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Registered charity no: RW-CR-401/2014

## **WASH Project Officer 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.

UWEZO, along with our UK-based partner organisation AbleChildAfrica, will be implementing a new three year project with funding from Jerseys Overseas Aid (JOA). The project, "Inclusive education: WASH as a way to empower girls with disabilities to access education in Rwanda", will contribute to the government's commitment to 'leave no one behind' through the advocacy for disability inclusive WASH policies and programmes for GwD in education.

This multifaceted and youth-led project will identify out of school GwD and train female youth with disability (YwD) mentors to design and implement a twofold peer to peer mentoring programme using child-friendly resources that they develop. This programme will consist of individual mentoring at GwD homes and inclusive group mentoring sessions in schools, made up of both girls with and without disabilities, to promote inclusion and break down stigma.

GwD will receive hygiene kits to fulfil their short-term needs, and schools will receive teacher training and WASH accessibility modifications to ensure GwD remain in school. The project will also support the female YwD mentors to carry out tested methods of raising community awareness; including campaigns and attendance at parent group meetings set up through the project to promote the need for community support in advocating for disability inclusive WASH provision in schools.

This three year project will work in Musanze. UWEZO are seeking a driven, dedicated and passionate individual for the position of WASH 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 female 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 oversee all the monitoring, evaluation and learning (MEL) 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, accurately forecasting project spends, and the submission of timely and accurate financial requests and reports to UWEZO. You will report to the Director of UWEZO, and maintain a close working relationship with AbleChildAfrica in the UK.

## **Contractual Terms**

**Location:** Rwanda (preferably Kigali), with regular travel to Musanze

**Hours:** Full Time

**Start Date:** 7<sup>th</sup> May 2018

**Term:** Fixed term until 30<sup>th</sup> April, 2021 (possibility of renewal dependent on funding)

**Reporting to:** 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 Musanze and are expected to:

1. Implement and monitor a project plan for the three year project cycle in line with the outputs set out in the project's Monitoring, Evaluation & Learning (MEL) Framework.
2. Regularly review project timeline, deliverables and planned project activities; ensure timely delivery and coordination of all project work streams concurrently.
3. Conduct the open recruitment of 12 female YwD mentors.
4. Provide direct support and mentorship to the female YwD mentors to ensure the mentors effectively and timely deliver project activities, including a peer to peer mentoring programme, 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 female YwD mentors.
6. Design, develop and coordinate project activities, as outlined in the project workplan.
7. Provide quarterly, annual and end of project narrative and financial reports to UWEZO Head Office and AbleChildAfrica against proposed project activities and outputs.
8. Support the development of project materials, toolkits and trainings alongside AbleChildAfrica and external consultants.
9. Provide effective support to all project stakeholders including the female YwD mentors, government bodies, schools, teachers, parents, children and communities across Musanze.
10. Regular travel as required to meet stakeholders, coordinate and attend project activities, conduct MEL, provide support to the project's mentors and perform any other required tasks.
11. Support the female YwD mentors with the design and implementation of a project closure event.
12. Identify, assess and prepare project concepts for further development of the project into funding proposals to donors, with the support of AbleChildAfrica.
13. Be responsible for the efficient and effective maintenance of UWEZO's office and assets within the programme area.
14. Oversee the management of additional smaller grants that are secured alongside the project.
15. Perform any other duties as may from time to time be assigned by UWEZO, as required.

### **Communication and Coordination**

1. Implement and coordinate four project steering committees per year with key players in SDG implementation.
2. Maintain regular contact with the female YwD mentors and project schools to ensure quality delivery of the project and effective networking with other project stakeholders.
3. Lead on effective liaison with UWEZO, AbleChildAfrica, and donors.
4. Coordinate and facilitate high level meetings with external stakeholders, including national and district government bodies and Jersey Overseas Aid (JOA), if required.
5. Participate in regular meetings with the female YwD mentors and other key project and external stakeholders, incorporate local priorities in project activity coordination and ensure the sustainability of the project and its results.

6. Proactively communicate with UWEZO and AbleChildAfrica to share project progress, highlight potential risks, monitor child protection issues and mitigate challenges.

### Monitoring, Evaluation and Learning

1. Lead on the Monitoring, Evaluation and Learning (MEL) 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. Facilitate a project baseline survey, the production of annual learning reports and a final evaluation (completed by an external consultant) to evidence project impact and learnings.
5. Ensure all data is disaggregated by age, gender and disability (using the Washington Group Short Set of Questions).
6. Oversee the work completed by the female YwD mentors and ad hoc data collectors for this project and ensure that high quality and relevant data collection is completed in order to produce a situational analysis report, measure project impact and fulfil donor MEL expectations.
7. Support female YwD mentors with the collation and analysis of evidence of inclusion and methods of best practice established through school and home visits.
8. Ensure regular tracking and verification of project progress at community, school, district and national levels, as outlined in the MEL Framework.
9. Conduct monitoring visits to schools, teachers, parents and communities in the project.
10. Identify and utilise learning from the project to generate project ideas requiring resource mobilisation and additional funding.
11. Share learnings from the project with the wider UWEZO team to contribute to a culture of learning within the organization.
12. Ensure all potential top up grants acquired are contributing to the realisation of the JOA funded project outcomes.

