



FAITH VICTORY ASSOCIATION

Email: faithvic2005@yahoo.com, Website: www.faith-victory.org,
P.O Box: 2800 Kigali-Rwanda, Tel: +250788541039, +250786854533

Job Advertisement

Organization : Faith Victory Association
Position : Project Officer (1 Position)
Duty station : Ngoma District

Introduction

Faith Victory Association (FVA) is a non-government organization with a mandate of working together with communities in order to facilitate processes that assist in eradicating poverty, child protection, preventing violence, preventing and controlling diseases especially HIV/AIDS, environmental protection and promoting equality within the communities.

FVA is currently implementing Citizen Action for Climate Resilience (CACR) project in the districts of Rusizi, Gisagara, Nyanza, Ruhango, Ngoma and Nyagatare and wishes to recruit qualified Rwandan project officer who will be in charge of daily activities of the project at his/her duty station.

Minimum required qualifications

- Must have a Bachelor's degree level or equivalent in Environmental sciences, Business Administration, Public Administration, and Management, Project management, Economics, Social Sciences or any other field related work. Having master's degree is an added advantage
- Having at least five years of experience working with the community,
- Knowledge related to field work in rural community and working with local authorities,
- Must be willing to stay in Rural areas and/or spend long hours in the field,
- Must possess demonstrable experience in networking and building relationships across different strata of society,
- Excellent knowledge of French and English (both oral and written) and Kinyarwanda is a requirement,
- Committed to socio-economic and psycho-spiritual development,
- Must be a willing learner and a team player,
- Must be able to record data and interpret them to reflect real situation of the Project's work on the ground.
- **Females are highly encouraged to apply**
- Possession of Driving Licence Category A is an added advantage

Job Description

- Coordinate and implement day-to-day project activities in the field, ensuring alignment with project objectives, timelines, and budget
- Developing operational plan in line with the approved budget and Donor requirement and ensure the project is delivered according to action plan;
- Conduct regular field visits to monitor activity progress, quality of implementation, and adherence to standards (e.g., child safeguarding, gender inclusion, environmental guidelines)
- Developing internal progress narrative report on a monthly, quarterly and annual basis and any other substantial report required by partners and Donor;
- Facilitate community mobilization, awareness sessions, trainings, workshops, and distribution of project inputs (e.g., materials, seeds, equipment)
- Monitoring project progress; overseeing management of logistics and local finance in keeping with accounting guidelines;
- Maintain proper documentation, filing systems, and records for audits and donor requirements



- Manage relationships with local stakeholders (government officials, community leaders, partner NGOs, beneficiaries).
- Ensuring proper use of resources- (value for money)
- Ensure all activities comply with organizational policies (e.g., safeguarding, gender sensitivity, inclusion, anti-corruption)
- Identify operational risks and issues in the field and propose mitigation measures.
- Work with the team on project work to keep the project going according to schedule
- Ensure effective communication through emails and other communication channels to the line Supervisors
- **To perform any other duties which may be assigned to him/her in the interest of organization work.**

Application approach and deadline

All interested applicants should submit their application letters, updated CVs and qualification papers in soft copies via email not later than **6th March 2026**. The applications must be addressed to the Executive Director of FVA via Admin & HR Manager's email: victor.zinda@fvaministries.com

Done on 27th February, 2026

FVA management

