

	Réseau Rwandais des Personnes Vivant avec le VIH/SIDA	Urugaga Nyarwanda rw'Ababana na Virusi itera SIDA	Rwanda Network of People Living with HIV/AIDS
B. P. 6859 KIGALI	Tel: +2500789287395		E-mail : rrp.rwanda@gmail.com

JOB VACANCY ANNOUNCEMENT

Rwanda Network of People living with HIV (RRP+) is a Rwandan civil society organization whose members and beneficiaries are People infected and affected by HIV. It was founded in March 2003 by representative of People Living with HIV (PLHIV) from across the country to serve as coordinating organ for activities supporting people infected and affected by HIV as well as to promote Greater Involvement of PLHIV(GIPA) in the national HIV response. Our vision is to see all Rwandans infected and affected by HIV live a healthy life, within an environment with free from stigma and discrimination, and fully engaged in the HIV response. The RRP+ has a mission to contribute to prevention of HIV, improve adherence to continuity of care and treatment for HIV infected patients and restores hope and improves the quality of life of persons, families and communities affected by HIV.

RRP+ intervention areas include but not limited to:

- To advocate and resource mobilization that improve on wellbeing of members of the network through partnerships with Government and other potential partners.
- HIV Prevention: Primary and secondary prevention measures are available and accessible to all to reduce new HIV infections.
- HIV Care and Treatment: To ensure quality care and treatment are accessible, affordable and acceptable for PLHIV
- HIV Social-impact Mitigation: Measures are strengthened to guarantee that PLHIV are able to live a dignified life.
- And Capacity Building: Strengthen leadership and management capabilities of RRP+ and member organizations.

RRP+ is seeking highly motivated candidates to fill current vacant post:

Position/Job Title: Executive Secretary

Number of post: 1 position


Employer: Rwanda Network of People Living with HIV (RRP+)

Duty Station: Head office- Kigali

Contract duration: One year renewable

Direct Supervisor: Chairperson of RRP+

Under the supervision of the Chairperson, the Executive Secretary is responsible for the Planning, Coordination, Supervision and Management of the General Operations of the organization in accordance with the strategic priorities adopted by the Board of Directors.

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PLANNING, SUPERVISION AND COORDINATION :

- Coordinate the development of the vision, mission and a strategic plan of the organization in collaboration with the Board of Directors and, once adopted, supervise the promotion and implementation of the strategic plan;
- Supports the chair person in ensuring that the Board of Directors assumes its roles and responsibilities in terms of governance;
- Identifies, evaluates and informs the Board of Directors of internal and external problems that may affect the organization and propose actions to resolve concerns;
- Perform the official correspondence of the organization in collaboration with the Board of Directors as needed;
- Ensure that the annual procurement plan is in place and follow its implementation according to the donor's regulations;
- Oversee the planning, implementation, monitoring and evaluation of all projects and programs supported through external funding sources, including compliance with reporting functions;
- Develop and implements annual operational plan (when adopted by the Board of Directors) that support the organization's strategic priorities;
- Oversee the day-to-day operations of the organization effectively;
- Drafts/updates policies for Board approval and prepares procedures to implement approved policies;
- Ensure that the organization's administrative systems and processes allow to meet its obligations to the Board of Directors and other committees, volunteer members, members and employees;
- Prepare the various reports to be submitted to the various partners in accordance with the memoranda of understanding
- Designing projects and mobilizing funds to implement them.

PLANNING AND MANAGEMENT OF HUMAN RESSOURCES

- Determine staff and volunteers' requirements for organizational management and program delivery;
- Oversee the implementation of human resources policies, procedures and practices (staff and volunteer members), including the development of job descriptions and contracts for all employees;
- Recruit, interview and select employees, orient them to the work of the organization and supervise their work in collaboration with the Board;
- Recruit and orient volunteer members taking part in the implementation of selected programs, projects and activities;
- Train staff and volunteer members and act as a mentor to help improve their performance;

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- Identify and coordinate professional development/training opportunities for staff and volunteer members;
- Establish a positive, healthy and safe work environment for employees and volunteer members;
- Ensure the development of terms of reference and a contract when a consultant is recruited and supervises the work.

