



P.O. Box. 6252 Kigali, Rwanda – Tel: (+250) 0788309583
Toll free: 2641 (to report cases of corruption) – Email: info@tirwanda.org
Website: www.tirwanda.org

TERMS OF REFERENCE TO RECRUIT A COORDINATOR IN MUSANZE DISTRICT

1. Context

Transparency International Rwanda (TI-Rwanda) is a Rwandan Civil Society Organization created in 2004 and registered as a non-governmental organization in accordance with the law no 04/2012 of 17/02/2012 governing the organization and functioning of the national non-governmental organizations. TI-Rwanda mission is to contribute to the fight against corruption and promote good governance through enhancing integrity in the Rwandan society.

In this context, TI-Rwanda is recruiting one Coordinator for our centre in Musanze district. The candidate should have a legal background, be immediately available to start work and shall work closely with TI-Rwanda Regional Coordinator.

2. Key Responsibilities

The coordinator will work under the guidance and supervision of the Regional Coordinator and will be required to carry out the following tasks:

- Focal Person of Transparency International Rwanda in Musanze Districts and neighbouring districts (Burera, Nyabihu, Gakenke and Rubavu)
- Receive complaints from victims of corruption and injustice, and other related offenses;
- Provide legal advice to victims with desired standard.
- Regular monitor of the activities of TI-Rw's Citizens Concerned Committees (CCCs) in Musanze, Burera, Nyabihu, Rubavu and Gakenke;
- Ensure that the physical and electronic classification of complaints files are done professionally;
- Maintain regular contact with clients by informing them of the progress of their cases;
- Ensure that all evidence likely to shed light on the case has been provided by the client and properly filed in their file;

- Regularly report to the Policy and Legal Coordinator all cases received.
- Keep properly client's documents, TI-RW equipment and coordination of all activities of ALAC and other TI-Rw projects implemented within the jurisdiction of his/her responsibilities described above;
- Strictly respect the confidentiality of our client's data and information.
- Lead and coordinate the implementation of Inclusive Service Delivery in Africa project "ISDA" activities in the assigned Musanze District and where applicable, neighboring districts.
- Conduct various campaigns to encourage citizens to demand accountability from service providers, reporting cases of corruption/discrimination in health facilities and schools through mobile ALACs, meetings, radio and television programs

3. Qualification and experience

- Bachelor's degree in law, a completed post-graduate diploma in Legal Practice awarded by ILPD will be added value.
- Minimum 5 years of experience in providing Legal Advices.
- Demonstrates experience working with civil society organizations, community structures, and local government actors.
- Proven facilitation, training, and community engagement skills.
- Excellent report writing, communication, and interpersonal skills.
- Fluent in Kinyarwanda and proficient in English or French (working knowledge of both is an advantage).
- Willingness and ability to be based in Musanze and travel extensively within assigned Districts.

4. Personal Ethical Values

- Demonstrated honesty in professional and personal dealing
- No history of criminal offenses, corruption, or fraud
- Consistency in ethical behavior across previous roles, especially regarding the management of funds, data, or influence.
- A clean track record when it comes to conflict of interest, bribery, or abuse of authority.
- No affiliation with entities that could compromise your independence and no conflict of interest while fulfilling your duties as Regional Coordinator of TI-RW.

5. How to apply

Interested candidate is invited to submit the following documents:

- Motivation letter addressed to the Executive Director of Transparency International Rwanda.
- Detailed CV including three professional referees, relevant academic and professional certificates.
- Deadline for submission is **26th September 2025** at 5h:00PM. Late applications will not be considered. The requested documents should be submitted through TI-RW's email address info@tirwanda.org. With the subject line: **"Application for ALAC COORDINATOR-MUSANZE DISTRICT"**. Only shortlisted candidate will be invited for exam. For further clarifications, do not hesitate to contact on +250788262358 or +250788309563 during working hours.

Done in Kigali, on 19th /09/2025

Apollinaire Mupiganyu
Executive Director

