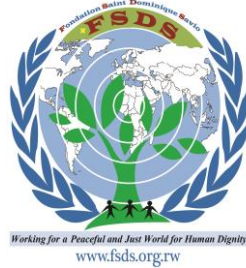


FONDATION SAINT DOMINIQUE SAVIO (FSDS)



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JOB ANNOUNCEMENT OPPORTUNITY

1. BACKGROUND

The "FOUNDATION SAINT DOMINIQUE SAVIO"- FSDS- in acronym, a Rwandan NGO created and operating in Rwanda since 2001. FSDS is governed by its statutes and is legally registered by RGB (Rwanda Governance Board) according to the law governing NGOs in Rwanda under the RGB's registration number 043/2014 dated on June 2nd 2014.

FSDS's Mission is about *"To see, to judge and act effectively and efficiently"*.

Its vision is *"Working for a Peaceful and Just World for Human Dignity"* and has the following 4 main objectives accordingly to its sectors of intervention:

1. Promotion of Education and Information and Communication Technology
2. Promotion and protection of displaced people through humanitarian actions
3. Protection of Environment and Climate Change mitigation
4. Promotion of Good governance, Media and Culture of Peace

FSDS delivers considerable value for both our partners mainly beneficiaries, government institutions and funding agencies by focusing on providing better service, professionalism and integrity referencing all staff to ensure we put the right people forward for the right roles.

FSDS commits to abide by Principles of Partnership below as endorsed by the Global Humanitarian Platform (GHP) in July 2007:

Principle of Equity, Transparency, Result-oriented approach, Responsibility and Complementarily.

This brief description could be completed by visiting the organization website: <http://www.flds.org.rw>

It is in that context FSDS in close collaboration with MIDIMAR has received funds from FSDS to implement the project related to the "Environment and Energy Management" both in Burundian and Congolese Refugees 'Camps and the areas surrounding the concerned refugees' camps and transit centers.

The overall goal of FSDS program in this sector is to improve refugees' life's conditions, protecting the environment of the displaced refugees' population from Eastern DRC and Burundians living in different refugees' camps located in the country.

FSDS goal is achieved through the provision of basic services (Tree planting, terracing, soil erosion control ,improved nutrition by establishing kitchen gardens thus vegetables and fruits, improved cook stoves and educating environmental activities to the refugees and their host.

I. Program & Monitoring Officer

The Program & Monitoring Officer should have a good skill in the planning, programming, implementation and monitoring of projects to persons of concern. The incumbent undertakes field visits to internal monitoring of organization activities. She/he will also provides input for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports.

Typical functions may include:

Asses and analyse the needs of persons of concern in the country in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning.

Ensure that the Implementing Partner (IP) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures.

Support the organizational fundraising actions by maintaining regular contact with donor representatives and by submitting project funding submissions and appeals.

Through a consultative process within the country and field visits, assist in the development of strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country.

Assist in developing the country operations plan(CoP) in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions. Guide and train UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Program management.

Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects.

Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.

Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required.

Negotiate implementing partner agreements

Minimum qualifications and professional experience required:

- Education: University degree in Economics, Business Administration, Project planning management Social Science or related field.

- Job experience: Minimum of 5 years of relevant experience in UN discipline with University/Bachelor's Degree in Management

- Languages: Excellent knowledge of English.

II. Briquette Plant Officer

1. Job Description

This is the person who will watch over and organize the daily operations of manufacturing plants and similar places.

He /she oversee employees, production and efficiency, to make sure the plant is running smoothly, efficiently and safely.

She/he might oversee an entire location, or just a section of the operation.

Plant officer will maintain optimum operation by assigning workers, creating and keeping work and production schedules, hiring and training new employees, collecting and looking through data to find places of waste or places of improvement, keep an eye on worker safety and plant safety, monitor the production equipment to make sure that it stays in good working order, and repair or replace the equipment when needed.

He/she is the last line of defense for quality control when the item manufactured leaves the plant. He/she communicate with other departments or parts of the plant to make sure everything runs smoothly.

2. Education Requirements

Bachelor's degree in industrial engineering, business administration or similar.

