



**RWANDA UNION OF THE BLIND
UNION RWANDAISE DES AVEUGLES**

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Terms of Reference (ToR) for Recruiting the Executive Director of the Rwanda Union of the Blind (RUB)

Position Title: Executive Director

Location: Kigali, Rwanda

Reporting to: Executive Committee

Duration: Full-time

1. Introduction

Rwanda Union of the Blind (RUB) is a national non-governmental organization legally operating in Rwanda under the registration n° 60/05 of 16/03/1995. The Rwanda Union of the Blind (RUB) was established in August 1994 and officially registered in March 1995.

Its activities aim at improving the living conditions of persons with visual impairment through advocacy, promoting the education of CWV, capacity development of members and rehabilitation program/service. Currently RUB has 64 well established branches in all districts of the country. It has about 2500 members across the country. The mission of RUB is to work towards the improvement of the situation of Blind people through education and rehabilitation to facilitate meaningful equality and integration. RUB would like to fill the vacant position of the EXECUTIVE DIRECTOR. RUB is an equal opportunity employer.

JOB RESPONSIBILITIES

OUR MISSION: *To work towards the improvement of the situation of blind people through education and rehabilitation to facilitate meaningful equality and integration.*

The Executive Director is the highest-ranking official in an organization, responsible for providing strategic leadership, overseeing daily operations of RUB. The Executive Director reports directly to the Executive Committee and is responsible for the organization's consistent achievement of its mission, vision, and objectives and overseeing the administration, programs and strategic plan of the Organization.

The Executive Director plays a vital role in the overall success and sustainability of an organization by providing visionary leadership, maintaining financial stability, and fostering partnerships to advance its mission.

Specific responsibilities:

1. Develops and implements the organization's vision, mission, and strategic plans in collaboration with the board of directors.
2. Oversees daily operations, ensuring that programs and activities align with the organization's goals.
3. Manages the organization's budget, funding, and financial sustainability by overseeing financial planning, reporting, and compliance.
4. Builds strong relationships with donors, government agencies, partners, and the community to foster collaboration and support.
5. Supervises staff, promotes a positive work culture, and ensures professional development opportunities.
6. Represents the organization at national and international forums, advocating for its mission and objectives.
7. Ensures effective monitoring and assessment of programs, measuring impact and making data-driven decisions.

Job subscriptions

Roles and Responsibilities of the Executive Director

In Communications, the Executive Director will:

- Ensure that the board is fully informed about the organization's condition and all important factors influencing it.
- Enhance RUB's image by being active and visible in the areas of operation and by working closely with other stakeholders and persons with disabilities (PWDs).
- Establish strong working relationships and cooperative arrangements with, members, branches and partner organizations.
- Represent the organization in both private and public institutions.
- Work jointly with the executive board to conduct official correspondence for the organization.

In Relation to Staff, the Executive Director will:

- Ensure that job descriptions are developed, regular performance evaluations are conducted, and sound human resource practices are in place.
- Maintain an effective management team with appropriate succession planning.
- Encourage staff and volunteer development, education, and assist program staff in aligning their specialized work with the overall organizational goals.
- Foster a work environment that attracts, retains, and motivates a diverse team of high-quality professionals.

In Budget and Finance, the Executive Director will:

- Develop and maintain sound financial practices.
- Work with the staff, Finance Committee and the board to prepare the budget and ensure the organization operates within budget guidelines.
- Ensure that adequate funds are available to enable the organization to fulfill its mission.
- Be responsible for fundraising and developing additional resources to support RUB's mission.

3. QUALIFICATIONS

Qualifications and Requirements:

a. Education:

The interested candidates should have a Bachelor's degree in Social Sciences, Public and Business Administration, Development Studies or a related field. A Master's degree in these fields will be an added advantage.

B. Experience:

- A minimum of five years of progressive leadership experience in Organizations of Persons with Disabilities (OPDs), with at least three years in a senior leadership or management position.
- Proven experience in managing programs related to disability rights, social inclusion, or advocacy for vulnerable populations.
- Strong background in monitoring and evaluation, fundraising, and donor relations.
- Demonstrated knowledge of national and international disability laws, policies, and best practices.
- Experience working with or for organizations that focus on persons with disabilities, particularly those serving the blind and visually impaired, is a strong advantage.

C. Skills and Competencies:

- Strong leadership and organizational management skills, including team development, conflict resolution, and motivation.
- Excellent communication skills, with the ability to represent RUB effectively to a wide range of stakeholders.
- Proficiency in English and Kinyarwanda (French is an added advantage).
- Ability to work under pressure and meet deadlines.
- Strong analytical and problem-solving skills.
- High-level interpersonal skills, with the ability to build relationships with internal and external stakeholders.
- Deep understanding of the socio-political landscape in Rwanda, particularly regarding disability and inclusion.
- Proven track record in developing and implementing programs.
- Strong organizational abilities, including planning, program development, prioritization, and time management.
- Knowledge of fundraising strategies and donor relations is essential.
- Ability to engage and collaborate with diverse volunteer and donor groups.

D. Personal Attributes:

- Passion for the rights and well-being of people with disabilities
- A strategic thinker with the ability to make decisions that have both short-term and long-term impact
- High level of integrity and professionalism

4. Application Process

Interested candidates should submit the following documents:

- A. A cover letter outlining their suitability for the position
- B. A detailed CV
- C. Copies of academic and professional qualification

E. Certificate of Criminal records

Applications should be addressed to the Chairperson of the Executive Committee and submitted as a hard copy to the RUB Head Office, located in Muhima Sector along Poids-Lourds Road, KN 7 Rd, P.O. Box 1527, Kigali, Rwanda.

The deadline for application submission is **March 16, 2025**.

Note:

Only shortlisted candidates will be contacted for further evaluation

Dr Beth Mukarwego Nasiforo

Chairperson, RUB

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