**Job description from Rwanda Nut Company Ltd.**

Position: Junior project coordinator for a project with international donner at agricultural processing company

As a Junior Project coordinator, the employee will be engaged in various activities both in the field and office on daily basis for the project supporting farmers for organic certification. Some of your tasks are explained below but it is not limited to those.

**Responsibilities:**

1. Planning and coordination of project
* Drafting plans, budget, training materials, report format, record format, report analysis together with colleagues
* Gathering necessary information to draft above documents from colleagues, farmers, partners, stakeholders and also from available information on the internet.
* Implementation of plans, training, reporting and recording in different activities, both in the field and office by navigating a team of field officers who would have direct communication with farmers and stakeholders.
* Coordinate, schedule and arrange activities with colleague in timely manner and report to management
* Plan training for necessary topics and follow up the implemented reporting structure to ensure all report and records arrives on time to the office for further analysis and data taking.
1. Supporting administrative tasks in office
2. Procurement for the project and company
3. Filing and recording
4. Guest relation and its logistics for the project and company
5. Any other tasks required by management

Project period: 2 years and 6 months including preparation period.

Working place: Office in Ruhanga, Rusororo, Gasabo, Kigali and field/farms in any district in Rwanda.

Please note that 2 days per week remote work shall be arranged depending on work load. Some week may require your full 5 days in the field (visiting field/farms) but some week may require you only at office for 3 days and you will work another 2 days from home where internet connection is available. Weekly schedule of which day to be in office shall be advised by senior management and it changes time to time depending on meeting schedule with colleagues and stakeholders.

**Salary**:

A gross starting salary of 250,000RWF per month with one time only moving allowance of 100,000RWF

* This is for full time position with 1 year contract and renewable for the period until the said project is completed.
* Probational period is six months and salary promotion are considered at the time of completion of 6 month
* Airtime of 15,000RWF shall be provided for the start and later adjusted depending on the required phone usage as per the work load.

The gross salary shall be subject to the statutory tax deduction.

**Other conditions:**

* Laptop shall be provided. However, when you leave the company, you need to return it back.
* There will be no traveling allowance for you to come to office, but if meetings happened in the field, in the city, wherever outside of the office, transport will be given.
* In case of you spending night for work in somewhere, company will pay for the accommodation and food.

**Requirement;**

* Excellent command of English and Kinyarwanda in writing and speaking
* Agricultural education background
* Proficient in Microsoft office word, excel and power point, and Adobe PDF.
* BA holder (University graduate) or being at final year of graduation

Please attach below documents

1. CV detailing of your working experience and academic background
2. Copy of BA degree or academic transcript for university

Selection procedure:

1st selection shall be carried out based on the application documents.

2nd selection shall be over online interview with senior colleagues for the project.

3rd selection shall be over online interview with management