

JOB OPPORTUNITIES FOR WFP SHORA NEZA PROJECT

Background

Good neighbors International (GNI) is an international humanitarian and developmental organization in general consultation status with UN ECOSOC operating in 40 countries around the world. GNI in Rwanda is legally registered and has endeavored to improve child sponsorship and protection, health, education, WASH, Agriculture & livelihood, Humanitarian assistance, advocacy, and social economy in 6 districts (Gasabo, Kamonyi, Gisagara, Nyamagabe, Nyaruguru, and Karongi).

Overview:

In October 2023, GNI signed a partnership agreement build from WFP's existing initiatives and aligns with the Mastercard Foundation (the Foundation)'s 'Young Africa Works strategy' and address the areas of support identified in the Foundation's Rwanda's agricultural sector diagnostic study (attached) to implement Shora Neza Project.

Shora Neza is a five-year project aiming to create new and strengthen existing employment opportunities for young men and women, while considering their different needs, through strengthened, interlinked, and efficient agricultural value chains.

Specifically, the partnership will focus on contributing to achieving the following outcomes of the project:

1. **Market Access:** Increased smallholder farmer incomes by connecting them to premium public and private markets for sales at national and regional levels.
2. **Post-harvest Management (PHM):** Improved quality and reduced post-harvest losses through the promotion of a vibrant, youth-led market for post-harvest (PH) equipment and services.
3. **Access to Finance:** Enhanced linkages to formal financial products and services by project beneficiaries.

In this regard, Good Neighbors International is seeking applications from competent, dynamic and self-motivated individuals to fill the following positions:

1. Cluster Manager 1 (Location: Musanze cluster in the northern province)

Task and responsibilities:

- To lead and coordinate all initiatives of World Food Programme (WFP) Shora Neza project in Northern Province
- To plan, organize programs and activities in accordance with the mission and goals of the organization
- To develop a budget and operating plan for the Shora neza project
- To manage and coordinate all project activities at the cluster and to report to the Head Office directly (Project Manager, and the Country Director)

- To manage project budget and oversee all budget expenditures in collaboration with finance department
- To implement and manage changes and interventions to ensure projects goals are achieved
- To liaise and close coordination with WFP, government agencies such as MINAGRI, RAB, N AEB, MINICYOUTH, Districts and local government, FSCs, RYAF, Meteo Rwanda and MFI/Banks for information sharing
- To conduct consultation workshops, and meetings with stakeholders to assess their interests, needs, and to make communication easy, transparent, and decisions regarding project.
- Collaborate and network with other NGOs, government departments, reputable public, private sector partners working on accessing to finance, youth empowerment and food systems at central and province level
- To directly supervise and identify training needs of staff and ensure development plans are developed and implemented
- Manage the performance of staff and assisting them to perform better
- To check diverse programs in order to improve community people's levels of understanding and participation for concepts of community development
- Ensure that dynamic database tools are in place and in use to systematically track and report data on Farmer Service Centers, and Youth employment
- To conduct regular field visits for effective M&E
- To confirm weekly, monthly, quarterly, bi-annual and annual project related staff reports
- To compile and submit regular reports including weekly, monthly, quarterly, bi-annual, and annual reports according to set standards to the Head Office directly (Project Manager, and Country Director)
- To perform additional jobs assigned by the supervisor (Project Manager, and Country Director)

Required Skills & Qualifications:

- A minimum of a Master degree or Bachelor's Degree (A0) with relevant experience in Agribusiness, Agriculture Sciences, Rural Development, agriculture economics and youth employment or other related fields
- At least 5 years of comprehensive experience in agriculture, youth employment or rural development project management (working experience in NGOs and UN agencies will be an advantage)
- Good computer skills (Microsoft word, Excel, power point) and report writing skills.
- Excellent English communication (spoken and written)
- Ability to lead a team and supervise other staff as well as organize work, meet deadlines, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail
- Self-driven with the ability to work with minimum supervision,
- Honest and transparent
- Good communication and interpersonal skills
- He/she should be ready to travel to field in the rural areas

