Good Neighbors

**Good Neighbors International Rwanda**
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## JOB VACANCY ANNOUNCEMENT

**Vacancy Code: GNI-RW/REC/2026/002**

**Position Title**: Project Coordinator

**Number of Positions**: 1

**Department / Project:** KOICA WISE

**Duty Station:** Kigali

**Employment Type**: Full-time

**Application Deadline**: 18 November 2026

- **About Good Neighbors International Rwanda**

  Good Neighbors International (GNI) Rwanda is part of Good Neighbors, an international humanitarian and development organisation founded in 1991. Good Neighbors works in over 50 countries to improve the lives of children, families, and communities in vulnerable situations, with the mission to make the world a place without hunger, where people live together in harmony.

  Good Neighbors has held General Consultative Status with the United Nations Economic and Social Council since 1996 and was awarded the Millennium Development Goals Award in 2007 in recognition of its contributions to education. Its engagement with Rwanda dates back to its first international humanitarian action during the 1994 Rwanda genocide crisis.

  GNI Rwanda implements programmes in education, health, Water, Sanitation and Hygiene (WASH), food security and nutrition, child rights and protection, economic empowerment, inclusive communities, sustainable environment, and humanitarian assistance.

  GNI Rwanda is seeking qualified, dynamic, and self-motivated candidates to fill the position of Project Coordinator, based in Kigali.

- **Position Summary**

  The Project Coordinator serves as the second-in-command of the KOICA WISE Project field office, supporting the Field Manager in the overall management of the project.

- **Key Responsibilities**

The staff member will be responsible for the following duties:

- Act as deputy to the Field Manager and represent the project on programme and external matters in the Field Manager's absence, within delegated authority.
- Supervise the Senior Project Officer and Project Officers, including work planning, task allocation, quality assurance, performance follow-up and capacity development.
- Consolidate progress reports from the programme team and report regularly to the Field Manager on implementation status, issues, risks and proposed solutions.
- Lead day-to-day communication and coordination with the SPIU, MOYA, district authorities and other government stakeholders, including the preparation and follow-up of governance and coordination meetings.
- Coordinate with the government on invitational trainings in Korea, including participant nomination and selection, pre-departure preparation and accompanying delegations.
- Lead the development of annual and mid/long-term plans for the CoE and hub youth centres in collaboration with the centres and the SPIU, and monitor their implementation against agreed targets.
- Oversee the development and operation of centre revenue models to strengthen the financial sustainability of the centres beyond the project period.
- Oversee SRH outreach and programmes, including coordination of the tendering process, contract follow-up and performance monitoring of the partner NGO, and quality assurance of SRH programmes at the centres.
- Oversee external relations with non-government partners, including NGOs, development partners and private sector actors, and provide oversight of project communication and visibility in line with KOICA visibility guidelines.
- Monitor the construction of the CoE and the installation of equipment through regular site visits, documenting findings and referring technical issues to the relevant experts.
- Ensure that programme activities and results are accurately documented and reported against the project's performance indicators.
- Perform any other duties assigned by the supervisor in line with the role and organisational needs

- **Qualifications and Experience**

**Education**

- Bachelor's degree in International Development, Social Sciences, Social Work, Education, Youth Studies or a related field from an accredited academic institution
- A Master's degree in a relevant field will be considered an advantage.
- Internal and external candidates are equally encouraged to apply for this position.

**Experience**

- Minimum of eight years of relevant professional experience, including at least two years of experience in managing project, budget and staff.
- Experience in KOICA-funded or international organization projects is required.
- Experience in child, youth or education projects is an advantage.
- Experience engaging with government institutions, donors and development partners, preferably in youth development, vocational training or SRH.

**Skills and Competencies**

- Strong project planning, monitoring and reporting skills, including results-based management.
- Strong leadership, coordination and problem-solving skills.
- Strong stakeholder engagement, negotiation and representation skills, particularly with government institutions.
- Excellent written and spoken English, including the ability to prepare clear reports and presentations.
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.
- Fluency in English and Kinyarwanda is required.

**Required Documents**

Interested candidates should submit the following documents:

- Cover letter addressed to the Country Representative.
- Completed GNI Rwanda Application Form.
- Updated Curriculum Vitae (CV) in English.
- Copies of academic certificates and diplomas.
- Relevant professional certificates, where applicable.
- Copy of National ID or other valid identification document, where applicable.

**How to Apply**

Interested candidates should:

1. Download and complete the **GNI Rwanda Application Form**.

   Job Application Form.xlsx

2. Rename the application file using the following format: **"Project Coordinator"**
3. Submit the completed application package to: hr.gnr@goodneighbors.org

Application deadline: 18 November 2026 at 11:59 pm, Kigali local time

**Important Notes**

- Only shortlisted candidates will be contacted.
- Applicants must be willing to reside and work in the assigned duty station, where applicable.
- This selection process may be used to fill similar positions within GNI Rwanda. Recommended candidates may be considered for similar vacancies for up to six (6) months from the closing date, subject to organisational needs and completion of all required recruitment and safeguarding checks.
- GNI does not charge any fees at any stage of the recruitment process, including application, interview, processing, training, or appointment, and does not request bank account information during recruitment.
- GNI has a zero-tolerance approach to all forms of harm, abuse, exploitation, sexual exploitation and abuse, harassment, fraud, corruption, misconduct, and breach of confidentiality.
- All employees and partners are required to comply with GNI's Code of Conduct, Safeguarding Policy, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) requirements, and other applicable policies.

Done at Kigali on 6 November 2026

Hwahyun KIM
Country Representative
Good Neighbors International Rwanda