

CBM is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest communities of the world. CBM works with partner organisations to support persons with disabilities to access affordable and comprehensive health care and rehabilitation programmes, quality education programs and livelihood opportunities.

CBM is a child safe organisation. CBM believe that every child and adult have the right to be protected from all forms of harm, abuse, neglect, and exploitation, regardless of age.

JOB ADVERTISEMENT

JOB DESIGNATION: Chief of Party

LOCATION: Kigali/Rwanda

1. Overall Mission

Acts in the Role of Lead Project Manager for the anticipated USAID funded Strengthening Equitable Education for the Deaf (SEED) Action in Rwanda: Leads, manages and supervises the project's administrative, financial, technical and operational aspects. Acts as primary programme contact to donor and other local and international stakeholders. Responsible for compliance with the CBM programme quality standards and donor requirements.

Pre-Requisites

Education, Knowledge & Professional Experience

- University degree in relevant areas of expertise or international development preferred.
- Prior experience in managing USAID/US Government funded project(s).
- Minimum five (5) years of professional experience designing, managing and implementing international institutional donor funded projects of similar nature and value.
- Knowledge of Government of Rwanda rules and regulations.
- Demonstrated ability to work with national governments, development partners, local governments structures and OPDs.
- In-depth knowledge of USAID approaches and regulations.
- Demonstrated ability to lead and work effectively in team situations.
- Excellent oral and written communication skills in English and Kinyarwanda.
- Willingness to commit and adhere to CBM mandate, mission, vision and values.

Languages

- English (professional proficiency); French is an added value
- Local Language (professional proficiency / advantageous)

Tools

- Good knowledge of MS Office (particularly advanced Excel skills)
- Database management

Core Competencies

- Organisational competencies
 - Professional Knowledge
 - Fostering Teamwork

- Attention to Communication
- Customer / Service Orientation
- Initiative
- Results Orientation
- Flexibility
- Position Competencies
 - Building Collaborative Relationships
 - Personal Credibility

2. Main responsibilities

1. Main Tasks

- Provide strategic direction of project activities. Develops and updates the project strategic plan, ensuring that programmatic directions are technically sound, evidence-based, and consistent with USAID priorities.
- Ensures the project achieves the greatest possible impact including providing the necessary leadership to inspire and motivate the project team to implement performance objectives and mandates in a timely and cost-efficient fashion and meet the highest quality standards and value for money.
- Develop a framework for learning and create an organizational culture of learning and knowledge sharing.
- In collaboration with the Activity Monitoring, Evaluation and Learning (AMEL)/Research Specialist provide leadership and direction to ensure robust monitoring and evaluation strategies, frameworks, plans, systems and indicators to capture and monitor/evaluate project resources, performance and results.
- Collaborates closely with the Country Director, Project implementing agencies and their respective focal leads, design and operationalize an annual project planning cycle, which formulates comprehensive, integrated annual project workplans and budgets.
- Provide overall leadership to all aspects of the project including final review of detail budgets, work plans, performance frameworks, Monitoring Learning and Adaptation plan, grants management plan etc.
- Provide leadership to ensure highest quality implementation, in line with the government counterpart and sub-awardee high impact practices across project objectives / result areas.
- Maintain strong relationships with both public institutions, private sector and civil society organizations e.g. Ministry of Education, Rwanda Education Board, University of Rwanda, National Council for Persons With Disabilities, Local Governments, organizations of persons with disabilities, relevant local development organizations implementing USAID funded projects and other key stakeholders.
- Lead team to provide proper coordination and guidance among local government, country-wide initiatives, community partners, NGOs and other key stakeholders.
- Emphasize data capture, analysis and use and learning for ongoing program improvement and adaptation.
- Establish compliance with USG regulations, procedures and CBM guidelines and procedures.
- Represent CBM with partners and key stakeholders, maintain positive relationships with USAID, line ministries and state agencies, and other key stakeholders.

- Establish effective communication and coordination with personnel from sub-awardees and the government in order to implement interventions and incorporate country wide priorities.
- Create and sustain a work environment of mutual respect where the project team strives to achieve excellence. Ensure a cohesive workplace for optimum staff retention.

Other

- To comply with all safety and health procedures and requirements at CBM and, at all times ensure own safety and health and that of other persons who may be affected by acts or omissions.
- Carry out your role-specific responsibility to safeguard children and adults at risk (as guided by CBM's respective policies).
- Ensure that all activities conducted within scope of work or as an employee with CBM comply with the IT and data protection principles.

Candidates with the **required profile** are invited to submit, via e-mail, a cover letter mentioning **salary expectations and availability**, **CV with three professional references** to: **info.rwanda@cbm.org**

CBM encourages persons with disabilities to apply for this position.

Application deadline: **Wednesday 24 April 2024.**

Only short listed candidates will be contacted.

Kigali, 15 April 2024

Eugenie Mukantagwera

CBM Country Director