2. Youth Employment Specialist 1 (Location: Kigali Head Office)

Tasks and Responsibilities

- Assist GNI technical lead role to coordinate the Shora neza project on youth employment
- Provide technical support to the Shora neza Team on the coordination and implementation of the Youth employment Strategy Roadmap;
- Conduct consultation workshops, and meetings with stakeholders to assess their interests, needs, and to make communication easy, transparent, and decisions regarding project.
- Conduct consultation workshops, and meetings with private sector in food systems to discuss opportunities, overcome gaps, and barriers for youth employment
- Collaborate and network with other NGOs, government departments, reputable public, private sector partners working on accessing to finance, youth empowerment and food systems at central and province level
- Mapping and customize the employment opportunities for youth in existing, new, emerging and non-traditional value chains
- Function as liaison and focal point for the National Technical working group on Youth employment
- Capture and extract best practices, story-lines and lessons learnt from the Shora neza Project on Youth employment Strategy Roadmap;
- Liaise with key technical stakeholders (the Ministry of Youth (MINIYOUTH), Civil Society, Private Sector, RYAF, Academia, the UN and its Technical Lead – WFP) to operationalize the enhanced National Technical working group on Youth employment
- Support Shora neza project through Service Providers (SPs) for development and creation of a dynamic database in partnership with Government and reputable partners for employers/self-employed in food systems to fulfill the needs for specific skills and profiles and regularly record of new job opportunities for youth, improved working conditions and market information.
- Contribute to resource mobilization and building partnerships with the various youth employment projects and initiatives;
- Facilitate the development of partnership to enable established Youth-led business model with growth in employment potentials and access to innovative finance with financial institution and private sector
- Support the creation and use of youth social media platforms, and organizing regular and irregular gatherings to link the employers with the preselected young women and men profiles for fulfilling market needs and peer-learning.
- Support the creation and use of monitoring and evaluation tools to track progress on the implementation of the Youth employment strategy.
- Execute and submit regular reports including monthly, quarterly, bi-annual, annual reports, any executions plans, to Country Director, Project Manager, and Cluster Managers

- Perform additional jobs assigned by the Country Director, Project Manager, and/or Cluster Managers

Qualifications and experience required

- A minimum of a Master degree or Bachelor's Degree (A0) in Development, International Relations, Business Management, Entrepreneurship, Youth and inclusive governance, Employment and/or other related disciplines.
- Minimum of 5 years of comprehensive experience in youth and leadership and/or youth and socio-economic development in Rwanda.
- Demonstrated solid professional competence and expert knowledge in youth employment;
- Coordination skills and experience liaising and coordinating with multiple stakeholders;
- Proven capacity to produce high quality reports and comply with tight deadlines;
- Sound knowledge and experience in managing and using virtual, and social media platforms for meetings
- Honest and transparent
- Computer skills: full command of Microsoft applications (Word, Excel, PowerPoint) and common internet applications will be required.
- Proficiency in spoken and written English is required.

3. Agribusiness Coordinator 1 (Location: Musanze cluster in the northern province)

Task and responsibilities:

- To contribute to the technical design, coordination, implementation of, and day to day delivery of all Shora Neza project's Farmer Services Centers (FSCs) development related activities implementation in Northern province.
- To support the selection, creation, and profiling of a dynamic database for potential Farmer Service Centers (FSCs)
- To facilitate in the development of an incubation programme for the 600 FSCs with customized and tailor made for their capacity and market needs, user-friendly training, peer-learning content and digital technologies
- To promote the adoption of good agri-business practices that can be extended through various implementation platforms including the Farmer Field Schools approaches and how to effectively support youth engage in agri-business and marketing
- To organize, and facilitate the regular participation of youth women and men in agri-show and other exhibition events
- To develop Terms of reference for cooperative and Farmer Saving Groups representative trainings
- To promote and facilitate Coaching, mentoring and peer-learning among the FSCs for better business performance

