



GREATER VIRUNGA TRANSBOUNDARY COLLABORATION

- Intergovernmental Organization- Organisation Intergouvernementale
 - Kigali City - Gasabo District – Remera Sector- Gishushu
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Job Description for Project Officer

Duty Station: Kigali, Rwanda

Reports to: Programmes Coordinator

Contract Type: Full-time up to December 2027 with possibility of renewal depending on funds availability

1. Background

The Greater Virunga Transboundary Collaboration Executive Secretariat (GVTC-ES) is seeking to recruit a qualified and motivated individual to join its team as a Project Officer. This is an exciting opportunity to be part of a dynamic intergovernmental organization dedicated to collaborative wildlife conservation and tourism development in the Greater Virunga Landscape.

The Greater Virunga Transboundary Collaboration (GVTC) is an intergovernmental organization established by a Treaty signed by the Democratic Republic of Congo (DRC), the Republic of Rwanda, and the Republic of Uganda. GVTC's mandate is to strengthen a transboundary collaboration framework for programs and activities on wildlife conservation and tourism development within the Greater Virunga Landscape (GVL), without ceding or affecting the sovereign rights of each Partner State over protected areas within their territorial jurisdiction.

Vision: Greater Virunga Landscape is sustainably conserved for the benefit of people and nature.

Mission: To enhance the sustainable conservation of ecosystems and biodiversity and improve people's well-being through peaceful, strengthened transboundary collaboration in the GVL.

Goal (2033): A resilient and sustainable ecosystem and improved quality of life for people in the GVL.

The GVTC 10-Year Transboundary Strategic Plan (2024–2033) is anchored on four pillars: Transboundary Collaboration and Coordination, Community Advocacy and Empowerment, Enterprise, Investment and Finance, and Sustainable Natural Resources Management, including the One Health program.

2. Position Purpose

The Project Officer will support the effective planning, implementation, reporting and communication of GVTC Projects across the three Partner States. The role ensures that transboundary initiatives, particularly in conservation, community engagement, tourism development, One Health, and natural resources management are executed in accordance with the GVL Transboundary Strategic Plan, Projects and annual work plans. The position also plays a key role in communication of project results to stakeholders, enhancing visibility and shared learning across the GVL.

3. Key Responsibilities

a) Project Design and Implementation

- Support the design of GVTC projects activities in alignment with the GVL Transboundary Strategic Plan, and Project Proposals.
- Follow up on transboundary activities among protected area authorities of Rwanda, Uganda, and DRC.
- Facilitate execution of annual work plans and budgets.
- Ensure integration and implementation of cross-cutting themes and related projects on One Health, gender, climate resilience, and community livelihoods.

b) Stakeholder Engagement & Partnership Management

- Maintain strong working relationships with national wildlife authorities, conservation NGOs, and community organizations.
- Support convening of technical and policy-level meetings, joint patrols, and coordination forums.
- Engage communities to promote sustainable livelihoods, conflict mitigation, and benefit-sharing mechanisms.

- Support resource mobilization through proposal development and donor engagement.

c) Communication of Project Results

- Develop communication materials including reports, briefs, presentations, and success stories.
- Ensure regular dissemination of project progress and results to Partner States, donors, communities, and technical stakeholders.
- Support organization of regional events, knowledge-sharing workshops, and media engagement.
- Contribute to GVTC digital visibility including website and social media content.

d) D. Monitoring and Reporting

- Contribute to M&E data collection, analysis, and learning processes.
- Prepare high-quality technical reports, briefs, and documentation of best practices.
- Input data on performance indicators dashboards for tracking project progress across the landscape.
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e) E. Technical Support

- Provide technical support in areas such as biodiversity conservation, community development, tourism, One Health, and climate resilience.

4. Qualifications and Experience

- The preferred candidate must have at least bachelor's degree in Conservation Biology, Natural Resources Management, Environmental Science, Ecology, Agricultural Science, Wildlife Management or relevant field.
- Minimum of 5 years of relevant experience in conservation, community development, program coordination, or related fields.
- Must have working experience of programs within the Greater Virunga Landscape
- Experience working in transboundary or intergovernmental programs is highly desirable.

GVTC is an Equal Opportunity Employer, and female candidates are encouraged to apply

Skills and Competencies

- Proficiency in speaking and writing English and French is required.

- Excellent attention to detail and strong organizational skills
- Ability to manage time effectively and meet deadlines
- Strong communication and interpersonal abilities
- Ability to maintain confidentiality and work in a multicultural environment
- The ideal candidate must demonstrate their ability and willingness to travel for duty in the three countries: Rwanda, DRC and Uganda

Applications and supporting documents should be submitted electronically as one file to: es@greatervirunga.org with a copy to rkabeya@greatervirunga.org Deadline for submission: 18th May 2026. Subject line – Application for Project Officer GVTC.