

# Livelihood and Self- Reliance Project Manager

Location: [Africa] [Rwanda]

Town/City: Kacyiru Sud

Category: Food Security & Livelihood

Job Type: Fixed term, Full-time

## JOB OPPORTUNITY

### Livelihood and Self-Reliance Project Manager

World Vision Rwanda is a child focused Christian humanitarian organization implementing development programs in 29 Districts of Rwanda.

World Vision Rwanda seeks to hire a highly qualified, dedicated and experienced national for the position of **Livelihood and Self-Reliance Project Manager**. The position will be based at Head Office -Kigali, reporting to the Head of Disaster Management.

#### **Purpose of the position:**

To provide overall leadership, managerial and technical support to the project team to ensure effective development, implementation, monitoring, and evaluation of the project; leading to a sound allocation and management of financial and project staff, and effective engagement of external stakeholders in alleviating poverty of vulnerable refugees and host community members through the Sustainable Livelihood and Self-Reliance Graduation Approach.

#### **The major responsibilities include:**

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% of time	Activity	End Results
30%	<p><b>Programme Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide strategic direction and aligning the project team's actions with WV National strategy and its commitment to the improvement of the well-being of the most vulnerable children, their families, and communities.</li> <li>• Liaise with the UNHCR Livelihood sector and WVR TP Manager for quality implementation of Livelihood and self-reliance projects</li> <li>• Mobilize key partners and build their capacities on Livelihood and Self-reliance project models and approaches for effective participation.</li> <li>• Identify and build strategic linkages, relations, collaborations and networks with partners and other stakeholders in</li> </ul>	<ul style="list-style-type: none"> <li>• Project implementation fully aligned with the national strategic direction and priorities</li> <li>• Sustainable Livelihoods and Self-Reliance following Graduation Approach fully implemented</li> <li>• The most vulnerable children and their families within the Refugee camps and host communities benefit from Livelihood &amp; Self-Reliance project interventions</li> <li>• Good collaboration and networking established at the national, refugee camp &amp; community levels</li> <li>• Team work built within project staff and other project in the camp</li> </ul>

	<p>implementation at national and refugee camp levels.</p> <ul style="list-style-type: none"> <li>• Ensure implementation of Resilience and livelihood model of Ultra Poor graduation and other initiatives within the Programme</li> <li>• Foster the development of a culture of teamwork, excellence, execution and accountability focused on results.</li> </ul>	
30%	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• <i>Produce quality annual budgets and ensuring that they are well observed by implementers.</i></li> <li>• <i>Ensure spending according to the plan and budget such that the monthly expenditures do not exceed +/-10% of the monthly cash flow.</i></li> <li>• <i>Conduct regular budget</i></li> </ul>	<ul style="list-style-type: none"> <li>• Project spending according to the donor standards and national office guidelines</li> <li>• Accurate Variance explanations are provided and appropriate actions are taken</li> <li>• Donor financial regulations applied</li> </ul>

	<p><i>review sessions with implementing staff and Grant Accountant to control the spending and minimize variance explanations.</i></p> <ul style="list-style-type: none"> <li><i>• Provide accurate variance explanations when necessary, and taking actions on time to ensure that budgets are being used as planned</i></li> </ul>	
20 %	<p><b>DME</b></p> <ul style="list-style-type: none"> <li>• Ensure that quality assessments, baseline, and evaluation reports are produced on time.</li> <li>• Ensure that quality annual Detailed Implementation Plans and budgets.</li> <li>• Ensure that the project has an effective monitoring structures, and clear data collection and analysis tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and timely baselines and evaluation reports</li> <li>• Quality annual plans and budgets are developed on time</li> <li>• Monitoring System established with clear structures and tools</li> <li>• Success stories and best practices documented and shared with relevant</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure effective documentation and dissemination of all the Resilience and Self-Reliance project, lessons learned, innovations and promising practices.</li> <li>• Produce timely, and quality reports for WV, UNHR and the government report</li> </ul>	<p>audiences.</p> <ul style="list-style-type: none"> <li>• Quality progress reports produced and submitted on time</li> </ul>
10 %	<p><b><i>Resource mobilization and Networking</i></b></p> <ul style="list-style-type: none"> <li>• Contribute to the production and review of concept papers and proposals for funding agencies</li> <li>• Establish and maintain partnerships with key Resilience and Livelihood departments at the sector and district level</li> <li>• Ensure effective management of implementing partner</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation in and contribution to production and review of concept papers and proposals for raising funds</li> <li>• Strong relationships with partners are established and maintained.</li> <li>• Regular feedback provided to the project implementing partner</li> </ul>

