



## UWEZO Youth Empowerment

Po Box 3295 Kigali, Rwanda  
Tel: +(250)783285228/Office  
Email: [uwezo.rwanda@gmail.com](mailto:uwezo.rwanda@gmail.com)  
Website: [www.uwezoyouth.org](http://www.uwezoyouth.org)  
Reg No:RGB/101/2014 of 03/10/2014

*“Unleashing the potential of Rwandan children and youth with disabilities”*

Project Officer “Influencing National State Accountability on the Rights of Children and Youth with Disabilities in Rwanda”

Deadline: 31<sup>st</sup> May 2019 at 12:00 Local time

### **Job Description and Person Specification**

#### **Background**

UWEZO Youth Empowerment (UWEZO) is an organisation that was established by youth with disabilities in Rwanda in 2013. UWEZO’s vision is a society where children and youth with disabilities, and other disadvantages, live independently and enjoy a dignified life. UWEZO’s mission is to serve as a platform for children and youth with disabilities to share their experiences and support them to build their capacities and aspirations.

Since 2014, UWEZO has implemented a number of projects aimed at creating access to work and employment for Youth graduates with disabilities, supporting inclusive education of children with disabilities, digital literacy and many more advocacy and awareness raising programmes.

The Project Officer is therefore responsible for managing the “Influencing National State Accountability on the Rights of Children and Youth with Disabilities in Rwanda” a project that is aimed at enabling the government to fulfil its commitment to promoting, protecting and empowering children and youth with disabilities with a major focus on education and employment.

This project will engage among others, a tested youth-led model where youth with disabilities are trained to mentor children with disabilities, are the main drivers for inclusion at community and government level and children with disabilities empowered to advocate for themselves.

The project aims to find sustainable solutions for meaningful inclusion through a child and youth with disability led mechanisms whereby children and youth with disabilities are able to effectively participate in decision making processes and communicate evidence of best practice to policy makers.

This Two year project will be implemented in 3 districts of Gasabo, Kicukiro and Nyarugenge in partnership with Save the Children International.



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UWEZO are seeking a driven, dedicated and passionate individual for the position of Project Officer to manage the effective delivery of this project.

### **Job Description**

This is a great opportunity for a motivated individual with a passion for development and child rights. You will be responsible for overall delivery of the grant including all project activities, deliverables, data collection and ensuring timely delivery and coordination of all project work streams concurrently. You will maintain ultimate responsibility for the project and work closely with children and youth with disabilities to provide effective support and training to them to ensure quality delivery of the project and effective networking across project stakeholders on a daily basis. You will collaborate with the monitoring, evaluation, accountability and learning (MEAL) to capture all relevant data and information associated with the project and ensure effective delivery of advocacy activities with government bodies, schools, communities and other stakeholders at both district and national level. Crucial to ensuring good financial management of the project, you will oversee all project finances, including managing budgets and funds, monitoring spend across all districts, accurately forecasting project spends, and the submission of timely and accurate financial requests and reports to the Partner. You will report to the Director of UWEZO, and maintain a close working relationship with project partners.

### **Contractual Terms**

**Location:** UWEZO Office in Kigali, Rwanda, project implemented in Gasabo, Kicukiro and Musanze districts

**Working Hours:** Full Time

**Duration:** 2 Years

**Reporting to:** Executive Director of UWEZO Youth Empowerment

### **Main Duties and Responsibilities**

#### **Project Management**

You are the main point of contact and lead personnel ensuring the effective delivery of the project across Three districts (Gasabo, Kicukiro and Musanze) and are expected to:

1. Implement and monitor a project plan for the Two year project cycle in line with the outputs set out in the Logframe of the Project



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2. Regularly review project timeline, deliverables and planned project activities; ensure timely delivery and coordination of all project work streams concurrently.
3. Oversee the management partnerships that will emerge as a result of the Project.
4. Provide direct support and mentorship to the Youth with Disability Mentors across the respective districts to ensure the Advocates effectively and timely deliver project activities and all other activities relating to the design, delivery and monitoring of the project as led by them.
5. Oversee the management of all project activities implemented by the Youth Disability Network.
6. Provide quarterly, annual and end of project narrative and financial reports to UWEZO Head Office and the Partner against proposed project activities and outputs.
7. Support the development of project materials, toolkits and trainings alongside AbleChildAfrica and external consultants.
8. Provide effective support to all project stakeholders including Children and Youth with Disability Advocates,, other members of the Youth Disability Network, government bodies, schools, teachers, parents, children and communities across all three districts.
9. Regular travel as required to each of the three districts to meet stakeholders, coordinate and attend project activities, conduct MEL, provide support to the project Children and Youth with Disability beneficiaries and perform any other required tasks.
10. Identify, assess and prepare project concepts for further development of the project into funding proposals to donors, with the support of the Partner.
11. Be responsible for the efficient and effective maintenance of UWEZO's office and assets within the programme area.
12. Perform any other duties as may from time to time be assigned by UWEZO, as required.

