



# RWANDA CIVIL SOCIETY PLATFORM - RCSP

## Job Advertisement for the Project Coordinator Position

### 1. About Rwanda Civil Society Platform

Rwanda Civil Society Platform (RCSP) is an apex national non-governmental organization (NGO) composed of 14 umbrella organizations. Since its establishment in 2004, RCSP has strived to strengthen its capacity to effectively coordinate and represent its various constituencies that include civil society organizations. The vision of RCSP is to become an effective platform for safeguarding public interest and sustainable development.

### 2. Purpose of the position

Rwanda Civil Society Platform (RCSP) is seeking an experienced and motivated project coordinator to join our team. The person will lead the design, implementation, and monitoring of the new project on Citizen Participation and Civic engagements. She/he will be expected to oversee that project from the start up to closure.

The project coordinator will coordinate the schedule, budget, issues and risks of the project. Her/his will ensure the project management framework is well-organized and that it runs smoothly. This will also include communicating with various departments in the organization to make sure everyone is on the same page. Working with the management team, the position also contributes to the development and implementation of grants, organizational strategies, policies and practices.

### 3. Job Description

**Job title:** Project Coordinator

**Reporting to:** Business Development and Grants Manager

**Job location:** Kigali with frequent travel inside the country

**Contract:** Four months with possible extension

**Start date:** July 2024

## **Roles and Responsibilities:**

- Develop project management documents such as project budgets, project schedules, scope statements and project plans;
- Execute project management administrative and bookkeeping tasks such as managing invoices, purchase orders and inventory reports, among other financial documents;
- Participate in the project procurement process;
- Organize and lead meeting with project stakeholders to assess their needs and define project requirements, acceptance criteria and project timelines
- Coordinate the allocation of project resources to partners whenever relevant and ensure the project team has what's needed at the right time;
- Assign tasks to team members and help them understand what's expected from them in terms of project milestones and deliverables
- Be the liaison between the project team and RCSP Management;
- Schedule stakeholder meetings, document and generate reports;
- Foster cross-team collaboration to help project team members complete project tasks and produce deliverables;
- Monitoring project progress and creating project status reports for RCSP and stakeholders;
- Assisting with resource scheduling so that team members have the resources they need to complete their tasks;
- Scheduling stakeholder meetings and facilitating communication between the project manager and stakeholders;
- Managing project management documents such as the project plan, budget, schedule or scope statement;
- Executing a variety of project management administrative tasks such as billing and bookkeeping;
- Support team members when implementing risk management strategies;
- Provide any other support wherever required.

## **4. Project Coordinator Skills**

- Communication skills:
- Problem-solving skills:
- Change management skills:
- Organizational skills:
- Management skills

## 5. Project Coordinator Education & Qualifications

- Minimum Bachelor's degree in project management, business administration, social science, management or a related field.
- Certification such as Certified Associate in Project Management (CAPM), Project Management Professional (PMP) or alike, constitutes an added advantage.
- Minimum 2 years of experience in similar positions.
- Experience in citizens' engagement and participation is an added advantage.
- Working knowledge of project management software being an added advantage.
- Proficiency with Microsoft Office.

## 6. How to Apply:

Applicants must submit a single document for upload to include a cover letter addressed to the Executive Secretary, Curriculum Vitae including references and certificates to: [info@rcsprwanda.org](mailto:info@rcsprwanda.org) with subject "**Project Coordinator Position**", not later than 21<sup>st</sup>, June 2024