

**VACANCY ANNOUNCEMENT**

**Position:** Project Field Officers (2)

**Type of contract:** Fixed term

**Location**: Musanze and Huye districts

**Supervisor:** Kura Umenye project Managers

**Deadline:** 31st August 2022

**Context of the position**

SOS Children’s Villages Rwanda is an independent member association affiliated to the SOS Federation. SOS Children’s Villages Rwanda leverages existing community resources to strengthen quality childcare and protection through a holistic continuum of care tailored to orphans, vulnerable children, and their families. SOS Children’s Villages Rwanda actively advocates for the promotion of childcare and child protection. In Rwanda, SOS Children’s Villages operate in four locations based in Gasabo, Gicumbi, Kayonza and Nyamagabe Districts. We have recently extended our scope to seven more districts including Huye, Musanze.Rwamagana, Bugesera, Kamonyi, Kicukiro and Nyarugenge districts.

We are seeking to recruit 2 field officers to follow up with activities of Kura Umenye Program Both Musanze and Huye districts.

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| **JOB PURPOSE:** | |
| Under the leadership of the Kura Umenye program managers, the Project field officer supports the development and implementation of program activities in the fields of mental health and psychosocial support, Adolescent sexual reproductive health and rights (ASRHR) family strengthening and education and remedial learning in the line with the “Vision, Mission, Values”, the brand and approved strategies, policies, guidelines of the organisation and national legislation.  The project Field officer is responsible to support children who are at risk of losing parental care which includes working directly with children, caregivers, and communities, schools and local authorities based on the professional social work practice, ethics, values to achieve the sustainable development of the families and integration in the community. He/she is also responsible to ensure the timely completion of the case management procedures at all stages based on the individual approach and on the active participation of children, parents/caregivers. He/she is a member of the multidisciplinary team in the project and coordinates multidisciplinary teamwork within the case he/she is responsible for. | |
| **Main clients:** | |
| * Head of SOS Children’s Villages Location | |
| * Head of the Projects and RBM | |
| * Co-workers in the Project | |
| * Program M&E officers * Programme participants * Community volunteers * CBOs members | |
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| **Required experience and qualification:**   * A degree qualification in social sciences, development studies, Business Administration, and related fields * At least 3 years’ work experience in the community development work, child protection and related fields. * Experience in project cycle management * Positive and professional approach. Ability to work independently, self-organise, use initiative, fulfil commitments, and meet deadlines. * Good written and verbal communication skills, including written and spoken English; French would be an added value * Well-developed facilitation, group leadership and presentation skills. * Experience with mental health, ASRHR and psychosocial support programs * Ability to develop guidelines and tools and oversee their implementation. * Computer literacy (MS Word, Excel, PowerPoint, Access). * A team player who is culturally astute, respectful, and tolerant. * Experience in using applied social research skills (quantitative and qualitative). Additional skills to support FS beneficiaries would be an added advantage.   **Competencies:**   * Knowledge of child protection issues, such as child safeguarding, child rights, OVC, youth empowerment, entrepreneurship, psychosocial support * Strong planning, organisational and problem-solving skills. * Ability to work effectively in a multi-site organisation and geographically dispersed participants. * Work experience in programmes that build networks at community level. * Promotes the vision, mission and strategic goals of SOS Children Villages. * Demonstrate creativity and abilities to complete multiple tasks by establishing priorities, deadlines, and multiple reporting relationships. * Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support, knowledge, management and learning. * In depth knowledge of Planning, Monitoring and Information System, Monitoring and Evaluation and organizational development issues. * Excellent abilities to identify significant capacity building opportunities and capacity to deliver such trainings using a clear communications skill. * Demonstrates strong oral and written communication skills. | |
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| **Application Process**  The interested Candidates in this position should send a detailed CV, application letter and other required documents to [sos.recruitment@sos-rwanda.org](mailto:sos.recruitment@sos-rwanda.org) and properly fill the application form found via the following [LINK](https://forms.office.com/r/QnFyRDTBci) by not later than **31st August 2022**.  The application file should contain:  -A cover letter,  -Detailed CV with three referees,  -Copy of academic qualifications  Please indicate in the subject line **“Project Field officer”**. The deadline for application is Monday the 31st August 2022.  ***N.B Only shortlisted candidates will be contacted.***  ***Late applications will not be accepted.***  **“SOS Children’s Villages Rwanda/ International holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization’s activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes”.**  Done at Kigali, 22nd August 2022  **Jean Bosco KWIZERA**  National Director  SOS Children’s Villages Rwanda | |