



NUDOR

NATIONAL UNION OF DISABILITY ORGANIZATIONS IN RWANDA
Registered at RGB under N° 72/2014 according to the law No 04/2012 of 17/02/2012; TIN:
102404301; E-mail: info@nudor.org; Website: www.nudor.org;
P.O Box: 1546 KIGALI, TEL: +250- 0788845444 / +250 – 0788400063 / +250-0789739477

TERMS OF REFERENCE FOR RECRUITMENT OF SIGN LANGUAGE INTERPRETER

Job Title: Sign Language Interpreter

Report to: WCW Program Manager

Location: Kigali

Organizational Unit: Economic Empowerment Program

1. NUDOR BACKGROUND

The National Union of the Disability Organizations of Rwanda (NUDOR) was established as a civil society organization in September 2010 by eight (8) National organizations of Persons with Disabilities. Currently, NUDOR is composed of fifteen (15) National Organizations of Persons with Disabilities.

Through its interventions, NUDOR aims at achieving its vision and mission which are respectfully “a society where People with Disabilities enjoy equal human rights, opportunities and full participation as other citizens” and “To serve as a voice of member organizations to advocate for disability rights, inclusion of all aspects of life and their full and effective engagement in sustainable development programs.”

Our response/ strategic objectives: In line to needs of persons with disabilities and their organizations, as well as the Sustainable Development Goals and the National Strategy for transformation, the following are strategic objectives that will drive our work in the years to come:

- **Strategic objective 1:** Advocate for comprehensive inclusive and special Education to ensure equitable access for all children and adults with disabilities in Rwanda.
- **Strategic objective 2:** Advocate for Accessible, quality and equitable Health Services for persons with disabilities to promote health equity and well-being for all.

Our Vision is a society where Persons with Disabilities enjoy equal human rights, opportunities and full participation as other citizens. Our Mission is to serve as a voice of member organizations to advocate for disability rights, inclusion of all aspects of life and their full and effective engagement in sustainable development programs.



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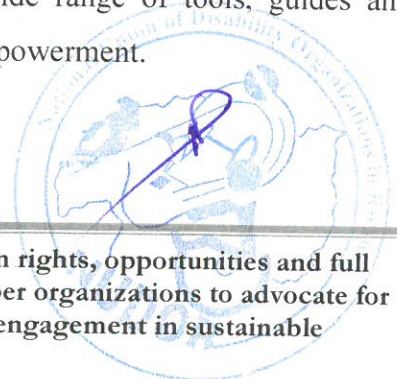
- **Strategic objective 3:** Advocate for increased access to skills development programs, employment opportunities, and appropriate social protection programs for persons with disabilities in Rwanda.
- **Strategic objective 4:** Advocate for responsive, inclusive, and equitable Laws, policies and practices that address the diverse needs, perspectives, and participation for persons with disabilities.
- **Strategic objective 5:** Enhance governance structures and foster organizational development initiatives to ensure strategic alignment, operational efficiency, and sustainable growth.

Cross-thematic areas: Following cross thematic are as that inspired the development of our theory of change and the overall strategy: Gender equality; Community based rehabilitation; Advocacy & Diversity.

2. PROGRAM BACKGROUND

NUDOR in partnership with **Light for the World**, with funding from mastercard foundation is implementing an 8-year program dubbed “**We Can Work**”, which seeks to use system and mind set change approach to impact the lives of young women and men with disabilities and enable them to access dignified and fulfilling work. The goal of the program is to strategically collaborate with regional system actors, national level players and partners to ensure a more inclusive society where young women and men with disabilities thrive and access dignified and fulfilling work. This is being implemented in seven (7) countries: Ghana, Ethiopia, Kenya, Nigeria, Uganda, Senegal and Rwanda.

NUDOR in partnership with Light for the World will support Rwanda Mastercard Foundation partners with technical expertise on disability inclusion to reach the disability inclusion target in Rwanda, as well as provide interventions to support disability inclusion within the Mastercard Foundation Young Africa Works portfolio. We Can Work program will provide a wide range of tools, guides and knowledge products in disability inclusion and inclusive economic empowerment.



