

JOB OPPORTUNITY AT OWDHD TOR

1. Background

The Organization of Women with Disabilities for Health Promotion and Development in Rwanda (OWDHD) is implementing the one-year DRF-funded Make It Work Project. The project focuses on advancing disability-inclusive employment, economic justice, and policy accountability. OWDHD seeks to recruit a committed Project Manager to lead implementation with strong emphasis on fund mobilisation, transparency, and disability inclusion.

2. Position Summary

The Project Manager will be responsible for overall coordination, implementation, monitoring, reporting, and financial oversight of the project. The role requires a highly motivated woman with disability who is passionate about disability inclusion, social justice, accountability, and resource mobilisation.

3. Key Responsibilities

- Lead effective implementation of all project activities in line with DRF requirements.
- Mobilize resources and support fundraising initiatives to strengthen project sustainability.
- Ensure transparent, accountable, and ethical use of project funds and resources.
- Prepare high-quality narrative and financial reports for DRF and other stakeholders.
- Coordinate advocacy activities, stakeholder engagements, and policy dialogues.
- Promote disability inclusion, gender equality, and reasonable accommodation across all activities.

Contact Tel: +250 788424851 (President);

E-mail: women.disabilities1@gmail.com

Web-site: www.owdhd.org

Vision: a society where women and girls with disabilities enjoy their human rights and access to health and socio-economics services in Rwanda.

- Ensure meaningful participation of women with disabilities in decision-making processes.
- Work closely with Board of Directors, partners, consultants, and government institutions.
- Ensure safeguarding, anti-harassment, and inclusion policies are respected and implemented.

4. Required Qualifications and Competencies

- Woman or girl with disability.
- Bachelor's degree in Project Management, Economics, Law, Management, Sociology, Development Studies, or related field.
- Strong knowledge and proven experience in fund mobilisation and proposal development.
- Demonstrated commitment to transparency, accountability, and ethical leadership.
- Strong understanding of disability inclusion, rights-based approaches, and gender equality.
- At least one year of experience managing disability-focused or social justice projects.
- Excellent communication skills in English (written and spoken).
- Ability to work under pressure, meet deadlines, and work weekends when required.
- High level of integrity, initiative, and passion for empowering women with disabilities.

5. Duration and Reporting

Contact Tel: +250 788424851 (President);
+250 788745074 (Project manager),

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The position is for one year, subject to performance and availability of funds. The Project Manager will report to the Donor, Executive Director and Board of Directors of OWDHD.

6. Application Process

Interested candidates should submit a cover letter, CV, copy of ID, academic certificates, and other relevant documents to women.disabilities1@gmail.com by Friday, 23 January 2026 at 5:00 PM CAT.

Note: OWDHD is an equal opportunity organization committed to disability inclusion and transparency.

