



JOB DESCRIPTION OF THE NATIONAL DIRECTOR SPECIAL OLYMPICS RWANDA

Position Title

National Director (Full-Time)

Location

Kigali, Rwanda

Reports To

National Board of Trustees (through the Chairperson/President)

Position Type

Full-Time | Senior Executive Leadership

Position Overview

The National Director is the chief executive officer responsible for the strategic, operational, and financial leadership of Special Olympics Rwanda.

The National Director is responsible for the overall administration, coordination, and implementation of the organization's strategic and operational activities.

The role ensures the development of inclusive sports programs for persons with intellectual disabilities across Rwanda, in alignment with national policies and the global standards of [Special Olympics](#).

The National Director leads the organization's growth, sustainability, governance compliance, partnerships, and athlete-centered programming nationwide.

The National Director reports to the chairperson and Board of Trustees and ensures compliance with national and international sports regulations (e.g., Ministry of Sports, NOC, Continental & International Federations).

Key Responsibilities

1. A. Strategic Leadership & Governance & Administration

- Implement the strategic plan and decisions of the Board of Trustees.
- Prepare and circulate meeting agendas, reports, and minutes.
- Ensure compliance with statutes, regulations, and governance standards.
- Ensure compliance with Rwandan laws governing NGOs and sports organizations.



- Maintain official records, archives, and legal documentation.
- Serve as custodian of SOR documents and contracts.
- Prepare and submit annual operational and impact reports.
- Support the Board in governance and policy implementation.

2. Strategic & Operational Management

- Execute the SOR's strategic plan.
- Coordinate national competitions, leagues, and championships.
- Oversee preparation for international events and team participation.
- Monitor project implementation and performance indicators.
- Develop annual operational plans aligned with SOR's objectives.

3. Program Development & Athlete Services

- Develop and expand inclusive sports programs nationwide.
- Oversee training of coaches and volunteers.
- Ensure safeguarding, athlete protection, and ethical standards.
- Coordinate national games and selection for regional and international competitions.

4. Partnerships & Resource Mobilization, Stakeholder & Relations

Liaise with:

- Ministry of Sports
- National Olympic Committee
- Regional Body and sister Continental bodies
- Sponsors & partners
- Clubs and regional associations
- Draft sponsorship proposals and partnership agreements.
- Represent the SOR in official meetings when delegated.

5. Build partnerships with:

- ✓ Ministry of Sports
- ✓ Ministry of Education
- ✓ National Rehabilitation Service
- ✓ Rwanda National Olympic & Sports Committee
- ✓ Corporate sponsors and development partners



- ✓ Lead fundraising initiatives and sponsorship development.
- ✓ Ensure strong donor reporting and accountability.

6. Financial & Administrative Management & Budget Oversight (with Treasurer)

- Prepare and manage annual budgets.
- Ensure transparent financial management and audits.
- Supervise staff and volunteers.
- Maintain proper administrative systems and documentation
- Monitor expenditure against approved budgets.
- Oversee procurement processes.
- Ensure transparent financial reporting and compliance.
- Coordinate audits and financial accountability processes.

- Human Resources & Office Management

- Supervise federation staff (technical director, admin staff, communication officer, etc.).
- Manage contracts, evaluations, and staff performance.
- Ensure efficient office systems and reporting structures.

7. Communication & Advocacy

- ✓ Promote inclusion of persons with intellectual disabilities through sport.
- ✓ Represent Special Olympics Rwanda in official forums.
- ✓ Lead awareness campaigns combating stigma and discrimination.
- ✓ Approve official communications.
- ✓ Coordinate media relations and public statements.
- ✓ Prepare annual activity reports.
- ✓ Ensure transparency and information flow to members.

8. Event & Competition Management.

- Coordinate national championships.
- Oversee logistics for international competitions.
- Support LOC/NOC for major tournaments.
- Ensure compliance with host body or continental body requirements.



Qualifications & Experience

- Bachelor's degree (Master's preferred) in Sports Management, Social Sciences, Development Studies, Medical Sciences, Business Administration, or related field.
- Minimum 5 years' experience in leadership, NGO management, or sports administration.
- Strong knowledge of Rwanda's sports and NGO regulatory environment.
- Demonstrated fundraising and partnership development skills.
- Fluency in English and Kinyarwanda (French is an asset).

Core Competencies

- Inclusive leadership
- Strategic thinking
- Financial accountability
- Strong stakeholder engagement
- Integrity and transparency
- Passion for social inclusion

Key Performance Indicators

- Growth in athlete participation nationwide
- Successful organization of national competitions
- Increased funding and partnerships
- Compliance with national and international standards
- Measurable social impact in inclusion and community awareness

SELECTION PROCESS

- Applications will be reviewed on a rolling basis
- Only shortlisted candidates will be contacted for further processes
- Interviews and assessments will be conducted for shortlisted candidates
- Reference checks will be conducted for final candidates

EQUAL OPPORTUNITY

Special Olympics Rwanda is an equal opportunity employer committed to diversity and inclusion. We encourage applications from qualified candidates regardless of gender, ethnicity, religion, or disability status. We particularly encourage applications from



individuals with lived experience of disability or from families of people with intellectual disabilities.

APPLICATION DEADLINE: 31/03/2026

The Only shortlisted candidates will be notified for further processes.

Application Link: <https://forms.gle/FEewUMBQ4Jph6YNq8>