### Communication and Coordination

1. Implement and coordinate bi-annual project steering committees with key players in education for children and employment for children and youth with disabilities.
2. Maintain regular contact with C/YWDs to ensure quality delivery of the project and effective networking across the all stakeholders.



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3. Coordinate and facilitate high level meetings with external stakeholders, including national and district government bodies and other stakeholders.
4. Participate in regular meetings with Joint Action Development Forum, National Youth Council, National Children’s Commission and other groups in project districts and at national level to build relationships with key stakeholders, incorporate local priorities in project activity coordination and ensure the sustainability of the project and its results.
5. Proactively communicate with UWEZO and the Partner to share project progress, highlight potential risks, monitor child protection issues and mitigate challenges.

### Monitoring, Evaluation Accountability and Learning

1. Lead on the Monitoring, Evaluation, Accountability and Learning (MEAL) of the project.
2. Ensure that a robust MEL framework is in place and implemented against project outputs and indicators.
3. Ensure data collection tools are designed, developed and utilised for effective MEL across all project outcomes and indicators.
4. Ensure all data is disaggregated by age, gender and disability (using the Washington Group Short Set of Questions).
5. Support YwD Mentors with the collation and analysis of evidence of inclusion and methods of best practice established through community based advocacy, school and home visits.
6. Ensure regular tracking and verification of project progress at community, school, district and national levels, as outlined in the Project Logframe.
7. Conduct monitoring visits to schools, teachers, parents and communities in the project across the Three districts.
8. Identify and utilise learning from the project to generate project ideas requiring resource mobilisation and additional funding.
9. Ensure all potential top up grants acquired are contributing to the realisation of the project outputs.

### Advocacy

1. Lead on project advocacy activities with government bodies, schools and communities.
2. Lead on advocacy activities with other stakeholders at district and national level.



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3. Work closely with the C/YWDs to support with the design, development, production and dissemination of accessible materials, awareness raising activities and all other outreach work that focuses on the SDGs and disability.
4. Oversee the Children and Youth Disability Network’s development of a Children and Youth friendly engagement strategy
5. Support UWEZO with the implementation of any organisational communications and advocacy strategies to identify media, engage with stakeholders (including through use of social media) and raise awareness.
6. Lobby key stakeholders to integrate child-friendly education and rehabilitation strategies and Youth with disability employability opportunities into their programmes.
7. Represent UWEZO in different fora at national and district level as required.

### Financial Management

1. Ensure effective financial management of the project.
2. Oversee all project finances, including managing budgets and funds, as well as timely and accurate submission of financial requests and reports to UWEZO.
3. Manage the project budgets, monitor and review income and expenditure regularly, and identify and proactively mitigate potential risks.
4. Oversee all financial processes implemented; ensuring the correct procedures are followed in accordance with UWEZO, the Partner and donor requirements.
5. Maintain a close overview of funds received and disbursed, coordinate the submission of financial reports and expenditure status, ensure UWEZO’s financial procedures are adhered to, and financial documents are used to evidence all expenditure.
6. Supervise the preparation of timely and accurate financial reports according to laid down procedures and practices.
7. With the sign off from the UWEZO Accountant, submit financial reports to the Partner on a quarterly basis throughout the project cycle in accordance with AbleChildAfrica procedures and DFID terms and conditions.

### Person Specification

Experience	
Essential	Desirable
1. A Bachelor’s degree in Education, Early	1. Master’s degree in Education, Early



