



Inades- Formation Rwanda

Servir le bien commun- Serving the common good

Institut Africain pour le Développement Economique et Social – Centre Africain de Formation
African Institute for Economic and Social Development – African Training Centre

1. Presentation of INADES- Formation.

The Institut africain pour le développement économique et social-Centre Africain de Formation (INADES- Formation) is an international association established under Ivorian law. The General Secretariat (its international headquarters) is based in Abidjan (Côte d'Ivoire). It is presented in ten (10) African countries: Burkina Faso, Burundi, Cameroon, Chad, Côte d'Ivoire, DR Congo, Kenya, Rwanda, Tanzania, and Togo. From these countries, INADES- Formation intervenes in other neighbouring countries, notably within the framework of advocacy platforms. INADES-Formation's mission is *"to work for the social and economic advancement of populations, giving particular importance to their free and responsible participation in the transformation of their societies"*.

Through this mission, INADES- Formation is committed to helping African populations, and particularly the most disadvantaged, to organize themselves to take their destiny into their own hands. INADES- Formation's target audience consists of farmers and their organizations (self-help groups, agricultural producers' cooperatives, women's and youth organizations, networks of farmers' organizations, local communities, development mutuals, etc.), local authorities, NGO workers, agents of parastatal development institutions, and civil society organizations.

INADES- Formation Rwanda has been operational since 1975 under the IF headquarters' agreement and was incorporated as a national association in 1976 in Rwanda. It operates through a National Office based in Kigali, Rwanda. Its activities cover all districts across the country, and a Board of Directors oversees the national office.

To ensure the general supervision of all activities and staff in Rwanda, INADES- Formation Rwanda is recruiting **A NATIONAL OFFICE DIRECTOR**.

2. Terms and conditions of employment

Job title	National Director
Location-Country of assignment	Remera, Kigali-Rwanda, with domestic and international travel options
Line manager	Chairperson of the Board of Directors
Nature and duration of contract	Fixed-term contract (CDD) of one (1) year with the possibility of renewal under the mandate format, after evaluation.
Probable starting date	August 1st, 2025
Salary	According to salary scale
Employee benefits	Insurance and other benefits in accordance with the articles of association

3. Job description

Reporting to the Board of Directors of INADES- Formation Rwanda, the Director of the National Office will assume the following main responsibilities and tasks:

3.1. Program coordination

- ❖ Coordinate the development of IF Rwanda's strategic and operational planning documents;
- ❖ Ensure the smooth running of all programs at pedagogical, administrative and financial levels;
- ❖ Monitor the implementation of programs/projects and organize periodic evaluations;
- ❖ Ensure the proper execution and follow-up of the Annual Work Plan;
- ❖ Ensure activities' documentation and work on experience capitalisation.

3.2. Human ressources management

- ❖ Implement a human resources development strategy;
- ❖ Maintain personnel files and prevent conflicts with the contribution of the Legal Advisor;
- ❖ Lead teams/programs to ensure that their activities are carried out effectively and efficiently;
- ❖ Organize periodic staff briefings on the life of the BN and pedagogical meetings to analyse the execution of project activities and take any corrective measures required;
- ❖ Use staff interviews/reviews as a decision-making tool in terms of positive/negative sanctions;
- ❖ Ensure staff capacity-building based on skills development plans and needs identified through annual appraisals;
- ❖ Convene and lead Management Boards (MB) and Staff Meetings (SM).

3.3. Mobilisation and management of financial resources and assets

- ❖ Coordinate the preparation of the Annual Work Plan, monitor its execution and report to the Board of Directors of the NA;
- ❖ Organize fundraising by monitoring funding opportunities, developing projects, submitting tender documents, and organizing fundraising activities within the framework of FONDAFRICA;
- ❖ Ensure budget revision, considering changes in the context and financing of IF Rwanda's activities;
- ❖ Ensure effective management of the financial resources mobilized in accordance with INADES-Formation's management rules and procedures;
- ❖ Monitor the implementation of service and financing contracts and ensure the timely production of technical and financial reports;
- ❖ Keep staff and the Board of Directors periodically informed of the resource's situation (budget monitoring, cash flow plan, etc.);
- ❖ Ensure regular maintenance of IF Rwanda's equipment and assets (furniture, fixed assets, IT and teaching equipment, vehicle fleet) and update the overall situation of these assets at least once a year.