- To facilitate the regular performance monitoring of FSCs and the supported young/Youth farmers to track progress of their personal and business growth.
- To organize entrepreneurs' ideas competitions debates across the project coverage area
- To work closely with the procurement unit for solicitation of agribusiness inputs and services
- To collaborate with the project Service provider to empower FSCs through Post-harvest handling and storage (PHHS) and commodity standards training, and establishment of conservation agriculture demo plots for youth farmers.
- To support coaching and mentorship activities for the established youth-led businesses
- To support in the establishment of online and/or offline channel to disseminate weather and crop insurance information to all youth in agri-food system
- To prepare case studies, reports, and presentations in support of programs delivery.
- To execute and submit regular reports including monthly, quarterly, bi-annual, annual reports, any executions plans, to Country Director, Project Manager, and Cluster Managers
- To have proper partnership with local government through improved communication skills and evaluation
- To monitor regular field visits and have meetings with beneficiaries and stakeholder in order for checking, reporting and submitting the procedure and progress of on-going projects to Cluster Managers, Project Manager, and Country Director
- To perform additional jobs assigned by the Country Director, Project Manager, and/or Cluster Managers

Qualifications and experience required

- Bachelor's degree in the field of agronomy, crop sciences, Agribusiness, and/or related fields from a recognized University with at least 4 years' field experience in similar position/field
- Full working knowledge of English and Kinyarwanda languages
- Should pay respect to custom and cultural behavior of residents of operating area
- Good computer skills (Microsoft word, Excel, power point) and report writing skills
- Honest and transparent
- Good communication and interpersonal skills
- It is a field-based position. He / she should be ready to travel to field in the rural areas

4. Gender mainstreaming and promotion Coordinator 1 (Location: Kayonza cluster in eastern province)

Tasks and Responsibilities

- Conduct training needs assessment and coordinate trainings in various issues including youth women's participation, community leadership, adult literacy for farmers, etc.

- Responsible for social mobilization, inclusion and gender, community-based group formation, and community level institutions in field level
- Empowering FSCs, and young farmers with GALS methodology for gender transformation
- Provide guidance and advice to the programs management team on technical issues of advocacy and gender mainstreaming in projects
- Lead assessment and research activities at the community level to gather information and analysis on gender and advocacy issues.
- Lead training workshops for relevant stakeholders, youth, staff and key actors on advocacy and gender related topics
- Track progress and provide data on gender and advocacy issues
- Raise awareness within the community on other community development activities of the project
- To check diverse programs in order to improve community people's levels of understanding and participation for concepts of community development
- To monitor regular field visits and have meetings with beneficiaries and stakeholders in order for checking, reporting and submitting the procedure and progress of on-going projects to Cluster Managers, Project Manager, and Country Director
- To have proper partnership with local government through improved communication skills and evaluation
- To check efficiency, effectiveness and impacts of programs/projects through regular monitoring and reporting based on written documentations relevant with M&E
- To submit regular activity reports to his/her supervisors,
- To perform additional jobs assigned by the supervisor (Country Director, Project Manager, and/or Cluster Managers)

Qualifications and experience required

- The candidate must hold a bachelor's degree in Gender & Development studies, rural development, social sciences, sociology, food science and nutrition or other related field, with at least 4 years' experience in related field;
- An excellent written and oral command of English and Kinyarwanda languages;
- Good computer skills (Microsoft word, Excel, power point) and report writing skills.
- Honest and transparent
- Good communication and interpersonal skills
- It is a field-based position. He / she should be ready to travel to field to the agriculture farms and cooperatives in the rural areas.

