	Réseau Rwandais des Personnes Vivant avec le VIH/SIDA	Urugaga Nyarwanda rw'Ababana na Virusi itera SIDA	Rwanda Network of People Living with HIV/AIDS
B. P. 6559 KIGALI	Tel: +2500789287395	E-mail : rrp.rwanda@gmail.com	

JOB VACANCY ANNOUNCEMENT

RRP+ is a Rwandan Network of people infected and affected by HIV. Its overall goal is to contribute to national HIV response by improving quality of life of people infected and affected by HIV, through improved HIV prevention, treatment and care, and mitigation of socio-economic impact of HIV on the life of PLHIV. RRP+ advocates especially for the rights and well-being of key and priority population.

RRP+ is seeking highly motivated candidates to fill current vacant post:

Employer: Rwanda Network of People Living with HIV (RRP+)

Duty Station: Kigali Head office

Contract duration: One year renewable

Source of funds: RBC/SPIU

1. Job title: Director of Programs(1 Post).

Programs monitoring and evaluation and resources mobilizer officer


Under the direct supervision of the Executive Secretary of RRP+, the Programs monitoring and evaluation and resources mobilizer officer will be responsible of the following main duties:

- Work according to RRP+'s mission and objectives;
- Develop a better understanding of the purpose of the RRP+ programmes, with an awareness of the strengths, weaknesses, challenges and actors involved in the programmes;
- Develop and implement strategic and action plans as well as in short and long term;
- Monitor the work of the RRP+ technical team and report;
- Work with key stakeholders to develop and implement new and existing programs that support PLHIV associations;
- Submit a weekly report to the Executive Secretary of the RRP+;
- Work closely from day to day with other members of the leader team;
- Collaborate with donors and partners;
- Compile and review of the quarterly/final narrative report to be submitted to donors and RBC;
- Update the M&E tools according to the new initiatives in HIV and TB program;
- Connect with stakeholders websites for potential funds and develop proposals;
- Submit qualitative and quantitative monthly/quarterly and annual reports for programs/projects;
- Perform any other duties assigned to him or her by his or her superior.

Skills and required qualifications:

- Hold at least a bachelor's Degree (A0) in Public Health, Social Work, Sociology or other related field;



	Réseau Rwandais des Personnes Vivant avec le VIH/SIDA	Urugaga Nyarwanda rw'Ababana na Virusi itera SIDA	Rwanda Network of People Living with HIV/AIDS
B. P. 6559 KIGALI	Tel: +2500789287395	E-mail : rrp.rwanda@gmail.com	

- Possess a professional experience of 5 years in Program Management or Public Health interventions (HIV/AIDS),
- Have a working experience with Civil Society, Government, Development Partners, Projects and Programs;
- Be familiar with Rwanda Health Policy, Health Sector Strategic Plan and National Strategic Plan for HIV and TB;
- Have strong verbal and written communication skills in Kinyarwanda, English and French;
- Computer literate with proficient knowledge of MS Word, Excel, Power Point;
- Be of proven moral integrity;
- Available immediately.

Selection of candidates:

Interested candidates are requested to submit their application letter in a sealed envelope with the following:

1. Motivation letter;
2. Detailed curriculum vitae with three names referees;
Copy of degree, certificates and other academic qualifications;
3. Copy of the National ID;
Copies of work certificates for previous working experience;
4. A contact telephone number and e-mail.

The application letter shall be addressed **To the Executive Secretary of RRP+** at the following address: **Remera KG 599, Plot 33 NOBISCOM HOUSE**. Not later than **Monday 21/06/2021 at 03:00 pm**

For more information please contact us on rrp.rwanda@gmail.com

Note: Candidates must mention on the envelope clearly the post they are applying for. Shortlisted candidates will be contacted for written test and interview. Successful candidate shall provide the following documents before effective appointment: a certified copy of original degree, two photos passport, a criminal record.

Done in Kigali, 14/06/2021

SEMAFARA Sage

Executive Secretary of RRP+