3.4. Development and maintenance of relationships with partners

- ❖ Ensure ongoing communication with the Secretary General of INADES-Formation and disseminate information within the National Office;
- ❖ Maintain continuous communication with the Board of Directors on the evolution of partnerships;
- ❖ Develop contacts with new partners and promote the image of INADES-Formation;
- ❖ Draft and sign partnership agreements within the limits set by INADES-Formation's management rules and procedures;
- ❖ Manage the National Office's partnership relations with donors and technical partners;
- ❖ Strengthen virtual communication and manage the INADES- Formation Rwanda website by regularly updating and publishing information about INADES- Formation and its activities;
- ❖ Represent INADES- Formation Rwanda to civil society/NGO platforms and other partners.

3.5. Animation of the association life

- ❖ Set up and manage the associate database and facilitate the flow of information within the NA and with the IA;
- ❖ Ensure the recruitment of new associates and facilitate their integration to encourage them to embrace IF's values;
- ❖ Contribute to strengthening the NA's foundations to make it a genuine platform for civil society organization, in keeping with the spirit of the Strategic Orientation Document (SOD);
- ❖ Build up a pool of skills within the NA in relation to IF Rwanda's various themes and areas of expertise;
- ❖ Ensure the effective involvement of associates in the implementation of NO's activities;
- ❖ Assist the Chairman of the Board in organizing and leading statutory meetings (AGM, Board of Directors);
- ❖ Draft minutes of Board meetings;
- ❖ Informs the Board of Directors and associates of AGM resolutions and strategies for their implementation by the NO.

3.6. Carry out any other task assigned by the Chairperson of the Board of Directors, in the fulfilment of the mission of INADES- Formation Rwanda.

4. Job profile (skills, knowledge and qualities required)

According to INADES- Formation Rwanda's job description, the candidate must have the following profile:

- Being a Rwandan by nationality;
- Being aged between 40 to 50 years old;
- Hold a university degree or a postgraduate degree in Agronomy, Agroeconomics, Environment, International Development, Rural Development, Community Development, Development Sociology, or any other similar discipline;
- A minimum of ten (10) years' experience working for a development NGO, and five (5) years in the management of NGOs, development projects, or programs;
- Proven experience in designing and running workshops or seminars, prospective analysis, programming, capitalization, monitoring, and evaluation of change processes;
- Good managerial skills and ability to manage teams and organize meetings with partners;
- Strong knowledge production skills (able to prepare high-quality reports for a wide range of audiences);
- Demonstrate strong analytical, writing, synthesis and decision-making skills;
- Ability and experience in planning and organisation;
- Proven ability to build and lead motivated teams, and to address large audiences;
- Ability to analyse and monitor budgets and financial reports;
- Perfect command of IT tools (Office pack);
- Good command of Kinyarwanda, French, and English. Swahili language is an asset.

5. Other skills:

- Knowledge of monitoring and evaluation tools and of the complaints management mechanism is an asset;
- Ability to work under pressure with multiple and complex tasks;
- Discretion, responsiveness, accuracy, rigor and work ethic;

- o Ability to work as part of a team, in a multicultural environment and in both Kinyarwanda, French and English;
- o Be courteous, discreet and of good character;
- o Good listening skills and ability to take gender and inclusion into account;
- o Excellent interpersonal, oral and written communication skills;
- o Organizational skills, curiosity, rigor, adaptability and innovation;
- o Commitment to the underprivileged, particularly in rural areas;
- o Driving license, especially category B;
- o Ability to travel.

6. Application

Application files must include:

- o An application letter in French.
- o A detailed curriculum vitae (4 pages maximum) in an effective and comprehensible format, with a current photo and contacts of three (3) professional references.
- o Notarized copies of degrees obtained.
- o Copies of professional trainings if any.
- o A photocopy of an identity document.
- o Certificates of employment.
- o Any other documents deemed necessary.

Applications addressed to the Chairperson of INADES- Formation Rwanda, bearing the words "*Application to the position of National Director of INADES- Formation Rwanda*", must be sent to INADES- Formation Rwanda and deposited at the National Direction of INADES- Formation located in Kigali, Remera or in electronic version at the following email address: **inadesformation.rwanda@inadesfo.net** no later than **June 30, 2025, at 4 p.m. sharp (Local time)**.

NB: Applications from women are strongly encouraged. Incomplete, non-compliant or late applications will not be considered. INADES- Formation Rwanda reserves the right to contact only shortlisted candidates.

Mrs. Esperance MUHUTUKAZI
Chairperson of the Board of Directors