



GENOCIDE SURVIVORS ORGANIZATION

Ijwi ry'Abarokotse Jenoside | La Voix des Survivants du Génocide
Voice of Genocide Survivors

JOB VACANCY ANNOUNCEMENT

HEAD OF DIRECTORATE OF RESEARCH & DEVELOPMENT, CAPACITY BUILDING AND INVESTMENTS

Location: IBUKA Head Office – Kicukiro, Kigali
Application Deadline: 12 September 2026 at 5:00 PM

I. ORGANIZATIONAL BACKGROUND

IBUKA is a Genocide Survivors organization that brings together all survivors of the 1994 Genocide against the Tutsi. Headquartered in Kigali, IBUKA advocates for the rights, dignity, and well-being of genocide survivors, particularly vulnerable groups such as elderly survivors, widows, and youth. The organization also works to promote memory, justice, reconciliation, and sustainable development.

II. POSITION OVERVIEW

IBUKA seeks to recruit a highly qualified, experienced, and motivated professional to serve as the Head of the Directorate of Research & Development, Capacity Building and Investments.

The position will provide strategic leadership in research and development, organizational capacity building, resource mobilization, investment planning, and the management of surplus funds and reserves. The successful candidate will conduct research, develop and submit competitive grant proposals, present viable projects to potential partners and donors, and propose profitable and sustainable investment opportunities aligned with IBUKA's mission.

III. KEY RESPONSIBILITIES

A. Research & Development

- Conduct in-depth research on socio-economic and post-genocide recovery issues affecting survivors, with a focus on evidence-based programming and advocacy.
- Identify emerging trends, needs, and opportunities affecting survivors, particularly widows, youth, and elderly survivors, through field studies, surveys, and data analysis.
- Produce high-quality research reports, policy briefs, position papers, and other knowledge products to support IBUKA's advocacy and strategic planning.
- Collaborate with national and international research institutions, universities, think tanks, and other relevant partners to strengthen IBUKA's knowledge base.
- Develop innovative project concepts and proposals based on research findings to attract support from development partners and donors.

B. Capacity Building

- Assess capacity gaps within IBUKA and its member organizations and develop tailored capacity-building plans.
- Design and implement training programs, workshops, coaching sessions, and mentorship initiatives for staff and IBUKA committees at national, district, sector, and cell levels, as well as Artificial Family-based community structures.
- Strengthen internal systems, including financial management, monitoring and evaluation (M&E), and project management, to improve institutional effectiveness.
- Support knowledge transfer, mentorship, and professional development across departments to promote sustainability and continuous learning.
- Promote a culture of excellence, accountability, professionalism, and innovation within the organization.



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C. Investments and Resource Mobilization

- Develop and implement an investment strategy aligned with IBUKA's mission and long-term financial sustainability.
- Manage surplus funds, reserves, and endowments in accordance with responsible, ethical, and sustainable investment principles and applicable policies.
- Monitor financial markets and conduct risk-return analyses to inform investment decisions and improve portfolio performance.
- Lead resource mobilization efforts by developing, writing, and submitting competitive grant proposals to funding agencies, development partners, and philanthropic organizations.
- Identify and present viable social enterprise and income-generating projects for potential investment, partnership, or implementation.
- Prepare accurate financial forecasts, investment reports, and regular updates for internal and external stakeholders.
- Ensure compliance with Rwandan investment laws, donor requirements, and IBUKA's internal financial control policies.

IV. QUALIFICATIONS AND EXPERIENCE

A. Education

- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a related field.
- A professional certification such as CPA, ACCA, or an equivalent qualification is required.
- A Master's degree in Finance, Business Administration, Accounting, Economics, or a related field is an added advantage.

B. Professional Experience

- A minimum of 10 years of relevant professional experience in investment management, preferably within NGOs, non-profit organizations, financial institutions, or the development sector.
- Proven experience managing donor-funded projects and ensuring compliance with donor requirements.
- Demonstrated experience in resource mobilization, financial management, investment planning, and project development.
- Strong leadership experience and demonstrated ability to manage cross-functional teams.

C. Skills and Competencies

- Advanced skills in financial analysis, strategic investment planning, resource mobilization, and market research.
- Strong organizational, communication, analytical, and interpersonal skills.
- Excellent proposal-writing and project-development skills.
- Fluency in Kinyarwanda and English; proficiency in French is an added advantage.
- High level of integrity, confidentiality, discretion, accountability, and professionalism.
- Strong strategic thinking and decision-making abilities.

V. APPLICATION PROCESS

Interested and qualified candidates should submit the following documents by email to info@ibuka.rw no later than 12 September 2026 at 5:00 PM:

1. A signed application letter addressed to the Legal Representative of IBUKA.



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2. A detailed Curriculum Vitae (CV) of a maximum of three (3) pages.
 3. A copy of the National Identity Card.
 4. Certified copies of academic and professional certificates.

Note: IBUKA is an equal opportunity employer. Only shortlisted candidates will be contacted for an interview.

FOR FURTHER INFORMATION

For inquiries, please contact: 0788207244/0788456738

Done in Kigali, 21 August 2026

Dr. Gakwenzire Philibert

IBUKA President

