

Job Title:	Project Manager	Department/Group:	Implementation
Reporting To:	Head of Program Implementation	Years of Experience	4+ Years
Location:	Ngororero	Travel Required:	80%

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 and DRC, alongside an additional 10+ 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 fuelled by the invaluable support of global partners who share our vision of sustainable change. Learn more about our impactful programs at www.raisingthevillage.org

Project Manager

The Projects Manager plays a critical role in overseeing the successful implementation of multiple projects within a district, ensuring alignment with RTV's strategic goals, project designs, and work plans. This role involves providing strong leadership, mentorship, and operational support to Team Leads and Officers, ensuring they have the necessary resources, guidance, and capacity to execute projects effectively.

In addition to people and team management, the Projects Manager is responsible for office administration and operations, fostering an environment where teams are fully supported to meet program objectives. They serve as the key liaison between staff, government counterparts and management, proactively addressing challenges, streamlining processes, and ensuring smooth communication and workflow across all levels.

The ideal candidate is a results-oriented leader with strong experience in coaching and managing teams, mobilizing and coordinating with government institutions, and delivering complex, multi-sector projects in rural contexts. They are solutions-driven, highly organized, and committed to building high-performing teams that deliver sustainable, government-aligned impact for communities served by RTV.

Key Role and Responsibilities:

Project Management

- Reports to the Area Manager, providing key updates and where needed arises escalates issues to the Area Manager for Support or decision guidance.
- Coordinates weekly plans of activities and key deliverables to Team Leads every Friday for the coming week
- Debrief with Team Leads and Officers on project progress in the communities (covering deliverables, key issues and risks, key activities in villages)
- Identify key issues and risks for projects during project reporting.
- Oversee the timely and effective execution of day-to-day activity, work plans, and project life cycles, starting from project identification to implementation to post-implementation and evaluation to ensure that organizational objectives are achieved.
- Ensure strong collaboration with all departments to optimize project performance
- Strategic growth and resource planning, recruitment, supervision, and training and development of program staff
- On-the-ground sourcing and procurement of trainers and supplies, with cost and delivery evaluations
- Strategic planning and execution of strategic initiatives to further RTV's mission and program strategy
- Create a detailed work plan that identifies and sequences the activities in different communities
- Review project schedules with Team Leads and other staff to ensure community problems and issues are solved
- Monitor the progress of community activities and make adjustments as necessary to ensure the successful completion of planned activities;

Government Coordination, Capacity Building & Partnership Management

- Lead district- and sector-level coordination with government counterparts (e.g., District Directors, Sector Executive Secretaries, Sector Agronomists, BDEOs) to ensure collaborative implementation of RTV projects in line with district priorities & targets, as well as national strategies.

Serve as the primary RTV focal point for government engagement at district and sector levels, maintaining strong, professional, and collaborative partnerships.

- Plan, coordinate, and oversee trainings for government staff on RTV methodologies, implementation standards, roles, and accountability frameworks.

Coach and mentor sector- and district-level government staff to strengthen joint planning, supervision, reporting, and implementation quality.

- Support government counterparts in supervision and monitoring of RTV-supported activities, including joint field visits, household coaching sessions, and structured problem-solving.
- Collect, validate, and consolidate activity and progress reports from government counterparts and ensure timely integration into RTV reporting systems.
- Promote a strong partnership culture between RTV staff and government officials to enable smooth, effective, and sustainable project implementation at scale.

Methodology

- Provide contributions and feedback to project designs and methodologies;
- Support implementation and transition activities;

Supervision

- Coordinate contacts and planning of initial project visits and prepare budgets;
- Conduct the initial project visits for prospective visitors and resolve any challenges pertaining to visit
- Monitor performance of program staff and provide continuous coaching and corrective feedback
- Maintain strong working relationship within and among the programs, planning and evaluation, M&E, and operations teams
- Ensure staff receive proper orientation and training;

Administration and logistical support

- Oversee store management and ensure effective utilisation of all input management tools such as the Goods Received Note, Stock Request Form and Goods Returned Form.
- Conduct on-going interviews of leadership and community on performance, participation, and perceptions
- Manage and report on office budgets and expenditures
- Track and review on-going financial reports and progress
- Complete weekly, monthly, quarterly and annual reports and provide them to relevant management staff

- Complete necessary reporting for local government district office
- Oversee on-going growth and development programming
- Support in the recruitment of new staff
- Prepare office accountability and ensure bi-weekly submission to the Finance Officer

Personal and Skills Development

- Develop skills and attend training in RTV's focus areas, including but not limited to: health, agriculture, income-generation, WASH, VSLAs, Market Linkages/Collective Marketing, etc.
- Provide input in skills development of team members under your management
- Conduct mid-term and final performance evaluations for team leads

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

Qualifications, Education and Job Requirements

- University Degree in Social Work and Social Administration, Project planning and Development, Community Development, or related fields
- Masters or Post Graduate Diploma in Project planning and Management will be an added advantage.
- Minimum of four (4) years of working experience.
- Demonstrated experience (at least 2years) working with and coordinating local government institutions and officials, particularly at District and Sector levels (mandatory)
- At least 3 years at a supervisory level.
- Experience in project design, budgeting and project management and implementation at village level
- Strong communication skills, both verbal and written English & Kinyarwanda
- Strong Computer Skills with good knowledge of Microsoft Suite;
- Excellent organizational and leadership skills with keen attention to details;
- Accurately completes multiple tasks while taking into consideration special assignments, frequent interruptions, available resources and multiple reporting relationships
- Strong training & facilitation skills

- Strong interpersonal skills
- Reliable, with high integrity and strong work ethic
- Able to work as part of a team and create a sense of cohesion within teams;
- Able to keep a positive attitude in a fast-paced and challenging environment;
- Energetic and physically able to hike high terrain;
- Able to travel 80% of time
- Ability to ride a motorbike with a valid Rwandan rider's permit and demonstrated experience navigating remote, rural and hilly terrain (mandatory)

Raising The Village is committed to Equity and Inclusion in the workplace and is proud to be an equal opportunity employer.