

DIOCESE CATHOLIC GIKONGORO



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JOB DESCRIPTION FOR FIELD OFFICER STAFF UNDER THE PROJECT FUNDED BY TROCAIRE-IRISH AID IN CARITAS GIKONGORO

1. Background of the Organisation

Caritas Gikongoro is a service of Catholic Diocese of Gikongoro created in 1993, with the mission of assisting the needy (poor, vulnerable, oppressed) through increasing their income, improvement of health, socio-charitable works as well as the promotion of a culture of peace. The Vision of Caritas Gikongoro is to have a society where human dignity and the integral development of all people are promoted according to the evangelical values. To achieve this, Caritas Gikongoro operates through the following three departments: department of charitable social work, department of health, and department of development. This last department is responsible for helping people to develop themselves, satisfy their economic and social needs, and become eventually self-reliant.

With the diocese, Caritas Gikongoro collaborates with other diocesan Services and Commissions such as Economat General Gikongoro, Justice and Peace Commission (CDJP). Caritas Gikongoro covers the districts of Nyamagabe and a big part of Nyaruguru plus a portion of Nyanza and Huye in southern province and Karongi in Western Province.

2. Background and scope of the vacancy

Currently, Caritas Gikongoro has secured funds from Trocaire to implement the Project of supporting in irrigation the smallholder farmers in Nyabimata and Busanze sectors in Nyaruguru District, and in Mbazi and Kibumbwe sectors of Nyamagabe district. The Project is aiming at supporting vulnerable people, especially women and youth, have sustainable lives including diverse food sources and economic.

In this context, Caritas Gikongoro is recruiting a Field Officer to support in the implementation of the last support the targeted Project participants to improve their livelihood through irrigation. The Field officer will report to the Coordinator of Development Department and interact closely with the rest of the department' and organisational staff, including the finance department. The Field officer will work closely with Trocaire's programme staff working on the Programme, and will keep working relationships with other Trocaire' partners staff implementing the Irish Aid integrated Programme in the area to deliver on anticipated results.

3. Major responsibilities

- Implement the project activities in alignment with the project's objectives and strategies, ensuring adherence to timelines and budgetary controls;
- Supervise the installation of the irrigation systems;
- Train water user committees and farmers on the use, maintenance of irrigation systems and equipment;
- To ensure farmers perform at maximum efficiency and conserve water;
- Identify needed repairs and recommend enhancements to reduce water waste and cost,
- Engage with community members to understand their needs, concerns, and priorities regarding the food security and income;
- Train farmers' committee to measure and record the rainfall;
- Collect, organize, and analyze data related to rainfall, community needs, and project outcomes;
- Facilitate stakeholder meetings, workshops, and other forums for dialogue and collaboration;
- Act as a liaison between the project team and the community, building trust and fostering meaningful relationships; and
- Collaborate with local authorities, non-governmental organizations (NGOs), community leaders, and other relevant stakeholders to ensure a coordinated approach to project implementation.

Monitoring and Evaluation:

- Monitor project activities and conduct regular evaluations to assess the impact of project interventions and identify areas for improvement;
- Prepare timely and comprehensive reports for donor, stakeholders, and other relevant parties;
- Ensure inclusivity and representation of marginalized groups, including women, youth, indigenous communities, and other vulnerable populations; and
- Explore innovative approaches and technologies to enhance the effectiveness and sustainability of project interventions.

4. Qualifications and experience/skills

- Bachelor's degree in water and irrigation;
- 3 years of experience in irrigation and drainage systems;
- At least three years of experience in the work related field, in helping individual farmers and communities to apply the irrigation for improving their food and nutrition security and income;
- The agronomist will be a team player with excellent communication skills (oral and written) with fluency in Kinyarwanda and minimum capacity to work in English and

French, excellent report writing and presentation skills; demonstrated analytical skills; understanding of IT applications including Microsoft word, Power- point and Excel;

- Having a category A driver's license; and
- Being ready to start work immediately.

5. Travel

The Project officer will be responsible for the implementation of the Project in Nyaruguru and Nyamagabe Districts and should have the ability and willingness to travel in the field frequently, and outside the project area as required, sometimes within a short notice.

6. Salary and benefits

Salary and benefits will depend on qualifications and experience.

7. Application process

Interested candidates should submit their curriculum vitae, a copy of ID, Qualification certificates, and driving license, with names and contact details of two referees, together with a cover letter explaining why they are interested in the post and summarising the particular personal attributes which make them ideally suited for the post.

Successful candidates will be expected to comply with country labour law and various organisational policies, including those that the organisation has signed up, such as Safeguarding Programme Participants, Gender policy and Child Protection Policy.

Application documents should be delivered to Caritas Gikongoro Head Office located in Nyamagabe district, Gasaka Sector (Nyamagabe city) not later than May 17, 2024, 4:00pm. Only qualified candidates as outlined above will be considered.

Done at Nyamagabe, May 6, 2024

Father Jean NDAGIJIMANA
Director of Caritas Gikongoro