FINANCE AND MATERIAL/EQUIPMENT MANAGEMENT

- Develop the annual operational budget of the organization, in collaboration with the finance department of RRP+;
- Oversee the development of submissions for projects/activities that contribute to RRP+'s mission and support its strategic priorities;
- Approve expenditures in accordance with administrative and financial procedures
- Administer the funds of the organization according to the approved annual operational budget and closely monitors the monthly cash-flow of the organization;
- Provide the Board of Directors with detailed and regular reports on the income and expenses of the organization;
- Oversee the financial management of all projects funded by external funding sources, including compliance with reporting functions;
- Take care of the logistical management of the organization;
- Ensure that the organization complies with all taxation related legislation and other laws in force in Rwanda.

NETWORKING/PROMOTION /COMMUNICATION

- Maintain contact with stakeholders to keep them informed of the Organization's work and identifies areas of potential collaboration;
- Advocate for resource mobilization within in country and outside the country to ensure the continuity of services delivery and wellbeing of PLHIV
- Ensure active participation in different National Technical working groups;
- Promote effective communication with all key members and stakeholders in the field;
- Look for opportunities to expand and promote the role of RRP+
- Ensure the visibility of the organization
- Ensure that the RRP+ website is maintained and updated regularly;
- Ensure the development and distribution of the organization's annual report and promotional material.

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QUALIFICATIONS REQUIREMENTS :

EDUCATION BACKGROUND

1. Master's Degree in Public Health, Business Administration, Project Management, Public Administration, Clinical Psychology, Social Work Development Studies and other project Management related field of studies.


WORKING EXPERIENCE

1. At least 3 years in Project management especially leading and designing Health related projects, implementation, monitoring and evaluation.
2. Experience in working with Civil Society organizations and Community based Organizations, especially vulnerable populations, at a Managerial position
3. Experience in resource mobilization: working Local and international agencies/Partners, Proposal writing,
4. Familiar with data driven decision making

DESIRABLE CORE SKILLS

- Strong inter-personal skills and proven ability to communicate and interact with high-level officials from the Government, NGOs, UN Agencies, CSO and Private Sector Officials
- Strong analytical skills, good writing, presentation and communication skills
- High degree of organization and initiative
- Proficient and being familiar with a vast array of computer applications and software including: Microsoft Excel, Microsoft Word, Power Point, Internet explorer and other software used in Project Management and reporting.
- Fluent in Kinyarwanda, English and /or French
- Demonstrated experience in management, finance and leadership in the operation of programs preferably in the health sector
- Ability to develop effective partnerships with multiple constituencies
- Knowledge of health systems strengthening and strategic planning at the national level,
 - Ability to develop and facilitate the development of guidelines and effectively monitor progress in the use of guidelines.
 - Practical experience in programme management and strategic plan development.
- Excellent interpersonal skills with the ability to cooperate and negotiate with technical and funding agencies and establish and manage relationships with government ministries, district local governments, national and district partners, service providers, communities, and other stakeholders.
- Politically and culturally sensitive with qualities of patience, tact and diplomacy

Handwritten signature

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SELECTION OF CANDIDATES:

Interested candidates are requested to submit their application in a sealed envelope with the following:

1. Motivation letter;
2. Detailed curriculum vitae with three names of referees and full contact address;
3. Copy of degree from a recognized University or its equivalence, certificates and other academic qualifications.
4. Copy of the National ID;
5. Proof for previous working experience as mentioned in the CV (rendered services certificate(s)).

The application letter shall be addressed to the **Chairperson of RRP+** at the following address: **Remera KG 599, Plot 33 NOBISCOM HOUSE**. Not later than **Friday 27/01/2023 at 04:00 pm**

For more information please contact us on **email** : rrp.rwanda@gmail.com or **telephone** : **0789287395**

Note: The Candidates must mention on the envelope clearly the post they are applying for. Shortlisted candidates will be contacted for written test and interview. Successful candidate shall provide the following documents before effective appointment: a certified copy of original degree, two passport photos, a criminal record certificate.

Done at Kigali, 19/1/2023

Sylvie MUNEZA
Chairperson of RRP+

