Documents should not later than Monday , 10th February , 2023 at 12:00 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 and PSEA. Background checks, including criminal record checks will be required at a later stage.

Done at Kigali 24/01/2023



MUKARUBUGA Ancilla / Chairperson ARCT-Ruhuka