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

## JOB VACANCY ANNOUNCEMENT

**Vacancy Code: GNI-RW/REC/2026/005**

**Position Title**: Senior Project Officer (Sr. PO) – Vocational Training & Entrepreneurship

**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 Senior Project Officer, based in Head Office.

- **Position Summary**

The Senior Project Officer – Vocational Training & Entrepreneurship leads the vocational training and entrepreneurship component (Output 2.1) of thc KOICA WISE Project.

- **Key Responsibilities**

The staff member will be responsible for the following duties:

- Monitor and ensure the quality of youth development and vocational training programmes at the CoE and hub youth centres, providing feedback and recommendations for improvement.
- Lead the development and localisation of career assessment tools, in collaboration with Korean and local experts.
- Coordinate with local experts in the six vocational trades and support the development and revision of vocational training curricula and materials.
- Plan and organise local refresher trainings for vocational trainers, including training needs assessment, logistics and post-training follow-up.
- Implement centre revenue models under the oversight of the Project Coordinator, including market analysis, operational planning and performance monitoring.
- Lead the planning and delivery of the entrepreneurship bootcamp, including participant selection, mentoring arrangements and follow-up support for youth start-ups.
- Manage revolving fund operations, including beneficiary selection and repayment follow-up, in coordination with the Accountant, who records disbursements and repayments, and the Project Action Officer, who oversees the fund.
- Coordinate with the Project Officer supporting vocational training and entrepreneurship activities, ensuring clear task allocation and timely delivery.
- Collect, verify and report data on vocational training and entrepreneurship activities against the project's performance indicators, and prepare regular progress reports for 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, Technical and Vocational Education, Business, International Development or a related field from an accredited academic institution.[1]
- Additional relevant qualifications or professional certifications will be considered an advantage.
- Internal and external candidates are equally encouraged to apply for this position.

**Experience**

[1] Accredited Universities are those listed in the UNESCO World Higher Education Database.

- Minimum of six years of relevant professional experience.
- Experience in child or youth education or vocational training projects is required.
- Experience in KOICA-funded or international organisation projects is an advantage.
- Experience in entrepreneurship support, start-up incubation or revolving fund management is an advantage.

**Skills and Competencies**

- Strong programme quality monitoring, planning and reporting skills.
- Knowledge of vocational training systems and curriculum development in Rwanda.
- Strong coordination and facilitation skills, including working with technical experts and trainers.
- 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: **"Senior 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