



Job Title: Programme Manager

Location: Kigali, Rwanda

Reports to: Executive Director

Position Type: Full-time

Application Deadline: 19th July 2025

About the Organization

We are a Rwandan non-profit organization committed to advancing girls' education and empowerment across the country. Through innovative, community-driven programs, we work to ensure that every girl and woman can learn freely, lead boldly and share their own futures. We believe in the power of collective leadership and are seeking a passionate and capable young Rwandan to join our team as **Programme Manager**.

Position Summary

The Programme Manager will be responsible for leading the design, coordination, and implementation of our core programs. She will oversee program delivery, supervise the program team, and ensure that all activities are aligned with our mission and strategic goals. This role requires a dynamic leader with strong coordination, planning, and communication skills—someone who can manage partnerships, ensure compliance with donor and government requirements, and collaborate closely with the Executive Director on resource mobilization.

The Programme Manager must be flexible and willing to travel regularly to the districts where we implement our programs { Currently are : Karongi, Rulindo, Bugesera, and Gasabo Districts }

Key Responsibilities

Programme Leadership & Management

- Lead the planning, implementation, and evaluation of all education and empowerment programs.

- Supervise program officers and field staff to ensure effective and timely delivery of program activities.
- Ensure that program objectives, indicators, and targets are met according to donor and organizational expectations.
- Support the design of new projects based on community needs and organizational priorities.

Monitoring, Evaluation & Learning (MEL)

- Oversee program monitoring and evaluation processes, including data collection, analysis, and reporting.
- Ensure that M&E tools are effectively used to track progress and inform program improvements.
- Prepare high-quality narrative and data-driven reports for internal use and donor submission.

Budgeting & Financial Oversight

- Collaborate with the finance team to prepare and monitor program budgets.
- Track program expenditures to ensure alignment with approved budgets and compliance with donor guidelines.

Representation & Partnerships

- Represent the organization in relevant forums, meetings, and events with stakeholders including government agencies, partners, and communities.
- Build and maintain strong working relationships with local government officials, civil society actors, schools, and community leaders.

Resource Mobilization

- Work closely with the Executive Director to identify and pursue funding opportunities.
- Contribute to the development of grant proposals, concept notes, and donor reports.

Qualifications & Experience

- A Bachelor's degree in Education, Development Studies, Social Sciences, or a related field (Master's degree is an added advantage).
- Minimum 3 years of experience in program coordination or management in the non-profit or development sector.
- Strong leadership and team management skills.
- Proven ability to work with donors, comply with reporting requirements, and manage grants.
- Familiarity with Rwanda's government policies and procedures related to education and youth empowerment.
- Experience with Monitoring & Evaluation, budgeting, and project reporting.

- Excellent verbal and written communication skills in English and Kinyarwanda (French is a plus).
 - Passionate about gender equality and committed to the empowerment of girls and young women in Rwanda.
 - Willingness and flexibility to travel frequently to districts where programs are implemented.
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Desired Attributes

- A proactive problem solver and strategic thinker.
- High level of integrity, accountability, and emotional intelligence.
- Strong interpersonal skills and cultural sensitivity.

Application Process

To apply, please submit the following documents to egide.niyibizi@generationrise.org by **19th July 2025**:

1. A cover letter explaining your interest in the role and your relevant experience
2. A current CV (maximum 3 pages)
3. Contact information for 2 professional references

Only shortlisted candidates will be contacted.

We strongly encourage young Rwandan women to apply.