

Job Title:	Project Assistant (3 Vacancies)	Department/Group:	Implementation
Reporting To:	Project Officer	Years of Experience	2+ Years
Location:	Rutsiro (2) and Nyamasheke (1)	Travel Required:	90%

Job description

About Raising The Village

At Raising The Village (RTV), we are dedicated to eradicating ultra-poverty in Sub-Saharan Africa. As a dynamic, rapidly growing international development organization, we've assembled a team of over 350+ passionate individuals in Uganda, Rwanda, DRC and Tanzania, alongside an additional 15+ professionals in North America. Together, we are committed to elevating communities out of ultra-poverty by implementing innovative solutions and leveraging advanced data analytics to drive impact.

To date, our holistic approach has positively impacted over 1,000,000 lives since 2012, and we're poised to achieve even greater milestones, aiming to assist 1 million individuals annually by 2027. Our growth and success are fueled by the invaluable support of global partners who share our vision of sustainable change. Learn more about our impactful programs at www.raisingthevillage.org

Position Summary

Role and Responsibilities

Project Implementation

- Conduct project design review meetings with respective partner villages and provide feedback as required to update project designs and budgets prior to implementation;
- Coordinate training activities including but not limited to financial literacy and behavior and mindset change, water and health sanitation, village savings and loans associations, agriculture, livestock care and management, etc.

Our work begins where the road ends

- Responsible to implement RTV's project methodologies with the purpose of increasing household income and reducing extreme poverty as per project designs;
- Develop and submit list of required goods and services for project implementation to the procurement and logistics officer;
- Responsible to verify goods/inputs prior to distribution;
- Conduct project follow-up and provide support and guidance to community groups and individual households to ensure project compliance continuation.
- Identify potential risks and issues and provide mitigation measures and recommendations for improvements;
- Conduct regular meetings with leadership and community members on performance, participation, and perceptions of RTV based projects.

Government & Community Coordination and Support

- Build and maintain strong working relationships with Cell-level government officials (SEDOs and Executive Secretaries) to support day-to-day RTV program activities.
- Work closely with community leadership and support structures including Inteko z'abaturage, Incuti z'umuryango, Abajyanama b'Ubuzima, Abajyanama b'Ubuhinzi (farmer promoters), para-social workers, community coaches, technical and village coaches, and other community actors to ensure their active participation in RTV programs.
- Mobilize households and communities for trainings, meetings, and program activities to promote clear understanding, strong participation, and adoption of RTV program components.
- Assist in delivering trainings to community and cell-level actors on RTV program methodology, M&E processes, technology use, and field protocols, under the guidance of the Project Officer or Project Manager.
- Provide on-the-job support and follow-up to community and government actors during implementation to help address challenges and encourage consistent participation.
- Promote positive collaboration and trust between RTV staff, government officials, and community structures to strengthen community ownership and contribute to sustainable program impact.

Reporting and Administration

- Develop and manage work plans;

- Complete field reporting on a weekly basis and provide support with information sharing for donor reporting and proposal writing as might be required;
- Attend and participate in weekly staff meetings as well as cluster team meetings to highlight issues and success and outline next steps;
- Complete weekly financial request, submissions and accountabilities to the Project Officer;
- Take photographs and share them for data repository.

Monitoring and Evaluation:

- Support field monitoring activities such as attendance tracking, basic data collection, household follow-ups, and reporting using RTV tools and systems.
- Providing feedback and recommendations to the Project Officer and Project Manager, and the program team to improve RTV's way of work;
- Provide suggestions to management on potential activities that need to be redone, reviewed or introduced to ensure sustainability of RTV projects, methodologies, and improvement in the lives of community members.

Note: Other requirements might be required by their direct supervisor and/or management.

Preferred Qualifications and Experience**Education and Experience:**

- Bachelor's degree in Social Science, Social Work, Humanities, Community Development, or related field of study
- Bachelor's degree in Agriculture is preferred but not required
- Minimum of two (2) years of relevant work experience at the village level
- Demonstrated experience working with and coordinating local government institutions and officials, particularly at Sector and Cell levels (mandatory)

Preferred Skills if any

- Strong training & facilitation skills;
- Strong communication skills, both verbal and written English;
- Fluent in local languages where RTV works;
- Proficiency in Microsoft Office programs i.e. Word and Excel

- Understanding of Community Based Development Principles
- Organizes work effectively while remaining aware of changing priorities and deadlines;
- Able to work independently to accomplish tasks, but also as part of a team to achieve mutual goals and objectives;
- Able to think outside of the box to provide plausible solutions to issues and challenges;
- Strong work ethic, flexible, and able to build relationships with various stakeholders most notably colleagues, and community members;
- Able to keep a positive attitude in a fast-paced and challenging environment;
- Energetic and physically able to hike high to hike high terrain;
- Able to travel approximately 90% of time;
- Ability to ride a motorbike with a valid Rwandan rider's permit (class A) and demonstrated experience navigating remote, rural and hilly terrain (mandatory).

We encourage women, people with disabilities and minority groups to apply for this position. RTV is committed to equal opportunities and diversity of perspective at the workplace.

*Disclaimer: Raising the Village **DOES NOT** charge any kind of **FEE(s)** at whichever stage of the recruitment process.*