

Job Description Cordaid

***Job Title*** Project Officer (2 positions)

***Organizational Unit*** Rwanda Country Office

***Aim of the Organizational Unit*** Is responsible for realization of Country Office targets and compliance

with contractual (donor) agreements, will have close interaction with Programme managers to discuss financial progress of the project.

***Job's aim*** Responsible for CND project for implementing field-based activities to enhance market access, promote sustainable business models, and strengthen financial inclusion.

Job category/Grade Rwanda salary scale, Grade 7.

***Supervisor*** Project Coordinator

***Supervises*** N/A

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| ***Results Areas*** | ***Description*** |
| **Project planning:** | Translates the Cordaid project results into specific results in designated project areas and formulates an operational project plan within a country/region. Remains within budget propositions and infrastructural possibilities. |
| **Project management:** | Assist program/project managers with respect to risks, stakeholders’ issues and the project team. Support in Agrees with all contributors to project success deliverables, with a large amount of intercultural sensitivity. Understands partners and matches desired results and contextual factors. Stimulates progress and makes necessary adjustments to realize the project within given boundary conditions: scope, time, budget and quality |
| **Financial management:** | Assist program/project managers in managing the project budget ensuring expenditures are in line with what has been planned for. Reports regularly on budget realization and acts proactively to comply with the budget |
| **Field & Partner visits:** | Support program teams to monitor project achievements, conduct field visits with partners, review field reports, analyze field data and formulate conclusions, discussion points and recommendations for all stakeholders |
| **Fund mobilization/BS develop:** | Contribute and support to the development and writing of successful funding proposals. Interacts with (potential) local/institutional donors, convincingly argument the added value of Cordaid as to acquire funds and ensure the future funding for the programme(s) in Rwanda. This includes increasing revenues, growth in terms of business expansion, increasing profitability by building strategic partnerships and making strategic business decisions |
| **Bid management:** | Support bid manager on calls for proposals and tenders related to the assigned specific donor portfolio. Support negotiations for specific assigned bids, especially Value chain development. The bid team provides donor specific advice on rules, regulations, and policy. Uses donor contacts to ensure the winning outcome of calls and proposals. Oversees (parts of) the role division, planning and communication with donors and a consortium in order to achieve a positive outcome for Cordaid |
| **Supported partners:** | Support program/project managers to Identify the need for support with partner organizations and translate this into (customized) forms of support, taking into account (large differences in) the background and circumstances of (individuals in) partner organizations. |
| **Network representation/ Communication:** | Support to Identify and establish contacts with organizations and explore representation for potential areas for collaboration, taking into account the mission statement of Cordaid and the possibilities within existing projects. Ensure communication to both internal and external partners. |
| **Project reports:** | Collects information within the project and reports about the results, specifics, budget and expenditures and possible deviations following required reporting standards, providing solutions to minimize impact of deviations |
| **Monitoring, Evaluation & Learning (MERL):** | Work closely with the monitoring evaluation team to identify project learning opportunities, research and publications and implementation of MEL policy. Facilitates the dissemination of promising practices and lessons learned. In collaboration with the MERL team, Ensure integration of innovations and best practices |
| **Integrity:** | Adheres to the code of conduct and integrity policies, reports concern and follows regular integrity training. This is a medium-risk position, with direct contact with vulnerable communities and regular travel |
| **Other:** | Any other duties assigned by the supervisor/manager |

***Knowledge, Skills, and Experiences***

* Knowledge, Skills, and Experiences
* A bachelor’s degree in Agricultural Sciences, Rural Development, Economics, Business Administration, Forestry, or a related field, a master’s degree in a relevant discipline is an added advantage.
* At least 3-5 years of experience in value chain development, market systems, rural finance, or cooperative development.
* Experience working with donor-funded projects, particularly in climate resilience, agriculture, or economic development is highly desirable.
* Prior experience working with cooperatives, SMEs, and financial institutions is required.
* Strong knowledge of agroforestry-based value chains and rural livelihoods.
* Experience in developing inclusive business models and market linkages.
* Proficiency in facilitating access to finance for smallholder farmers and agribusinesses.
* Ability to conduct training and capacity-building for farmer organizations, MSMEs, and cooperatives.
* Strong project coordination and stakeholder engagement skills.
* Excellent communication and report-writing skills in English; knowledge of Kinyarwanda is required.
* Proficiency in Microsoft Office (Word, Excel, PowerPoint) and data analysis tools.

***Work Conditions***

* The position is field based in the project intervention districts of the Congo Nile project.
* Frequent travel to rural communities, cooperatives, and partner organizations will be required.
* The Project Officer will work closely with Cordaid, Rwanda Forestry Authority, and other project partners.

# Competencies

* + Self-motivated, proactive and result driven
  + Being a person with high integrity
  + Ability to work independently but at the same time being a team player
  + Ability to connect with people of diverse backgrounds
  + Ability to learn quickly.

***Key Result Area:***

* ***Access to finance:***
* Financial education
* Product Development
* Linkage of Financial Institutions
* Communication
* **Value Chain Development**
* Develop non-financial services
* Planning, implementation and monitoring of value chain activities
* Linkage of value chain actors
* Partner Selection
* Capacity building
* Communication

**Others/Extra Details**

**Cordaid is fully committed to providing a safe and welcoming workplace to its employees, and to maintaining the respect and dignity of everyone that comes into contact with Cordaid. Therefore, Cordaid participates in the *Inter-Agency Misconduct Disclosure Scheme*.**

**For more information about Cordaid’s work on integrity** [**https://www.cordaid.org/en/who-we-are/integrity-and-code-of-conduct/**](https://cordaid.hrmagic.co/%22/%22)**.**

Applications including a motivation letter and extensive CV in English, should be submitted online; by 13th February 2025.

Approved by :

**Patrick BIRASA**

**Country Manager**