

For the new project “Social Dialogue 4 Sustainable Development (SD4SD) Promoting effective social dialogue, strengthening social protection and enforcing the national and international labour standards in Rwanda” (36 months) in partnership with COTRAF and financed by the European Union the Friedrich-Ebert-Stiftung (FES) Rwanda is looking for a ‘**Program officer**”

Application form: <https://forms.gle/Qes7fQ8YqxWH7uubA>

Female candidates are strongly encouraged to apply

Background

The Friedrich-Ebert-Stiftung, a German Foundation working with partners to promote social justice and good governance (www.fes-rwanda.org / Twitter: <https://twitter.com/FESRwanda>), is looking for a candidate to fill in the position of **Program Officer** from May 2022 (or earlier) in our Kigali office.

Duties and responsibilities:

Under the overall supervision of the Country Director, the duties and responsibilities of the incumbent are as follows:

- Planning, Implementation, Evaluation of cooperation programs and the relevant activities in the project “Social Dialogue 4 Sustainable Development (SD4SD) - Promoting effective social dialogue, strengthening social protection and enforcing the national and international labour standards in Rwanda” (36 months) financed by the European Union and with the Partner COTRAF (national / international workshops, seminars, conferences, consultancies for policy and advocacy support, networking etc.) and other related activities of FES;
- Strong commitment and excellent understanding of the Rwandan Trade Union Movement;
- Strong understanding of the importance of Social Dialogue;
- Experience in EU financed projects;
- Continuous contact with the partner COTRAF and the EU Delegation in Kigali;
- Drafting ToRs for consultation services related to the SD4SD EU-Project with partners and guiding resource persons;
- Implementing of programs related to the SD4SD EU-Project with FES partners in Rwanda;
- Monitoring and analyzing of the development of relevant FES Activities related to the SD4SD EU-Project within Rwanda. This includes maintaining contacts with partners and general research of relevant policy;
- Quality insurance evaluation of all activities related to the SD4SD” EU-Project;
- Preparation, implementation, monitoring and review of project budgets and oversight of program logistics related to the SD4SD EU-Project;
- Identifying new potential partners / working lines related to the SD4SD EU-Project;
- Analyzing partner’s project proposals with a special focus on Social Dialogue and related to the SD4SD EU-Project.
- Other relevant tasks as deemed necessary by the supervisor.

Qualifications and Experience:

- Master's degree in Social Sciences, Labor Studies, Industrial Relations or related fields;
- Minimum of 5 years working experience in program planning and implementation in FES related fields;
- Experience in implementing EU projects (or similar donor financed projects)
- Strong understanding of confidentiality;
- Strong political, social, scientist, administrative and logistical skills and highly organized and focused on details and accuracy;
- Deep understanding of the FES organization profile;
- Deep understanding of the Rwandan Trade Union Movement;
- Excellent coordination, conceptual and writing skills;
- Strong interpersonal communication skills;
- Ability to work in a team as well as independently;
- Excellent written and verbal English and Kinyarwanda language skills, basic German and / or French language skills are an advantage;
- Experience in event management and coordination would be an advantage;
- Applicant must have Rwandan Nationality or is allowed to work in Rwanda.

Remuneration will be commensurate with experience.

The job will be initially limited to one year and may be extended for the duration of the project (36 month).

If you are interested, please visit

<http://jobs.fes-rwanda.org/> or www.fes-rwanda.org/about-us/job-offers/

and fill in the online application form completely.

It can be found here: <https://forms.gle/Qes7fQ8YqxWH7uubA>

The deadline for applications is **Friday, 18 February 2022 at 1.00 pm.**

Only complete applications will be accepted, and only shortlisted candidates will be invited for an interview and/or written test.