

**JOB DESCRIPTION**

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| **Job Title** | **Country Director Rwanda** |
| **Reports to** | **Regional Director Africa** |
| **Direct Management Responsibility** | **Finance and Ops Manager, Programme Manager, Monitoring and Evaluation Manager** |
| **Job location** | **Kigali, Rwanda** |
| **Contract Duration** | **2 years with the possibility of extension** |

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| **Job Purpose** |
| The purpose of this job is to lead Alert’s peacebuilding work in Rwanda, managing Alert’s country programme and ensuring that projects deliver quality peacebuilding outcomes. The Country Director supervises the work of the programme manager, project managers, partners and ensures quality and accuracy of programme and finance operations. The post holder will play a pivotal role in strengthening peacebuilding in Rwanda, developing Alert’s portfolio, influencing stakeholders and liaising with all actors involved in peacebuilding, stabilisation and governance work across the country. The Rwanda Country Director will contribute to Alert’s efforts to implement and consolidate Alert’s cross border programme in the Great Lakes region in coordination with their Alert counterpart in the Democratic Republic of Congo.    International Alert is a peacebuilding NGO operating in Rwanda since 1996. Alert’s programming in Rwanda focuses on reconciliation and reintegration, equitable growth and cross-border trade.  The postholder acts as an organisational leader and a member of the Executive Team on rotation with other Country Directors. They are an integral part of Alert’s overall Global Leadership Team, ensuring collaborations and learning across teams. As we are about to commence our next organisational strategy process, the postholder will contribute to defining, and implementing, the future direction of Alert. |
| **Duties and Responsibilities** |
| **Strategic leadership**   * Update Alert’s strategic approach for Rwanda, and work with counterpart in the Democratic Republic of Congo on regional approaches. Ensure the programming strategy is aligned to organisational priorities, adapted to local and regional dynamics, and informs strategic decisions. * Keep informed of up-to-date analysis and changes in the context, as well as key events and opportunities within the policy community. * Nurture collaborative relationships with a wide array of stakeholders, including with government and political leaders, private sector, international agencies and institutions, civil society, national and international NGOs, and key bilateral and multilateral donors. * Manage regional programming and relationships with peers and stakeholders in neighbouring contexts in a sensitive manner * Ensure visibility of Alert in various peacebuilding and NGO platforms, and work with the Advocacy and Communications team to enhance domestic and international profile. Actively engage with new platforms (i.e. conferences, academic fora, etc.) where Alert can share its expertise and contribute towards and learn from peacebuilding debates on the region.   **Fundraising**   * Update and implement a fundraising plan, identifying Alert’s peacebuilding niche in Rwanda and key donors and partners to engage. * With support from the Africa regional and global Resource Development teams, lead on programme design and fundraising for Rwanda, including developing relationships with donors, pitching ideas, and writing funding proposals and budgets. * Proactively search for growth opportunities in the region, including cross-border and multi-country opportunities in the Great Lakes * Represent International Alert and liaise regularly with donors and strategic implementing partners in country and the region. * Support fundraising processes for Alert DRC country programme which involve implementation in Rwanda.   **Programme implementation**   * Ensure Alert’s current programming in Rwanda delivers impactful peacebuilding. Directly support project implementation and grant management where needed, including conducting field scoping and monitoring visits. * Support project teams to coordinate and communicate effectively with implementing partners. * Manage relationships with donors and consultants for the delivery of contracts. * Ensure the programme has effective monitoring and evaluation plans. * Create the space for learning lessons and ensure effective knowledge management within the team and communication of impact and results to various audiences. * Ensure a thorough process for identifying new local partners and invest strategically in partner accompaniment. * Review and contribute to internal and external reports in a timely manner, highlighting programme impact and lessons learned.   **Human resources management**   * Line manage staff and consultants delivering contracts, ensuring all staff have clear roles and responsibilities. Ensure diversity and equity in recruitment processes. * Ensure appropriate structuring of team for efficiency as new projects come onboard. Lead on recruitment of new positions in the team, including identification of appropriate technical staff for delivery of consultancy contracts. * Provide opportunities for staff to learn and develop, and monitor staff’s progress in capacity, knowledge, and insight. * Promote coordination and cross learning within the team, regionally and organisationally. Hold relevant staff accountable for responding to the requirements and demands of functional leaders in regional and HQ teams and mediate these relationships. * Ensure respect for Alert recruitment, retention, and staff performance management policies. Ensure HR and administrative procedures comply with relevant laws, Alert global policy, and donor-specific requirements.   **Financial and operational management**   * Ensure compliance of finance, procurement and administrative procedures with local legislation and procedures as well as donor regulations. * Oversee the programme budget and take corrective measures to minimise and/or fill identified gaps. Ensure realistic planning and effective implementation by project managers and teams to achieve budget expenditure targets, monitoring for variances to avoid overspending or underspending. Ensure that budgets and forecasts are realistic and accurate. * Ensure submission of timely accurate monthly financial reports and other data to HQ, donors, and local authorities. * Ensure that programme finance management policies and practices are in line with Alert’s global finance manual, ensure efficient use of financial resources by staff and partners, and minimize the risk of fraud. * Following Alert’s security procedures, manage staff and consultant security, ensuring all staff and consultants are informed about and respect Alert’s security procedures. Ensure continuous evaluation of risks and oversee updating of standard operating procedures and policy documents.   **Contribute to Alert’s organisational development**   * As a member of Alert’s Global Leadership Team, contribute to organisational development, raising and engaging on organisational issues, policy development and staff development, regional strategic workshops, and organisation-wide discussions. * Play an active role in the generation and dissemination of knowledge throughout the team and Alert as a whole, including engagement on thematic and regional discussions. Provide information to the Africa Regional Director and others as necessary on the programme progress and contextual updates. * Take proactive steps to ensure that effective relationships are created and maintained with staff across the organisation. |
| **Travel requirements** |
| The role is based in **Kigali**, Rwanda with travel to field sites within the country. Travel may also be required within the Great Lakes region, as well as to Alert’s European Headquarters offices for organisational events and key stakeholder engagement. |

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

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| Experience implementing peacebuilding or conflict transformation work and working in conflict environments. |
| Significant experience of the political, social, and cultural context in Rwanda and the broader Great Lakes region and the conflict dynamics therein. |
| Experience leading teams to implement and monitor programmes. |
| Solid experience of grant programmatic and financial management. |
| Proven track record of success in fundraising (including developing programme ideas, securing programme funding, and managing relationships with donors). |
| Substantial experience at senior management level (country manager, programme manager  or chief of party) in conflict-affected or fragile context. Strong management skills, including ability to prioritise, plan, delegate, and flexibility to adapt to changing circumstances. |
| Strategic thinking ability, strong analytical skills, excellent at grasping complex ideas and communicating effectively. |
| Excellent interpersonal communication, influencing and networking skills, with the ability to engage with a wide spectrum of actors. |
| Experience of sensitive management of complex dynamics and relationships |
| Capacity to work autonomously and independently. |
| Fluency in English. |
| Have the right to work in Rwanda |

**DESIRABLE REQUIREMENTS**

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| Existing strong relationships with civil society, donors and NGOs in Rwanda |
| Excellent writing skills, including experience of writing reports and analysis. |
| Experience in remote staff management |
| Experience overseeing and contributing to qualitative and quantitative research |
| Competency in local languages widely spoken in Rwanda and/or French |