

**JOB OPPORTUNITIES: CHILD PROTECTION FIELD OFFICER-RUNDA CDP**

**BACKGROUND**

Good neighbors International (GNI) is an international humanitarian and developmental organization in general consultation status with UN ECOSOC operating in 40 countries around the world. GNI in Rwanda is legally registered and has endeavored to improve child sponsorship and protection, health, education, WASH, Agriculture & livelihood, Humanitarian assistance, advocacy and social economy in 19 districts (Gasabo, Kicukiro, Nyarugenge, Kamonyi, Gisagara, Nyamagabe, Nyaruguru, Bugesera, Rwamagana, Kayanza, Ngoma, Kirehe, Gatsibo, Nyagatare, Gicumbi, Rulindo, Musanze, Burere, and Gakenke).

Good Neighbors International is seeking applications from qualified, dynamic and self-motivated individuals for the position of Child Protection Officer to be based at Runda Community Development Project (CDP) in Runda Sector, Kamonyi District (one position).

**Key responsibilities**

- Locate, Visit and build strong relationship with sponsored children and their parents under his/her responsibility
- Initiating active village-based children clusters and meeting them monthly.
- Organize and lead sponsored parents 'Quarterly meetings
- Managing sponsored children cases including but not limited to supporting and follow-up of emergency medical case treatment, reporting, counseling and supporting abused sponsored children under her responsibility.
- Conducting Health checkup of sponsored children under her responsibility
- Advocate, support and follow-up sponsored children with malnutrition under her responsibility
- Maintain children at school and prevent dropouts among sponsored children under her responsibility
- Prepare, collect and submit all sponsorship reports on time and with no errors (GML, ACL, APR, Dropouts and CIF through CMS)
- Prepare and pay health insurance to sponsored children under her responsibility
- To report regularly to SSD Manager field activities and keep records

**Qualifications:** *The candidate must be*

- The candidate must hold at least a diploma (A0) in education or any other related field,
- Ability to communicate in English and Kinyarwanda and strong interpersonal skills to interact with children
- Having enough skills in computer use and reporting
- 2 years' experience in related field

**Required documents:**

- Application letter addressed to the country director
- Completed GNI Application form
- Curriculum vitae with details written in English;
- Relevant certificates;
- Diploma certificate (A0) in listed fields;

### Application Instructions:

All interested candidates, who meet the above requirements, kindly submit the CV as follow;

- 1) Kindly download and fill in the attached 'GNI Application form'



GNR Application  
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- 2) Kindly rename and save the file as '**Name, Position**'

3) Kindly submit the CV and GNI Application form well filled through email: [gnrwanda.hr@gmail.com](mailto:gnrwanda.hr@gmail.com),  
not later than **17<sup>th</sup> October 2025**, 23:59 pm.

- Only shortlisted candidates will be contacted.
- Good Neighbors International has a zero-tolerance approach to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested to work with GNI must ensure that they understand and act in accordance with this clause.

**Done at Kigali on 09<sup>th</sup> October, 2025**

**Minjung KIM**  
**Country Director**  
**Good Neighbors International**