

## Job Vacancy

### Project Coordinator – “Connect”-Project

#### Center for Community Based Socioterapy (CBS) - Rwanda

Starting date: February, 01<sup>st</sup> 2025

#### Introduction

The organization Center for Community Based Socioterapy Rwanda (CBS Rwanda) was established to contribute to the psychosocial well-being of people affected by the Genocide against the Tutsi and to strengthen interpersonal reconciliation and social cohesion at the grass-roots level.

The community-based socioterapy approach uses the group as a therapeutic medium in the establishment of trust, the creation of an open environment for discussion and the formation of peer-support structures. The socio-groups facilitate community members to identify, acknowledge, share, and manage together their everyday psychosocial problems related to the recent history of political violence and its aftermath.

In partnership with the Institute for Community Based Socioterapy (ICBS), CBS Rwanda is implementing a three-year project *“CONNECT”-Connecting for Peace: A scale-up of Community-Based Socioterapy as an Integrated MHPSS and Peacebuilding Approach in the Great Lakes Region*. CBS is implementing the project in Rwanda.

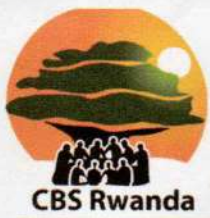
CBS Rwanda is looking for full-time Project Coordinator, to ensure overall coordination of this project ending by June 2026. S/He will report directly to the Head of Programs.

#### Basic Responsibilities

##### Ensure effective project implementation.

##### 1. Project Planning

- Lead the design, planning, and execution of project activities in line with the project proposal in collaboration with the technical team of CBS.
- Stay up to date with and participate in wider organizational discussions and processes e.g., strategic thinking, the development and pursuit of thematic programming, representation and communications.
- Monitor and continuously assess the operating context and the project activities and recommend necessary adaptations.
- Contribute to the analysis of CBS’s ongoing position to design its future strategic orientation.
- Develop and maintain detailed project plans and schedules.
- Coordinate with project stakeholders to establish clear expectations and deliverables.



## 2. Team Coordination and Communication

- Lead the project team in conjunction with the Executive Director, the Head of Programs, the Finance & Administration Manager, and the Senior Researchers to ensure the smooth running of the project.
- Act as the main point of contact between the project team and stakeholders.
- Facilitate regular team meetings and communication to ensure alignment.
- Manage task assignments and track progress among team members.
- Support collaboration across various departments or partner organizations.
- Handle project-related administrative tasks such as organizing files, preparing correspondence, and supporting project logistics.
- Monitor project timelines to ensure milestones are met.
- Identify potential delays and proactively propose solutions to keep the project on schedule.
- Ensure all deliverables meet the required standards before submission.
- Identify potential risks or challenges and work with the team to develop mitigation plans.
- Address project-related issues promptly and efficiently.
- Identify opportunities for process improvement and implement best practices.
- Gather lessons learned from completed projects to enhance future projects.

## 3. Resource Management

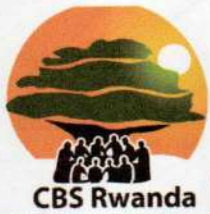
- Develop, in collaboration with the CBS Finance & Administration Manager, project implementation budgets and share them with relevant stakeholders.
- Plan and forecast grant expenditure, project activities, procurement and staffing to ensure compliance with the project contract and budget and to prevent overspending or under spending.
- Monitor grant income and expenditure against monthly financial data and review it for accuracy and completeness.
- Ensure that resources (e.g., staff, equipment, materials) are allocated efficiently.
- Track project expenses and assist in budget management.

## 4. Quality control, Documentation and Reporting

- Assist in ensuring that project outputs align with quality standards and client expectations.
- Conduct checks and support quality assurance activities as required.
- Prepare and maintain comprehensive project documentation, including reports, meeting minutes, and updates.
- Provide regular status updates and performance reports to management and stakeholders.
- Document and manage project risks and issues, escalating as needed.
- Gather lessons learned from completed projects to enhance future projects.
- Identify and analyze the current issues presented in sociotherapy session and propose the way forward and focus of the sociotherapy implementation in the coming periods.

## 5. Stakeholder Engagement

- Ensure clarity about roles and responsibilities among the project stakeholders (Sociotherapists, governmental and nongovernmental institutions, partners) involving them in planning and informing them about the implementation plans.



