

Terms of Reference (TOR)

Project Manager (PM)

1. Overview

- **Position:** Project Manager (PM)
- **Duty Station:** Nyamata, Bugesera, Rwanda
- **Contract Type:** Full-time, Local Staff
- **Reports to:** Country Manager
- **Contract Period:** 1-year contract (renewable upon evaluation)

2. Purpose of the Position

The Project Manager (PM) is responsible for the overall management of the Rwanda Branch's Nutrition and Health Improvement Project (NHIP) and Agricultural Income Improvement Project (AIIP), overseeing program quality management, performance management, budget management, and external relations.

The PM also supports the identification and development of new projects and contributes to building a sustainable program management system for the Branch.

3. Key Responsibilities

Program Management

- Overall management of the NHIP and AIIP projects
- Development and implementation of annual work plans
- Management of project implementation schedules and performance
- Identification of and response to project risks

Budget and Financial Management

- Monitoring of project budget execution
- Monthly and quarterly budget analysis
- Review of the appropriateness of project expenditures
- Support for audit and monitoring visit responses

Monitoring and Reporting

- Management of project performance indicators
- Preparation of project progress reports
- Support for reporting to Headquarters and donor agencies
- Quality control of project data

External Relations

- Building cooperation and networks with government agencies
- Participation in project-related meetings and coordination bodies

Staff Management

- Supervision of local staff
- Support for staff capacity building
- Support for staff performance evaluation

4. Qualifications

Required

- Bachelor's degree or higher in development studies, agriculture, health, education, social development, or a related field
- Minimum 10 years of relevant work experience
- Experience managing international development cooperation projects
- Strong report-writing skills
- Ability to work professionally in English

Preferred

- Experience with KOICA, UN, or international NGO projects
- Master's degree or higher