### 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.
3. Work closely with the female YwD mentors to support with the design, development, production and dissemination of materials, awareness raising activities and all other outreach work that focuses on WASH and disability.
4. Oversee the female YwD mentor community and media campaign for awareness and advocacy purposes at community, district and national level.
5. Coordinate a project closure event to advocate for the wider adoption of project activities for sustainability purposes.
6. 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.
7. Lobby key stakeholders and the government to integrate child-focused disability inclusive WASH strategies into their programmes, policies and practices.
8. Represent UWEZO in different fora at national and international 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, AbleChildAfrica 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 AbleChildAfrica on a quarterly basis throughout the project cycle in accordance with AbleChildAfrica procedures and DFID terms and conditions.

### **Person Specification**

<b>Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ol style="list-style-type: none"> <li>1. A Bachelor's degree in Education, Early Childhood Development, Social Sciences, Development Studies, Business Administration, Law, Health, Science, or a WASH-related degree.</li> <li>2. Minimum 2 years' Project Management Experience working on projects funded by large institutional donors (such as JOA, DFID, UN, EU, Comic Relief etc.) ; successful management of entire project lifecycle.</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 with international experience.</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 to deliver projects, ideally remotely or internationally.</li> </ol>	<ol style="list-style-type: none"> <li>1. Master's degree in Education, Early Childhood Development, Social Sciences, Development Studies, Business Administration, Law, Health, Science, or a WASH-related degree.</li> <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> <li>8. Experience in a humanitarian (emergency) or development organisation focusing on a WASH programme.</li> <li>9. Direct experience of working with people with disabilities.</li> </ol>
<b>Knowledge, Skills and Technical Competencies</b>	
<b>Essential</b>	<b>Desirable</b>
<ol style="list-style-type: none"> <li>1. Knowledge and understanding of the issues affecting children and youth with disabilities in Africa.</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, gender, disability, 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> <li>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.</li> <li>6. Excellent oral and written communication skills; ability to tailor these as needed.</li> <li>7. Demonstrated ability to foster genuine and collaborative partnerships to deliver activities and promote effective capacity building.</li> </ol>	<ol style="list-style-type: none"> <li>1. A strong understanding of international donor compliance principles and expectations.</li> <li>2. Knowledge of key programme areas including WASH, 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 international and national organisations.</li> <li>7. Experience in hygiene promotion and behavior change communications, particularly for children with disabilities.</li> </ol>

<p>8. IT literate with good knowledge of Microsoft Office and competency in using Excel to manage financial tracking and reporting.</p> <p>9. Expertise in child protection and the additional risks faced by children (particularly girls) with disabilities.</p>	
<p><b>Personal Qualities</b></p>	
<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. An understanding of, and commitment to, UWEZO's vision, mission, values and approach.</li> <li>2. High level of personal integrity and commitment.</li> <li>3. Innovative, creative, critical thinker and problem solver.</li> <li>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.</li> <li>5. Ability to lead, motivate and collaborate with others; excellent team worker.</li> <li>6. Driven, motivated and hard working.</li> <li>7. Adaptable and flexible approach, particularly when working in partnership.</li> <li>8. Willingness and ability to regularly travel for work purposes across the five project districts for the duration of the project.</li> <li>9. Willingness to work outside the core hours, infrequently but as needed, to meet the requirements of the role.</li> <li>10. Excellent communication skills; fluent written and spoken English essential.</li> </ol>	<p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Very desirable – A woman with lived experience of disability or marginalisation.</li> <li>2. Desirable – Personal lived experience of disability or marginalisation.</li> <li>3. Strong influencing, advocacy and negotiation skills.</li> </ol>

### **How to Apply**

Your application should include a tailored **Curriculum Vitae (CV) of no more than 2 sides of A4** 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 17:00 on 29th April, 2018.** Please follow the application instructions carefully; we will not be able to consider incomplete applications.

Interviews will be held between **3<sup>rd</sup> and 4<sup>th</sup> May**. Please indicate your availability for an interview on those dates, if you are shortlisted, in your covering email. In order to minimise administrative costs, only shortlisted candidates will be contacted. This is Rwanda-based post and **applicants must have the right to work in Rwanda**. If applicable, please detail your visa status in the covering email. You must be available to start the post on **7<sup>th</sup> May 2018**.

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 with disabilities. All applicants with a disability who meet the minimum criteria will be offered an interview. UWEZO is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/ national origin, sexual orientation, age, marital status or disability.

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