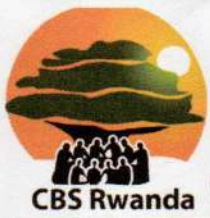
- Liaise, coordinate and maintain frequent contact with relevant stakeholders both governmental and nongovernmental.
- Work with the Communication Officer on public relations activities, i.e.: establishing a website, radio and television broadcasting, designing brochures and inviting journalists, especially in relation to the project.

## 6. Organization development and fundraising

- Contribute to the general fundraising strategy for CBS and highly contribute to the implementation of the fundraising activities within the organization.
- Research and identify new fundraising opportunities and potential donors (individuals, corporations, foundations).
- Write compelling grant proposals to secure funding from foundations and grant-making bodies.
- Network and liaise with different funding organizations and national and international stakeholders.
- Participate in identification of research topic, conduct, discuss, and present research findings in collaboration with the research team.
- Develop tailored campaigns and initiatives to attract specific types of donors.
- Ensure timely submission of all grant-related documents and adherence to requirements.
- Manage multi-channel fundraising campaigns (online, direct mail, social media).
- Develop and oversee crowdfunding campaigns and digital fundraising efforts.
- Coordinate with program teams to align fundraising goals with organizational objectives.

## Required Qualifications

- ✓ Master's degree in a relevant field: psychology, sociology, social work, education, anthropology, conflict studies, program/project management and other similar fields.
- ✓ At least Five (5) years of experience in the field of project management and/or proposal/report writing in NGO Setting.
- ✓ Demonstrate knowledge and experience in working in the domain of reconciliation and psychosocial support.
- ✓ Knowledge of development/humanitarian principles and able to weigh project intervention risks and deal with sensitive issues.
- ✓ Demonstrated experience in staff supervision, capacity building, project design and budget management.
- ✓ A track record of success in delivering results or conducting results-oriented project activities.
- ✓ Demonstrated success in fundraising, securing significant contributions, or meeting campaign targets.
- ✓ Strong network within relevant industries or communities, enhancing access to potential supporters and partners.
- ✓ Proficiency in writing grant proposals and fundraising materials.
- ✓ Skills in creating effective fundraising strategies tailored to specific initiatives.
- ✓ Experience in successfully applying for and managing grants.
- ✓ Genuine interest in mental health, psychosocial support, peacebuilding, and community resilience.
- ✓ Proven record of providing training and workshops.
- ✓ Highly familiar with community-based programs and Participatory Approaches in Research.



- ✓ Excellent analytical and communication skills and demonstrable ability to think strategically, innovatively and practically to improve program quality.
- ✓ Strong interpersonal skills and demonstrated ability to establish effective working relations with staff, program participants, government authorities and other stakeholders.
- ✓ Excellent people-management and problem-solving skills.
- ✓ Highly literate in computer especially Microsoft Word, Excel, PowerPoint among others
- ✓ Hard worker and a multi-tasker.
- ✓ Being a native Kinyarwanda speaker
- ✓ Fluent in verbal and written English
- ✓ Other Desirable Skills
- ✓ Experience of training of trainers is considered as a strong asset.
- ✓ Decidedly familiar with the philosophy of community based sociotherapy and sociotherapy implementation in the field.
- ✓ Having published an article(s) in the scientific journal(s) as first author
- ✓ Knowledge of French (verbal and writing)

### Terms of employment

This is a full-time position. The Project Coordinator will be based at the CBS Head Office in Kigali. However, the position involves regular field-visits to the areas where the project is implemented and anywhere else in the project's interest. The Project Coordinator is expected to start on the 01st of February 2025.

How to apply:

To apply for this position, please send your motivation letter, CV, academic documents, and two references to: [info@cbsrwanda.org](mailto:info@cbsrwanda.org) not later than **20<sup>th</sup> December 2024 @ 14:00PM Kigali time**; Job interviews will be communicated after pre-selection. Hard copy academic documents will be required after interviews. For more information about CBS Rwanda, you can consult the following website: [www.cbsrwanda.org](http://www.cbsrwanda.org). For direct information, you can call the Executive Director (0788 483 210) or the Head of Programs (0787 493 187).

For background information about community based sociotherapy as implemented in Rwanda, Visit: [www.cbsrwanda.org](http://www.cbsrwanda.org)

Done at Kigali on 30/11/2024.

Dr. Marie Chantal Ingabire; PhD.  
Executive Director, CBS Rwanda