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3. JOB BACKGROUND

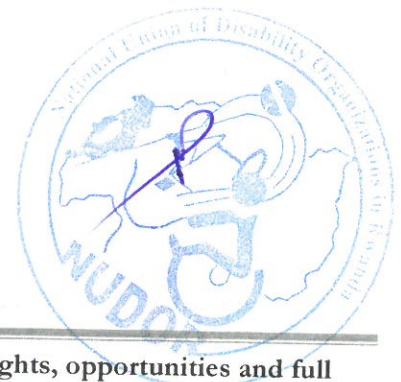
The National Union of Disability Organizations in Rwanda (NUDOR) is committed to fostering an inclusive and accessible workplace for all employees, including those with disabilities. One of our key team members, the Disability Inclusion Adviser, is Deaf and has faced challenges fully participating in meetings and other activities due to the lack of consistent access to sign language interpretation.

Recognizing the critical role communication plays in achieving our mission, we aim to recruit a permanent Sign Language Interpreter (SLI) to ensure that no team member is excluded from NUDOR's activities. The SLI will provide both physical and online interpretation services, enabling seamless communication and supporting the overall effectiveness and inclusiveness of our work.

4. JOB PURPOSE

The permanent SLI will:

- Provide consistent and high-quality sign language interpretation services for NUDOR meetings, events, and activities with much focus on activities related WCW Program;
- Facilitate communication between the Disability Inclusion Adviser and other staff members, stakeholders, and partners; and Enhance the inclusiveness of NUDOR by supporting staff capacity-building in sign language.
- Assist the accountants in day to day responsibilities



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5. KEY RESPONSIBILITIES

The SLI will be responsible for:

1	Interpretation Services	<ul style="list-style-type: none">▪ Providing accurate sign language interpretation for all meetings, workshops, and events (both in-person and online).▪ Assisting the Disability Inclusion Adviser in understanding and contributing to written and spoken communications.▪ Facilitating communication between NUDOR staff, partners, and stakeholders in various settings.
2	Capacity Building and Training	<ul style="list-style-type: none">▪ Conducting regular sign language training sessions for NUDOR staff to build internal communication capacity.
3	Administrative and Communication Support	<ul style="list-style-type: none">▪ Assisting with content accessibility for documents, presentations, and multimedia resources.▪ Supporting the preparation of accessible materials for the Disability Inclusion Adviser and other team members.▪ Collaborating with the NUDOR team on disability inclusion initiatives as required.▪ Advising NUDOR on best practices to ensure accessible and inclusive communication within the organization.

6. Required Skills, Qualifications and Experience

1	Education and Certification	<ul style="list-style-type: none">▪ A university degree in field relating to social sciences, finance, accounting or another disciplines and being Certified trainer in sign language interpretation from a recognized institution.
2	Experience	<ul style="list-style-type: none">▪ Minimum of 2 years of experience providing professional sign language interpretation services.▪ Experience in SLI

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		<ul style="list-style-type: none">▪ Experience in other social work related to disability inclusion
3	Skills and Additional Knowledge	<ul style="list-style-type: none">▪ Proficiency in both Rwandan Sign Language and English (knowledge of French or other languages is an advantage).▪ Ability to provide both simultaneous and consecutive interpretation.▪ Strong interpersonal and communication skills.▪ Knowledge of disability rights, inclusive education, or research methodologies is an advantage.▪ Teaching or facilitation skills for providing sign language training to staff.▪

7. Required documents

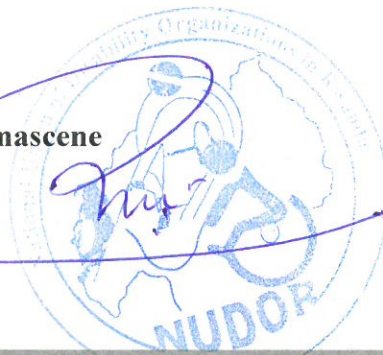
Interested candidates (M/W) should submit the following documents:

1. A detailed CV highlighting relevant experience and qualifications and other supporting documents in English;
2. A cover letter explaining their interest in the role and how they meet the requirements.
3. Copies of relevant academic and professional certifications; Contact details for two professional references.

Application Process/ How to Apply

Qualified Candidates (M/W) should submit a Motivation Letter , CV, Copy of academic papers and other supporting documents in English to: NUDOR email, recruitment@nudor.org and copy info@nudor.org; not later than **Monday 3rd February 2025 at 12:00**. The application letter has to be addressed to the Executive Secretary of NUDOR. NUDOR is an equal opportunity employer. Only shortlisted applicants will be notified.

NSENGIYUMVA Jean Damascene
Executive Secretary



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