



## **JOB ANNOUNCEMENT: RECRUITMENT OF A PROGRAMME COORDINATOR BASED IN KIGALI**

**No. 004/EA-RIKOLTO/RWANDA/JO/2025**

Rikolto is seeking to hire a highly motivated and experienced Programme Coordinator to oversee and manage its programs in Rwanda. The Programme Coordinator will be responsible for leading the implementation and management of Rikolto's food systems, market systems, and climate-related programs in Rwanda, with a particular focus on the Good Food for Cities (GF4C), Rice, Cocoa/Coffee programs.

<b>Job Title</b>	<b>Programme Coordinator / Country Representative</b>
<b>Location</b>	<b>Kigali</b>
<b>Contract Duration</b>	The proposed contract is for one year, with the possibility of extension for up to three years, depending on the availability of funds.
<b>Grade salarial</b>	<b>10-DPM-Z1</b>
<b>Expected Start Date of the Contract</b>	<b>February 1st, 2026</b>
<b>Key Responsibilities:</b>	<div><div><b>1. Strategy Development &amp; Programme Design (including fundraising):</b></div><div><ul style="list-style-type: none"><li>○ Contribute to the development of the program strategy in Rwanda, in collaboration with the Regional Programme Directors for East Africa.</li><li>○ Support the development of the 2027-2031 programme strategy for East Africa, aligned with Rikolto's mission, global framework, and Theory of Change (TOC).</li></ul></div><div><b>2. Programme Management :</b></div><div><ul style="list-style-type: none"><li>○ Oversee the implementation of the GF4C, Rice, Cocoa/Coffee programs and partnerships in Rwanda.</li><li>○ Ensure coherence and promote synergies within the program and with other country teams.</li><li>○ Actively engage with other Programme Managers in Rikolto's presence to exchange experiences, strategies, and provide support.</li></ul></div></div>



	<ul style="list-style-type: none"><li>○ Monitor, evaluate, and report on program implementation at the country level, ensuring lessons learned are used for continuous improvement.</li><li>○ Provide support to program team members and partners, guiding the implementation of key strategies (Evidence for Impact, Inclusive Business Models, etc.).</li></ul> <p><b>3. Administrative Role:</b></p> <ul style="list-style-type: none"><li>○ Ensure full compliance with Rwanda's national and regulatory requirements, including organizational registration and tax obligations.</li><li>○ Ensure adherence to Rikolto's procurement and HR manuals.</li></ul> <p><b>4. Team Management &amp; Learning:</b></p> <ul style="list-style-type: none"><li>○ Motivate, coach, and provide regular feedback to program team members.</li><li>○ Foster a positive work environment in line with Rikolto's values.</li><li>○ Ensure that the programs effectively implement Rikolto's core business: Inclusive Business.</li></ul> <p><b>5. Budgeting &amp; Financial Reporting:</b></p> <ul style="list-style-type: none"><li>○ Support the Regional GF4C Director in preparing and monitoring the 2027-2031 program strategy and financial ambitions.</li><li>○ Collaborate with the Country Finance Manager to manage program and partner budgets.</li></ul> <p><b>6. Networking, Fundraising &amp; Communication:</b></p> <ul style="list-style-type: none"><li>○ Represent Rikolto at the country level for fundraising, donor relations, and partnership development.</li><li>○ Co-design proposal criteria and draft concept notes and proposals.</li><li>○ Develop communication materials to build the program's profile and track record in Rwanda.</li></ul> <p><b>7. Country Representative in Rwanda:</b></p> <ul style="list-style-type: none"><li>○ Oversee the day-to-day operations of the Rwanda country office.</li></ul>
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	<ul style="list-style-type: none"> <li>○ Coordinate the development of annual country reports and contribute to audits and financial management.</li> <li>○ Act as Rikolto's representative for legal matters in Rwanda, ensuring compliance with local laws and policies.</li> </ul>
<b>Education &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Master's degree or equivalent in a relevant field such as Agri-Economics, Agri-Business, Economics, Development Studies, Urban Food Systems, Agriculture, etc.</li> <li>• Minimum five years of experience in food systems or market systems development programs.</li> <li>• At least five years of project management experience, including donor compliance, budget management, and stakeholder engagement.</li> <li>• Experience in managing EU-funded programs and multi-stakeholder approaches is an asset.</li> <li>• Familiarity with carbon credit, climate, and land restoration projects is a plus.</li> </ul>
<b>Skills &amp; Knowledge:</b>	<ul style="list-style-type: none"> <li>• Strong networking, relationship-building, and negotiation skills.</li> <li>• Good understanding of urban food and agriculture issues, including food systems approach, governance, youth engagement, and gender mainstreaming.</li> <li>• Fluency in English and Kinyarwanda (French is a plus).</li> <li>• Driver's license for manual cars is an asset.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Strong integrity, with a focus on teamwork and a positive attitude.</li> <li>• Self-motivated and able to work autonomously with minimal supervision.</li> <li>• Ability to manage confidential information and inspire teams to align with Rikolto's mission.</li> </ul>
<b>What We Offer</b>	<p>We offer a dynamic and professional work environment within an international organization with a dedicated team. This position is based in Kigali, Rwanda, with frequent travel to project sites. The initial contract is for one year, with the possibility of extension up to three years, depending on the availability of funds. Remuneration will be commensurate with experience and expertise, and the contract is renewable based on performance.</p>



Application Package Requirements	<p>The application must be submitted as a single PDF file and should include the following documents:</p> <ul style="list-style-type: none"><li>• A cover letter addressed to the Regional Director of Operations at Rikolto, based in Arusha (mandatory).</li><li>• An updated CV (maximum three pages) with three references (name, position, organization, phone number, and email address) (mandatory).</li><li>• A copy of the master's degree diploma (mandatory).</li><li>• Certifications of relevant training (optional).</li><li>• Proof of experience (service certificates) (mandatory).</li><li>• A copy of the ID card (mandatory).</li></ul>
How to Apply	<p>Applications should be submitted via email to the following address: <a href="mailto:eastafrika.recruitment@rikolto.org">eastafrika.recruitment@rikolto.org</a> , by no later than December 20th, 2025.</p>
Feedback	<p>Shortlisted candidates will be contacted at the beginning of the second week of January 2026.</p>
Equal Opportunity Employer	<p>Rikolto is an equal opportunity employer, and we strongly encourage women to apply.</p>

Done in Bukavu, on December 1st, 2025  
For Rikolto in East Africa  
Pascal BISIMWA M.  
Regional P&O Manager