

The Rwandan Association for Women in Science and Engineering (RAWISE) is recruiting a

### Project Coordinator

In the project

*"2022 F5 STEM Education"*

### Terms of References (ToRs)

<b>Position Title:</b>	Project Coordinator
<b>Institution:</b>	Rwandan Association for Women in Science and Engineering(RAWISE)
<b>Duty Station:</b>	Kigali, Rwanda
<b>Duration of Appointment:</b>	One (1) Year renewable subject to satisfactory performance
<b>Expected Starting Date:</b>	As soon as available

### Introduction

The Rwandan Association for Women in Science and Engineering (RAWISE) is a pioneering non-profit organization, established in December 2015 by a group of distinguished female Engineers and Scientists from Rwanda. Officially registered with RGB since May 2017 (Registration number: N° 674/RGB/NGO/LP/10/2020). RAWISE is committed to empowering young girls to embrace STEM fields. The organization strives to enhance women's participation in science and technology while fostering an environment of inclusivity and empowerment. RAWISE provides comprehensive support to women already in STEM fields, offering mentorships, increased visibility, safe spaces, and leadership opportunities. RAWISE also focuses on cultivating entrepreneurial and research spirit in Women in STEM. In line with its mission, the following objectives have been formulated:

- Encourage young Rwandan women to pursue studies in sciences and engineering.
- Increase the participation of Rwandan women in scientific and technological research, teaching, and leadership.
- Promote collaboration and communication among Rwandan women scientists and engineers.
- Address specific challenges faced by Rwandan women in STEM fields



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## Position Summary:

The Project Coordinator will assume a pivotal role in coordinating "RAWISE's 2022 F5 STEM Education Grant project", ensuring the achievement of project goals within specified timelines, budget constraints, and with high quality. Beyond project coordination, the Project Coordinator's mandate extends to securing additional funds through grants applications.

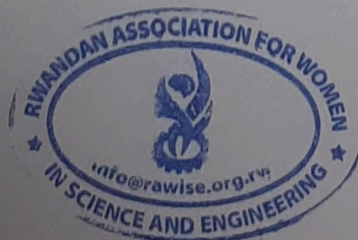
In close collaboration with executive leadership, the Project Coordinator will oversee the implementation of various STEM initiatives, offering essential leadership and guidance. Additionally, the Project Coordinator will provide indispensable administrative and logistical support to RAWISE and its partners. This multifaceted position also involves performing Administrative duties and reporting directly to the RAWISE Executive Committee.

## Responsibilities:

- **Project Coordination:** Oversee STEM-related projects, ensuring goals are met within stipulated timelines and budgets.
- **Funding Acquisition and Proposal Development:** Write attractive grant proposals to secure funding, demonstrating a keen understanding of organization's objectives
- **Stakeholder Partnerships:** Cultivate and maintain partnerships with diverse stakeholders, including businesses, government agencies, private sectors, and educational institutions.
- **Project Planning and Execution:** Lead meticulous planning and execution, ensuring project deliverables meet and exceed stakeholder expectations.
- **Leadership and Guidance:** Provide effective leadership and guidance to project teams, ensuring seamless communication and collaboration for successful project outcomes.
- **Budget Management:** Develop and maintain project budgets and timelines, providing regular progress reports to stakeholders.
- **Monitoring, Evaluation and Reporting:** Attentively monitor project progress, promptly addressing issues, assessing risks. Rigorously evaluate project outcomes and report findings to inform future projects and initiatives.
- **Document Management:** Maintain a systematic filing system for project documents, ensuring easy monitoring, evaluation, and auditing.
- **Financial Transactions:** Process payments and disburse small cash as needed, maintaining meticulous records.
- **Logistical Planning:** Plan and coordinate logistics for diverse activities, ensuring smooth implementation.
- **Grant Opportunities:** Regularly update the committee on open grants aligning with RAWISE's objectives.

## Key Competences

**Leadership:** Demonstrate exceptional leadership skills, effectively delegating tasks and providing guidance to achieve project objectives. Exhibit strong organizational abilities, managing diverse project aspects efficiently. Display adaptability, handling multiple tasks under pressure, and embracing changing priorities.



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**Collaboration:** Foster collaborative relationships with stakeholders, schools, universities, government agencies, and corporate partners. Uphold a team-oriented approach, working harmoniously in a diverse and inclusive environment.

**Project Management:** Possess advanced project management skills to meticulously plan, execute, and oversee project activities. Manage budgets, adhere to timelines, and balance project and administrative responsibilities effectively. Proficiency in writing persuasive grant proposals and securing funding is a significant asset.

### **Education and Required Skills**

Hold a Master's or Bachelor's degree in science, engineering or Project Management, accompanied by a minimum of two years of experience in an administrative position. Exhibit outstanding communication and interpersonal skills to liaise effectively with stakeholders, partners, and team members. Proficiency in Monitoring and Evaluation, involving data collection, analysis, and informed decision-making, is imperative.

### **Experience**

Previous experience in STEM education and collaboration with educational institutions, non-profit organizations, or government agencies involved in STEM initiatives is highly valued. Experience in administrative support roles, encompassing schedule management, correspondence handling, document organization, and record maintenance, is essential.

### **Reporting:**

The STEM Project Coordinator will report to the RAWISE Executive Committee and work closely with RAWISE department coordinators, stakeholders, and partners.

### **Duration:**

This is a full-time position for a 12-month contract, with the possibility of extension based on performance and funding availability.

### **Location:**

RAWISE Office, Nyarugenge, Kigali.

### **Salary:**

The monthly remuneration for this position is attractive

### **Application and Deadline:**

Interested candidates could send an updated CV, degree, evidence of their experience and a cover letter to [info@rawise.org.rw](mailto:info@rawise.org.rw)

The **deadline** for application submission is **3<sup>rd</sup> November 2023 at 5 PM.**

For more info you can contact [rwandanwomenscience@gmail.com](mailto:rwandanwomenscience@gmail.com)

**N.B:** Women are encouraged to apply



*Handwritten signature and date: 02/10/2023*