Good Neighbors International Rwanda
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P.O. Box 5125, Kigali, Rwanda

JOB VACANCY ANNOUNCEMENT

Vacancy Code: GNI-RW/REC/2026/004

Position Title: Project Officer (PO) – Centre Operations & Youth Programme

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 Officer, based in Kigali.

- **Position Summary**

The Project Officer – Centre Operations & Youth Programme manages capacity building for youth centre staff and youth programme development (Outputs 1.2 and 1.3) of the KOICA WISE Project, and supports vocational training and entrepreneurship activities.

- **Key Responsibilities**
- Plan and organise local capacity-building trainings for CoE and hub youth centre staff, including training needs assessment, scheduling, logistics, facilitation support and post-training evaluation.
- Support youth groups (volunteers) participating in centre programme development, including recruitment, orientation, regular meetings and documentation of their contributions.
- Organise seminars for invited practitioners, including coordination with speakers and participants, logistics and documentation of outcomes.
- Support the entrepreneurship bootcamp and refresher trainings for vocational trainers, in coordination with the Senior Project Officer.

Coordinate with youth centres and Korean and local experts to ensure that training content and

- youth programmes are relevant to the local context.
- Collect, verify and report data on training and youth programme activities against the project's performance indicators, and maintain participant records and supporting documents.
- Prepare activity reports, meeting minutes and other documentation, and report regularly to the Project Coordinator.

Perform any other duties assigned by the supervisor in line with the role and organisational needs

- **Qualifications and Experience**

Education

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

Experience

- Minimum of four years of relevant professional experience.
- Experience in child or youth projects or teacher training projects is required.
- Prior work experience with international humanitarian organisations, NGOs, government institutions or development programmes is an advantage.

Skills and Competencies

- Strong training facilitation and event organisation skills.
- Ability to engage effectively with young people and volunteers.
- Strong communication, report writing and organisational skills.
- Ability to prepare clear and concise reports in English.
- 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 Officer"**
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