

VACANCY – REFUGEES LEAD ORGANIZATION (RLO) PARTNERSHIP&TRAINING 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 RLO Partnership & Training Officer leads the programme's localisation agenda — identifying, mentoring and strengthening Refugee-Led Organisations (RLOs) so they become active, capable contributors within Rwanda's digital livelihoods ecosystem. The role progressively channels technical support and responsibility to RLOs, positioning refugee communities as co-creators of solutions rather than passive beneficiaries.

KEY RESPONSIBILITIES

Mapping & Partnership

- Identify, map and assess RLOs supporting (or with potential to support) digital livelihoods across Mahama and Nyabiheke.
- Establish partnership agreements and progressively channel technical support and resources to at least 2 RLOs.
- Position RLOs within the wider ecosystem, including exposure to external actors, employers and innovation partners.

Capacity Strengthening

- Deliver mentoring and organisational capacity building in financial management, safeguarding, monitoring & evaluation, and partnership development.
- Support RLOs to design and pilot locally led digital livelihood initiatives.
- Accompany RLOs technically as they take on greater implementation responsibility.

Coordination & Reporting

- Facilitate learning exchanges between RLOs, youth, employers and ecosystem actors.
- Ensure RLO activities uphold gender inclusion, safeguarding and community-cohesion standards.
- Document progress, lessons and outcomes for MEAL and donor reporting.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Development Studies, Social Sciences, Community Development, Organisational Development or a related field.
- Minimum 3 years' experience in capacity building, community mobilisation, partnerships or civil-society/organisational development.
- Demonstrated experience working with community-based or refugee-led organisations.
- Fluency in Kinyarwanda and strong English; additional refugee-community languages an asset.

PREFERRED / ADDED ADVANTAGE

- Experience in localisation, grant management or small-grants administration.
- Understanding of digital livelihoods and the refugee digital-inclusion agenda.
- Facilitation and training-of-trainers experience.

CORE COMPETENCIES & SKILLS

- Deep respect for community leadership and local ownership

- Strong facilitation, coaching and relationship skills
- Organisational development know-how
- Cultural sensitivity and safeguarding awareness

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.