	<p>project,</p> <ul style="list-style-type: none"> <li>• Represent World Vision in Resilience and Livelihoods meetings and forums to advocate for the self-reliance of the most vulnerable.</li> </ul>	
10 %	<p><b>Staff management</b></p> <ul style="list-style-type: none"> <li>• Motivate and lead the staff, partners, and volunteers who are directly involved in the implementation of the project to achieve the objectives of the project.</li> <li>• Ensure that the Livelihood &amp; Self-Reliance Project staff comply with WV policies and procedures, especially People and Culture, Field Financial Manual, Child Protection and Adult Safeguarding, Communication, Information and Security guidelines, and other guidelines that are specific</li> </ul>	<ul style="list-style-type: none"> <li>• The project team is motivated to achieve the project goals.</li> <li>• World Vision policies and Humanitarian Workers policies are strictly observed.</li> <li>• The project staff enjoys the coaching and mentorship.</li> <li>• Staff performance conversations are conducted timely and with quality.</li> <li>• Staff capacity gaps are identified and addressed.</li> </ul>

	<p>to the humanitarian context.</p> <ul style="list-style-type: none"> <li>• Provide continuous guidance to project staff through coaching and mentoring</li> <li>• Manage the performance of project staff and assisting them to perform better</li> <li>• Identify training needs of project staff and ensure development plans are developed and implemented</li> </ul>	
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### **Qualifications: Education/Knowledge/Technical skills and Experience**

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience or on-the-job training:

Required Professional Experience	<ol style="list-style-type: none"> <li>1. At least 5 years relevant work experience in designing and implementation of economic development projects in Non-Government Organizations or Government</li> </ol>
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projects.

2. Must be familiar with economic development models e.g. Saving Groups, Local Value Chain Development (LVCD), Business Facilitation, (BF), Microfinance, Nutrition-Sensitive Agriculture (NSA), Farmer Managed Natural Resources (FMNR), Citizen Voice and Action (CVA), Cash/Food Programming, and etc.
3. A good understanding of the Rwanda resilience and livelihood multi-sectoral approach to graduate people out of poverty.
4. Sound knowledge of the Rwanda Resilience and Livelihood programming context
5. Demonstrated ability to work in Resilience and Livelihood programs across Rwanda
6. Strong project management experience and skills
7. Good interpersonal skills
8. Belief in World Vision's vision, mission, and core values



<p>Required Education,  training, license,  registration, and  certification</p>	<ol style="list-style-type: none"> <li>1. Bachelors' degree in Social Sciences, Agriculture, Agribusiness, Rural Development, Management sciences, or any other related field.</li> <li>2. Professional training certificates in some of economic graduation approaches, models and project management</li> <li>3. Having a driving license, class B</li> </ol>
<p>Preferred Knowledge  and Qualifications</p>	<ol style="list-style-type: none"> <li>1. Master's degree in the disciplines that are mentioned above</li> <li>2. Excellent project management skills and a good understanding of the project life cycle</li> <li>3. Excellent understanding of best practice in community economic empowerment</li> <li>4. Experience with development project management tools such as log frames, monitoring and evaluation tools, and budgets.</li> <li>5. Excellent computer skills, including proficiency in MS Office and Outlook.</li> </ol>

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|  | <ol style="list-style-type: none"><li>6. Cross-cultural sensitivity, flexible worldview, and ability to work with a wide range of people from different backgrounds.</li><li>7. Ability to exhibit exemplary lifestyle as interpreted in specific local cultural context.</li><li>8. Business-oriented mindset</li></ol> |
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**Salary:**

The salary is commensurate with qualifications and experience.

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

**How to apply:**

Should you wish to apply for this position, please go to <http://careers.wvi.org/job-opportunities-in-rwanda>

If this is your **first time applying online** via the World Vision International careers website, you will need to register an account along with your application details. This site will provide you with additional functionality, such as saved searches and email alerts. Registration requires minimal information to create your account. Further details will be collected during the application process.

**All applicants must apply using our online application system,** CVs received via email or standard post will NOT be considered.

In case you face any challenges in applying, please let us know on [wvrwanda-recruitment@wvi.org](mailto:wvrwanda-recruitment@wvi.org)(no applications will be accepted through this email).

The closing date for submission of applications is **10th August 2021;no late applications will be accepted.**

As a child focused organization, World Vision is committed to the protection of children and does not employ staff whose background is not suitable for working with children. All employment is conditional upon successful completion of all applicable background checks, including criminal record checks.

**Note that only shortlisted candidates will be contacted.**