



VACANCY ANNOUNCEMENT

Caritas RWANDA is a non-profit organization, legally recognized since 1962, mandated by the Catholic Church in Rwanda to assist people in need and foster for their integral human development throughout health, social welfare and development interventions. Caritas Rwanda is an equal opportunity organization, without any discrimination and its recruitment strategy focuses on people's merits. With the financial support by CRS Rwanda to develop youth sector towards the enhanced youth working environment and the improved employability, Caritas RWANDA is looking for a potential qualified, dedicated and experienced national candidate to fill up the following position:

Position title : Youth Coordinator
Duration : One-year renewable basing on performance
Report to : Caritas Rwanda Secretary General
of positions : 1
Job location : Caritas Rwanda headquarters with frequent field work in Caritas Butare, Caritas Byumba, Caritas Cyangugu and Caritas Nyundo/Gisenyi.

ROLES & RESPONSIBILITIES

- ❖ To oversee the develop of a 7-year (2023-2030) strategy to guide Caritas Rwanda and CEPJ interventions in youth sector development in Rwanda;
- ❖ To actively participate in the data collection and information gathering from all actors of youth development in Rwanda, to inform the youth strategic plan development;
- ❖ To help the identification and design of Youth Project opportunities to strengthen a sustainable pathway to scale youth approaches that are responsive to needs, opportunities, and priorities in Rwanda;
- ❖ To work in close collaboration with Caritas Rwanda, CEPJ and CRS youth teams to become the lead and catalysts for youth sector transition into national economy key actors in all sectors;
- ❖ To actively advocate and interact with youth sector decision makers to inform policies and strategies that are prone to take into account the youth need to achieve their full participation in the national economy;
- ❖ To strengthen the capacity of youth to understand the business environment and develop appropriate solutions designed to remove all barriers they encounter hindering their endeavors;
- ❖ To strengthen youth capacity towards better management and participative leadership to enhance the accountability and transparency;
- ❖ To influence the government in regards to the services and financing that are supportive to youth businesses;
- ❖ To strengthen the relationship between the key stakeholders including but not limited to government, private sector, and the Church for youth access to formal finance and entrepreneurship supports into their small/medium-sized enterprise (SME);
- ❖ To conduct monitoring field visits to assess the lessons learned from Gera Ku Ntego (GKN) Youth Project and CRS Strategic Change Platform (SCP) implemented by 4 Caritas Dioceses namely Caritas Cyangugu, Caritas Nyundo/Gisenyi, Caritas Butare and Caritas Byumba for better preparation of FY23 youth interventions;
- ❖ To oversee the work of youth strategic planning and design in close collaboration with CRS youth development team;

DESIRED COMPETENCES

The candidate is required to have:

- ❖ At least a Master's degree in business administration, agri-business; marketing and related field;
- ❖ At least 5 years' experience, working with youth development organizations in the area of youth business development;
- ❖ An excellent written and spoken Kinyarwanda, English and French;
- ❖ Good command of MS Word, Excel, Power Point, publisher etc;
- ❖ Experience in research-based work and evidence-based advocacy;
- ❖ Good organization skills and capable of carrying out or initiating youth entrepreneurship related innovations;
- ❖ Practical approach/strategy to collect information to inform youth interventions;
- ❖ An excellent capacity to analyze, treat data and share information;
- ❖ An appropriate strategy to cope with working under pressure and demonstrated ability to work with less/without supervision.

How to Apply:

Interested candidates with required skills and competences are required to submit the following documents in a single file attachment comprised of (i) motivation letter addressed to Father Secretary General of Caritas Rwanda (maximum 1page); (ii) the curriculum Vitae (**maximum 3 pages**), with the list of 3 professional referees; (iii) the copies of degrees and/or other relevant certificates to the following email address: hr@caritasrwanda.org (**the subject name should read: application for Youth Coordinator**):

The motivation letter should include the following statement: *"By applying to this job, I understand and acknowledge that Caritas Rwanda requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Furthermore, I understand that passing exams doesn't guarantee the employment. The decision will be dependent of the results from my referees' vetting in regards to my behavior on safeguarding and code of conduct"*

Only short-listed candidates will be contacted for written exam and interview.
The deadline for application is **May 15, 2022** at 5:00 PM. Late submissions will be rejected!

Done at Kigali, May 8th, 2022.

Father TWAGIRAYEZU Jean Marie Vianney
Secretary General
Caritas RWANDA

