



VACANCY – CAREER ORIENTATION OFFICER

COUNTRY PROGRAM MISSION:

Alight Rwanda, formerly known as the American Refugee Committee, has been a key player in delivering impactful humanitarian programs since 1994. Operating in all five refugee camps in Rwanda, Alight provides integrated services in protection, health, livelihoods, and community development. The organization has pioneered initiatives like the SASA! methodology to promote gender equality, reduce GBV, and empower vulnerable populations. By fostering resilience and innovation, Alight Rwanda continues to make meaningful and sustainable contributions to refugee and host communities.

PRIMARY PURPOSE OF THE POSITION:

The Career Orientation Officer drives the transition from training to income — securing internships, employer placements, remote-work and freelance opportunities for programme graduates. The role owns employer engagement, placement support, and alumni mentorship, with a target of 50 placements and expanded employer co-investment and international/remote pathways.

PRIMARY DUTIES & RESPONSIBILITIES

- Employer Engagement & Placements
- Build and manage relationships with private-sector employers, tech companies, innovation hubs and intermediaries to secure internships and jobs.
- Facilitate and track at least 50 internship/employment placements across the programme period.
- Develop employer co-investment (match-funding) models that progressively shift placements toward sustainable, employer-funded opportunities.
- Proactively explore international employer and online-work intermediary partnerships to unlock remote and freelance placements that overcome camp-based geographic limits. Employability & Career Coaching
- Run career-orientation and coaching sessions: CV and portfolio development, interview preparation, workplace communication and freelancing readiness.
- Prepare graduates for remote work — client communication, platform onboarding and digital-payment setup.
- Coordinate structured placement support (transport, accommodation, communication) and maintain in-placement contact for retention. Mentorship, Events & Reporting
- Establish alumni mentorship pairings and periodic group convenings.
- Organise employer roundtables and career fairs showcasing graduate talent.
- Maintain placement data and outcome tracking for MEAL and donor reporting.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:

- Bachelor's degree in Business, Human Resources, Development Studies, ICT or a related field.
- Minimum 3 years' experience in career services, employer engagement, job placement, recruitment or private-sector partnerships.
- Proven track record building relationships and closing placements or partnerships.
- Strong communication and negotiation skills in English and Kinyarwanda.

PREFERRED / ADDED ADVANTAGE

- Knowledge of Rwanda's tech and digital-economy ecosystem and remote/freelance marketplaces.
- Experience with refugee or youth employment programmes.

- Familiarity with employer co-investment or shared-value placement models.

CORE COMPETENCIES & SKILLS

- Networking and relationship management
- Results-driven with strong follow-through
- Understanding of the modern digital/remote labour market
- Data-informed and organised

SAFEGUARDING & INCLUSION

Alight is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. The successful candidate will be required to adhere to Alight's PSEA (Protection from Sexual Exploitation and Abuse), Child Safeguarding, and Code of Conduct policies. This role actively supports gender inclusion, refugee–host community cohesion, and equitable participation — with particular attention to reaching women and girls.

APPLICATION GUIDELINES:

Interested and qualifying candidates should submit applications to ALIGHT Rwanda Executive Director – to include 1 page Cover Letter, degree, ID, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees, to include most current Employer/ Supervisor (All in one document) – to the following email address only: RWJobs@WEAREALIGHT.ORG with the position applied for CLEARLY indicated in the subject line. The deadline for submission of applications is **August 28th, 2026 at 23:59**. Only shortlisted candidates will be contacted.

Notes: Refugees, women, and persons with disabilities are strongly encouraged to apply.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.