5. IT and Database Administrator 1 (Location: Kigali Head Office)

Tasks and Responsibilities

- Contribute to the technical design, development, coordination, implementation of, and maintain regularly a database platform (website, mobile application for both Android and iOS) for FSCs,

and youth job opportunities

- Enhancing the website and mobile app compatible with any devices running on Android 4.0+ and iOS.4.0+
- Coordinate, and supervise the Service providers (SPs) tasks to develop youth database platform, mobile application software requirements specification (SRS) and documenting the development procedures, data flow diagram, and to provide an application to run in any screen (mobile devices) resolution
- Coordinate, and supervise the trainings on how to use the database platform, and social media to youth, government, private sectors, and all concern stakeholders by the (SPs)
- Develop, maintain an online channel to disseminate weather and crop insurance information in agri-food system
- Train how to use the online channel to Farmers Service Centers (FSCs), youth, farmers, government, private sectors and all concerned stakeholders
- To work closely with the procurement unit for solicitation of IT inputs and services
- Regular updating, management bugs/errors, and support users
- Any other requirement comes during development.
- To perform additional jobs assigned by the Country Director, Project manager, and/or Cluster Managers

Qualifications and experience required

- The candidate must hold a bachelor's degree in IT and computer science or other related field, with at least 3 years' experience in related field;
- An excellent written and oral command of English and Kinyarwanda languages;
- Proven experience in community mobilization;
- Good computer skills (JAVA, HTML, computer programming, app developing, Microsoft word, Excel, power point and any related computer skills to be completed the tasks) and report writing skills
- Need to use Open-Source Development Platform
- Honest and transparent
- Good communication and interpersonal skills
- Prepare final operational and technical documentation (which includes requirements documentation, technical documentation, source code, data flow diagrams) and provide with both hard copies and soft copies to GNI
- It is a field based / support position, he / she should be ready to travel to in the rural areas.

6. Monitoring, Evaluation and Learning (MEL) & reporting officer 1 (Location: Kigali Head Office)

Tasks and Responsibilities

- Monitor all projects according to Good Neighbors guideline, WFP guideline and reporting in a

weekly, monthly, quarterly, bi-annual and annual basis

- Develop DME system including data management and processing module for proper analysis
- Building DME program for both offline and online platforms
- Communicate with Project Manager, Cluster Managers and Head Office for all DME issues
- Assess key changes occurred during and after project implementation for measuring impact throughout implementation
- Ensure results and information are regularly shared across teams and feed meaningfully into program design and implementation plans
- Writing monitoring and evaluation reports, all project reports, preparing presentations and presenting findings to internal and external stakeholders whenever needed.
- Assist the Organization to build capacity to each staff related to DME
- Provide technical support to operation/project teams on setting indicators, baseline data collection, data analysis and setting monitoring tools.
- Cooperate with operation/project teams in monitoring and evaluating activities implemented in all cluster offices and Head Office including reporting and recommending improvements on the project
- Conducting other M&E and administrative tasks as required
- Required to attend at least 3 courses every year as provided by GN academy including any other courses provided by Good Neighbors, WFP or by any other training institution, aiming to develop knowledge and capacity in own work
- Publish report, booklet, factsheets and any related documents
- Required to achieve 90% of individual annual targets and department annual targets

Qualifications and experience required

- Bachelor degree in Monitoring and Evaluation or any other related field
- Minimum of five (5) years' experiences in Monitoring and Evaluation or any related field
- Solid knowledge and understanding of monitoring and evaluation legislations, policies and best practices
- Sound knowledge of research and evaluation tools, principles and methods
- Good analysis and evaluation skills
- Experience in working with NGO
- Strong verbal/written communication skills
- An excellent written and oral command of English and Kinyarwanda languages
- Strong problem-solving skills, creativity in decision making
- Strong leadership skills
- It is a field based / support position. He / she should be ready to travel to in the rural areas.

Application Instructions:

- All interested candidates, who meet the above requirements, kindly submit the CV as follow;

- 1) Kindly download and fill in the attached 'GNI Application form'
 - 2) Kindly rename and save the file as 'Name, Position'
 - 3) Kindly submit the CV, and GNI Application form well filled through email: gnrwanda.hr@gmail.com, on 13th November, 2023 not later than 23:59 pm.
- Only shortlisted candidates will be contacted.
 - Good Neighbors International has a zero-tolerance approach to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNI must ensure that they understand and act in accordance with this clause.

A blue circular stamp with the text "RWANDA • GOOD NEIGHBORS" around the perimeter and "Good Neighbors" in the center. A handwritten signature in blue ink is written over the stamp.

Minjung KIM

Country Director