

DIOCESE CATHOLIC GIKONGORO



CARITAS GIKONGORO

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JOB DESCRIPTION FOR A FIELD OFFICER IN CARITAS GIKONGORO

1. Background of the Organization

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 Italian Bishops' Conference Committee and service for Charitable Action in the Third World to implement a two years Project aiming at building the resilient food security for small holder farmers through sustainable soil management practices and income generation opportunities in Cyanika Sector, Nyamagabe district.

In this context, Caritas Gikongoro is recruiting a Field Officer Staff to support the Project participants to improve the productivity, environment protection, improve nutrition and to reduce climate and environmental impact. The field officer will report to the Coordinator of Development Department and interact closely with the rest of the organisational staff, including the finance department to deliver on anticipated results.

3. Major responsibilities

- To be responsible for trainings and awareness rising to the targeted communities in food and nutrition security, climate change , agroforestry, and soil management;
- To organize demonstrations and accompaniment of the targeted beneficiaries in the process of tree nursery development, and kitchen garden installation;

- To accompany the targeted communities to conduct climate change analyses, risk mapping and planning for adaptation and mitigations actions;
- To support the targeted vulnerable Small-holder Farmers in the initiation of Income Generating Activities;
- To provide technical assistance during the field visits, monitor, evaluate and improve how targeted community understand and implement agro-ecological practices;
- To facilitate stakeholder meetings, workshops, and other forums for dialogue and collaboration;
- To act as a liaison between the project team and the community, building trust and fostering meaningful relationships; and
- To 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:

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

4. Qualifications and experience/skills

- Bachelor's degree in agriculture, development or any other related field;
- Experience of working together with Civil Society Organisations, Local NGO's, Local farmers/Cooperatives;
- At least three years of experience in the work related field, in helping individual farmers and communities to improve their food and nutrition security;
- 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 based at Caritas sub office in Kirambi -Nyagisozi, and should have the ability and willingness to travel in the field and Caritas Head Office frequently, and outside of the project area as required, sometimes within a short notice.



6. Application process

Interested candidates should submit their curriculum vitae, a copies of ID, Qualification certificates, driving license, names and contact details of two referees, and 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. That letter will be addressed to the Bishop of Catholic Diocese of Gikongoro.

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 10, 2024, 4:00pm. Only qualified candidates as outlined above will be considered.

Done at Nyamagabe, April 25, 2024



Father Jean NDAGIJIMANA
Director of Caritas Gikongoro