3. Job Skills and Requirements

- Interpersonal Skills: Plant officer must be able to speak with employees, other department managers and senior management.
- Leadership Skills: Plant officer must be able to motivate employees to keep operations running smoothly.
- Problem-Solving Skills: Plant officer must be able to quickly ascertain a situation and be decisive in solving it, such as identifying defects in the production line.
- Time Management: Plant officer face production deadlines and more and must manage their time accordingly.

III. Procurement Manager

1. Job Description

Procurement manager is in charge of managing and coordinating procurement agents, buyers or purchasing agents, as well as working on the most complex purchases for the organization.

2. Education Requirements

master's degree with a minimum experience of 2 years and bachelor's degree with a minimum experience of 3 years in business or accounting, plus experience as a purchasing agent, buyer or procurement agent.

3. Job Skills and Requirements

- Analytical Skills: Procurement manager will work with multiple vendors to determine the best deals for the organization, and have to evaluate the many pros and cons of each, based on price, quality, speed of delivery and other factors.
- Decision-Making Skills: Procurement manager need to use the information gathered by yourself and the purchasing agents to make decisions on behalf of your company.
- Math Skills: Basic math skills will be needed to analyze prices and get the best deals possible.
- Negotiating Skills: Procurement manager will be working with suppliers to create the best deals. Negotiating skills will help create those deals.

IV Civil Engineer

Carrying out a deep study on Drainage Construction Systems in Refugee Camp

1.Tasks

- Undertaking technical and feasibility studies and site investigations;
- Developing detailed designs;
- Assessing the potential risks of specific projects, as well as undertaking risk management in specialist roles;
- Supervising tendering procedures and putting together civil engineering proposals;

- Managing, supervising and visiting contractors on site and advising on civil engineering issues;
- Overseeing the work of junior staff or mentoring civil engineers at the site;
- Communicating and liaising effectively with colleagues and architects, subcontractors, contracting civil engineers, consultants, co-workers and clients;
- Thinking both creatively and logically to resolve design and development problems;
- Managing change, as the client may change their mind about the design, and ensuring relevant parties are notified of changes in the project;
- Reviewing and approving project drawings;
- using computer-aided design (CAD) packages for designing projects;
- Undertaking complex and repetitive calculations;
- Scheduling material and equipment purchases and delivery;
- Adopting all relevant requirements around issues such as building permits, environmental regulations, sanitary design, good manufacturing practices and safety on all work assignments;
- Ensuring that a project runs smoothly and that the structure is completed on time and within budget;
- Correcting any project deficiencies that affect production, quality and safety requirements before final evaluation and project review.

2. EDUCATION

Bachelor's degree in civil engineering with a minimum experience of at least 5 years

3. Key skills for civil engineers

- the ability to think methodically and to manage projects
- problem-solving skills
- ability to work to deadlines and within budgets
- ability to maintain an overview of entire projects while continuing to attend to detailed technicalities
- excellent verbal and written communication skills
- negotiating, supervisory and leadership skills
- complete knowledge of relevant legislation

V. Grants Officer.

The major responsibilities include:

Proposal Development:

- Develop high quality proposals prior to and after call for proposals have been issued by donor agencies.

- Development of proposal narratives, logical frameworks, budgets and budget narratives, and other required components of project proposals.

Prepositioning:

- Participate in technical working groups, in donor engagement meetings, and in meetings with INGO and local partners to position FSDS for upcoming funding opportunities, ensuring that FSDS is informed and prepared for upcoming funding opportunities before they are made public through strategic networking and engagement.
- Strengthen FSDS connections with local NGOs and INGOs by participating in networking and other activities within Rwanda.

Resource Acquisition:

- Support in training technical teams on proposal development processes.

Building Partnerships:

- Pursue and develop meaningful and formal partnerships with Government, UN agencies, NGO's, research institutes and other community stakeholders that will complement FSDS resource mobilization goals and objectives.
- Engage and liaise with national level actors and institutions to establish a base of local organizations to fund through public and private resources.

Reporting:

- Support the Programs Manager in developing monthly reports
- Continually update FSDS management on the new and call for proposals
- Provide timely and high quality information for FSDS funded projects, including project updates and tracking of project outputs

Education

- Bachelor's degree in International Development, Economics, Social Sciences, or related disciplines required

Experience

- At least 5 years of experience in proposal development and/or project management for public donors.
- Experience submitting winning proposals preferred.
- Previous working experience on or with a UN and European Union grant required. Working experience in community development

Other Competencies/Attributes

- Strong understanding of UN rules and regulations required.
- Fluency in written and spoken English required.

