

1. Project Assistant (PA)

GOOD PEOPLE INTERNATIONAL (GPI) was established as an INGO in 1999 to combat poverty and disease across the globe and to support people in need. GPI, an international development NGO, holds a special status with the UN ECOSOC.

GPI's Vision & Mission

GPI exists to create a joyful world where no one suffers from poverty, disaster, or disease by providing relief and support to help people become self-reliant.

GPI aims to be a leading humanitarian organization contributing to achieving the Sustainable Development Goals, including no poverty, zero hunger, good health and well-being, and quality education.

GPI implements various projects to achieve its goals, including health and medical services; water, sanitation, and hygiene (WASH); income generation; support for vulnerable families; agriculture; and humanitarian assistance.

GPI Rwanda

In Rwanda, GPI has been based in Nyamata Sector, Bugesera District, since 2013. GPI Rwanda implements programs in Child Sponsorship, Humanitarian Assistance, and Community Development. Since February 2026, GPI has been implementing a self-funded project titled **“Self-Reliance Capacity Building for Refugees and Host Communities in Mugombwa Sector”** in Gisagara District, Southern Province, in partnership with MINEMA and UNHCR, with implementation scheduled until June 2028. The project aims to:

- 1. Improve soybean production.**
- 2. Strengthen soybean quality control and seed certification through terrace construction and marshland rehabilitation.**

GPI is seeking a passionate and qualified candidate to join our team. We are dedicated to creating meaningful impact in the agricultural sector and empowering refugees and host communities through sustainable practices.

No. of opening: 1

Key Responsibility:

1. **Provide administrative and logistical support**, including preparing expense reports and approval requests.
2. **Coordinate project activities and team members** to ensure smooth implementation and achievement of project indicators.
3. **Prepare and submit reports** (weekly, monthly, quarterly, and annual) to the Project Manager and partners on time.
4. **Support farmers in agricultural activities**, including guidance on crop production, soil management, and sustainable farming practices.
5. **Oversee day-to-day office operations**, ensuring an organized, safe, and efficient working environment.
6. **Communicate closely with stakeholders**, including beneficiaries, local authorities, and partners, to ensure effective coordination, information sharing, and timely problem resolution.
7. **Assist the Project Manager and Agronomist** in planning, implementing, and reporting project activities.

Salary Range: Negotiable

Job Location: Mugombwa Sector, Gisagara District, Southern Province

Employment Period: April 27, 2026 – December 31, 2026 (8 months, with the possibility of extension after evaluation).

Requirements:

- Minimum of 2 years' experience in the agricultural project, preferably within an NGO or development organization.
- Bachelor's degree in Agriculture, Agronomy, or Project Management

Qualifications:

- Commitment to Good People International's mission and values.
- Strong knowledge of crop production and seed multiplication, with a focus on soybean.
- Excellent communication skills in English and Kinyarwanda (writing, speaking, listening, and reading).
- Strong organizational, planning, and multitasking abilities.
- Proficiency in Microsoft Office and other computer applications relevant to project management.
- High level of self-motivation, initiative, and professional integrity.

How to Apply:

- If you meet the qualifications and are passionate about making a difference, please send your CV and a cover letter to **ajlee333@goodpeople.or.kr** no later than **17:00 on 17 April 2026**. When submitting your application, please use the following format for your email subject line: **SRCB MUG_PA[Your Name]**