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<p>Childhood Development, Social Sciences, Development Studies or Business Administration.</p> <ol style="list-style-type: none"> <li>2. Minimum 2-3 years' Experience working on projects for Persons with disabilities, preferably in education, employment and disability rights.</li> <li>3. Experience of line managing personnel teams.</li> <li>4. Significant and proven experience of working in an NGO, preferably with international development.</li> <li>5. Experience of using participatory approaches for project planning, delivery and organisational development of partner organisations.</li> <li>6. Experience of working in an NGO, preferably on multi sector projects and government engagement</li> <li>7. Experience of coordinating projects over large or hard to reach geographical areas.</li> <li>8. Experience of working in partnership with other individuals or organisations most especially children and youth with disabilities to deliver projects, ideally remotely or internationally.</li> </ol>	<p>Childhood Development, Social Sciences, Development Studies or Business Administration.</p> <ol style="list-style-type: none"> <li>2. Educated to Postgraduate Degree level in a related field.</li> <li>3. 5 or more years' experience Project and Grant Management experience, ideally managing large multi-year grants from statutory sources, such as DFID, USAID or the EU.</li> <li>4. Experience of working in an organisation focusing on disability and /or development issues.</li> <li>5. Experience of engaging with senior policy and programme leaders.</li> <li>6. Experience of fostering child participation in project design, delivery and monitoring.</li> <li>7. Experience of working in an organisation focusing on child rights and/or experience of working directly with children.</li> </ol>
<p><b>Knowledge, Skills and Technical Competencies</b></p>	
<p><b>Essential</b></p>	<p><b>Desirable</b></p>
<ol style="list-style-type: none"> <li>1. Knowledge and understanding of the issues affecting children and youth with disabilities in Rwanda and globally</li> <li>2. Excellent Monitoring and Evaluation skills and an understanding of the importance of incorporating the lessons learned into the project framework.</li> <li>3. A strong understanding of advocacy, disability rights, gender, child protection and policy issues.</li> <li>3. Experience of successfully reporting against big institutional donor logical frameworks or similar reporting formats.</li> <li>4. Experience of data collection and the differing tools and methodologies available, particularly for the collection of qualitative and quantitative data.</li> </ol>	<ol style="list-style-type: none"> <li>1. A strong understanding of DFID donor compliance principles and expectations.</li> <li>2. Knowledge of key programme areas including education, health, child participation, livelihoods, child safeguarding and community engagement.</li> <li>3. Knowledge and understanding of the regional and cultural context of rural regions in Rwanda – preferably in relation to disability.</li> <li>4. Experience of developing systems, procedures and tools for programme design, delivery and grant management.</li> <li>5. Strong knowledge of MEL methods and tools and the logical framework approach.</li> <li>6. Demonstrated ability to build strong professional relationships and networks with key</li> </ol>



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<p>5. Excellent Financial Management skills and the ability to interpret financial data. Proven experience of maintaining a close overview of funds received/ disbursed, expenditure status, forecasting and reporting. Proven track record of addressing issues of under/ overspends and alerting management of any cash-flow challenges.</p> <p>6. Excellent oral and written communication skills; ability to tailor these as needed.</p> <p>7. Demonstrated ability to foster genuine and collaborative partnerships to deliver activities and promote effective capacity building.</p> <p>8. IT literate with good knowledge of Microsoft Office and competency in using Excel to manage financial tracking and reporting.</p>	<p>international and national organisations.</p> <p>7. Expertise in child protection and the additional risks faced by girls and by children with disabilities.</p>
<p><b>Personal Qualities</b></p>	
<p><b>Essential</b></p> <p>1. An understanding of, and commitment to, UWEZO’s vision, mission, values and approach.</p> <p>2. High level of personal integrity and commitment.</p> <p>3. Innovative, creative, critical thinker and problem solver.</p> <p>4. Excellent time management and organisational skills; ability to work under own initiative under pressure to prioritise and manage varied workload and competing deadlines; attention to detail.</p> <p>5. Ability to lead, motivate and collaborate with others; excellent team worker.</p> <p>6. Driven, motivated and hard working.</p> <p>7. Adaptable and flexible approach, particularly when working in partnership.</p> <p>8. Willingness and ability to regularly travel for work purposes across the five project districts for the duration of the project.</p> <p>9. Willingness to work outside the core hours,</p>	<p><b>Desirable</b></p> <p>1. Very desirable - Personal lived experience of disability or marginalisation.</p> <p>2. Strong influencing, advocacy and negotiation skills.</p>



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infrequently but as needed, to meet the requirements of the role. 10. Excellent communication skills; fluent written and spoken English essential.	
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### **How to Apply**

Your application should include a tailored Curriculum Vitae (CV) of no more than 2 sides of 3 A4 pages and a cover letter of no more than 2 sides of A4. Your cover letter should detail your relevant experience; ensuring this is in line with the above job description and person specification, and provides specific evidence demonstrating how you meet each requirement. *Anything above these page limits will not be considered.*

**Applications should be sent to [uwezo.rwanda@gmail.com](mailto:uwezo.rwanda@gmail.com) by 12:00 on 31 May 2019.** Please follow the application instructions carefully; we will not be able to consider incomplete applications.

Interviews will be held between 02 to 04 June 2019. Please indicate your availability for an interview on those dates, if you are shortlisted, in your covering email and your availability to start work latest 10<sup>th</sup> June 2019 if you qualify for the position. Please note that only shortlisted candidates will be contacted.

UWEZO strives to be an equal opportunities employer. We particularly encourage applications from people with disabilities and/ or people with direct experience of living or working with children and youth with disabilities.

All applicants with a disability who meet the minimum criteria will be offered an interview with provision of reasonable accommodation during their interview processes.

**Additional information about the organisation is available at [www.uwezoyouth.org/](http://www.uwezoyouth.org/)**