- Excellent communication and networking skills within Rwanda which inspire confidence with donors and partners required.
- Excellent computer skills
- Cross-cultural sensitivity, flexible worldview, and ability to work with a wide range of people from different backgrounds.
- Ability to exhibit exemplary lifestyle as interpreted in specific local cultural context.

VI. Accountant

Job Description:

Provides financial information to management by researching and analyzing accounting data; preparing reports.

Accountant Job Duties:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
 - Documents financial transactions by entering account information.
 - Recommends financial actions by analyzing accounting options.
 - Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
 - Substantiates financial transactions by auditing documents.
 - Maintains accounting controls by preparing and recommending policies and procedures.
 - Guides accounting clerical staff by coordinating activities and answering questions.
 - Reconciles financial discrepancies by collecting and analyzing account information.
 - Secures financial information by completing data base backups.
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- Maintains financial security by following internal controls.
 - Prepares payments by verifying documentation, and requesting disbursements.
 - Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
 - Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
 - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
 - Maintains customer confidence and protects operations by keeping financial information confidential.

Accountant Skills and Qualifications:

Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills

VII. Community Mobilization Officer

SCOPE OF WORK: The Community Mobilization Officer will support the site Manager in engaging with the community and ensure that all of our engagement and support have been properly understood.

Position objectives:

- Liaise with the community and support the Site Manager in their work in the camp community
- Facilitate and co-facilitate training to community mobilisers and relevant partners

Reporting to:

- Site Manager

RESPONSIBILITIES:

Program

- Introduce FSDS to the community and represent FSDS programs
- Support in the recruitment of the ECOBI monitors that will work in the camp
- Facilitate and co-facilitate training to community mobilizers and relevant partners
- Keep a contact list of all the stakeholders/Partners and community mobiliser
- Support the coordination with FSDS other sectors that are working in the same community
- Raise any challenge to the site Manager
- Any other community work as requested

Reporting

- Develop weekly and monthly plan for the mobilization team
- Revise and compile weekly mobilization report
- Ensure that all relevant financial documentation is completed accurately as required by FSDS finance policy.

Coordination & Representation

- Liaise and collaborate with other mobilization actors when required
- Maintain positive coordination and relationships with partner and other FSDS sector staff.

Other

- Ensure activities are done in accordance with FSDS logistics policy and in a timely manner to ensure the successful implementation of programs;
- Other duties as assigned by the supervisor to enable and develop FSDS programs

REQUIREMENTS:

- Experience in working in community mobilization or liaison work
- Experience in working in emergencies
- Experience in working in NGO mandatory
- Management experience preferably
- Experience in facilitating of trainings
- Fluency in English mandatory and conversation and written English an advantage
- Proficient in Word and excel

Experience required:

- 2 to 3 years

Education degree: Bachelor Degree in Social sciences preferably

VIII. Secretary

Secretary Job Duties:

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- Filing
- Organizing and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Prioritizing workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- Coordinating mail-shots and similar publicity tasks

- Logging or processing bills or expenses
- Managing reception and meeting and greeting clients

Secretary Skills and Qualifications:

Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Professionalism, Confidentiality, Organization, Travel Logistics, Typing, Verbal Communication

IX. Environmental Specialist (2)

DUTIES AND RESPONSIBILITIES

- Coordinate all forestry and agro-forestry activities around and in the refugee camp;
- Provide technical support to the cooperatives involved in forestry and agro-forestry activities at the field;
- Being responsible to collect, compile, check, sort and analyze qualitative and quantitative data on forestry and agro-forestry activities in and around all refugee camps;
- Produce the daily/Weekly, monthly and quarterly report on Forestry and agro-forestry activities in and around refugee camps to the M&E when requested
- Identify needed activities in refugee camps like terracing, nursery beds needed for tree planting, planting vegetables and fruits.
- Allocation of improved cook stoves
- Rain water harvesting so as to control soil erosion
- Responsible for Crop and Yield Intensification, Farming Systems Development, Targeting Technologies
- Putting in place Agricultural Methods(FFS Farmer Field School, Experiment Plot)

QUALIFICATION/EDUCATION

- The candidate should be a holder of a bachelor' degree in Environmental management Environmental Science, and/or Science or related field.
- High level of analytical capability, writing and presentation skills;
- Strong knowledge of the data collection, treatment, and manipulation techniques typically associated with it;
- Fluency in oral and written communication in English, French and Kinyarwanda and a minimum working knowledge of Kiswahili.

X. ENERGY SPECIALIST (1)

Scope of work

- Basic energy and sanitation assessment
- Installation of energy saving devices
- Energy saving tips and education
- A no cost solar power assessment
- Solar power installation and supervision
- Energy feasibility study and implementation

Basic Qualifications:

- Bachelor's degree in Renewable Energy, Engineering, Economics, Environmental Science, and/or Science or related field
- 5+ years of experience in the renewable energy and/or off-grid power sector
- Ability to demonstrate strong technical understanding of the off-grid energy systems
- Demonstrated ability to build capacity on renewable energy and GHG accounting
- Familiarity with grid integration of renewable energy projects into transmission and distribution systems

Preferred Skills/Experience:

- 5+ years of off-grid renewable energy project development
- Knowledge of load forecasting, demand side management, and energy efficiency optimization and energy/environmental markets is an advantage
- Technical knowledge of micro grids and other isolated grid systems
- Demonstrated strong quantitative modeling skills
- Advanced Microsoft Office (Excel and Access) skills
- Familiarity with GIS modeling for transmission and distribution systems
- Familiarity with the political, social, and cultural context of working in Rwanda.
- Experience with UN programs and international donor programs related to energy
- Relevant work experience, including experience with a contractor or international NGO

Professional Skills:

- Excellent verbal and written communication skills in English
- Excellent interpersonal skills
- Strong analytical, problem-solving and decision making capabilities
- Ability to multi-task in a fast-paced environment
- Sound business ethics, including the protection of property and confidential information

XI. Agronomist

Job Description

Agronomist Engineer will provide leadership and expertise in custom designing agronomic service programs within and around refugee camps. As a new employee, you will work with other site managers to gain hands-on camp experience activities in trees planting, forest protection and greening.

Duties / Responsibilities:

- Regular field checks and monitoring
- Insect, weed & disease monitoring / diagnostics
- Soil moisture status monitoring
- Irrigation scheduling
- Ag chemical, fertilizer & seed recommendations
- Soil sampling
- Equipment calibration
- Trees planting and hybrid/variety selection recommendations
- Precision Ag services (including GIS/GPS information)
- Detailed computerized field reports & permanent record keeping
- Trees planting budgeting & planning
- Provide personal consultation with customers as needed
- Educational / promotional presentations as needed by FSDS monitors
- Other duties as necessary

Skills, Knowledge, Abilities:

- Proficient computer skills - Microsoft Office software, email, internet, spread sheets
- Good diagnostic and decision making skills
- Proven ability to effectively communicate – verbal & written skills
- Ability to work independently and proceed with objectives without close supervision
- Desire to serve farmers and others involved in the agriculture industry
- Willingness to work as a team member
- Desire to remain updated with new agricultural trends and technology
- Self-motivation, willingness to learn and good work ethic
- Ability to work outside during heat of day & ability to walk several miles per day

Educational Requirements

Bachelor's Degree in Agriculture with emphasis on agronomy, crop, soil, weed management, Agri- business, or other Agri- science course work

HOW TO APPLY

Interested candidates should send their motivation letter addressed to the Country Director of FSDS accompanied by detailed CV documenting academic background, work history, copies of relevant degrees and certificates, a photocopy of National Identity Card or Passport, names and addresses of three reputable and current referees, contact details (e-mail, telephone) to the Foundation Saint Dominique Savio (FSDS) Office located at Kimironko, Promise House Building, 2nd /3rd Floor (Opposite Bus station and next to Le Pritemps Hotel), P.O.BOX. 4538 Kigali, Tel.0788564259/0788308955/0788730855, or send it by e-mail: fsds8@yahoo.ca copy to: gentillehr@fsds.org.rw not later than **23rd June 2017 4:00PM**

Please note that these positions are open for Rwandese Nationals only. Qualified members of Rwandan Diaspora living abroad and women are encouraged to apply.

FSDS would like to thank all candidates for their interest but only shortlisted candidates will be contacted.

Done at Kigali on
6th June 2017.

Patrice NSENGIYUMVA

FSDS Country Director