



ToR for recruitment: Three district focal persons

1. BACKGROUND

The Rwandan Organization of Professional Counsellors ARCT – Ruhuka is a National Non-profit making Organization, formed on April 30th 1998, and officially registered under the Ministerial Decree No.97/11 on 28 July 2004 and registered by the Rwanda Governance Board (RGB). The organization was started to support survivors of psychological trauma through integrated and holistic services for prevention, care, and healing to facilitate recovery for sustainable unity and reconciliation, peace, and development.

Our mission is to lead the development and application of innovative psychosocial approaches to mental health services and strengthen professional capacity in understanding, treating, and preventing mental health problems for sustainable development.

Our Vision: ARCT-Ruhuka envisages a Rwanda where all people have access to integrated mental health services.

ARCT-RUHUKA operates in the field of Mental Health and Psychosocial Support (MHPSS) that contributes directly to building peace at individual, family, and community levels.

ARCT-RUHUKA in partnership with Trocaire, is implementing five years (2023-2027) Integrated project called **“UMURYANGO UTEKANYE**. The project is contributing to building a violence free families, through GBV prevention and response by providing Psycho social support for the communities, specifically Women and older adolescent girls, to increase self-esteem, confidence, psychosocial wellbeing, resilience, and meaningful participation in their family and Rwandan society.

The project is operating in 3 districts of Rulindo, Nyamagabe and Nyaruguru, and ARCT-Ruhuka wishes to recruit 3 **Project District Focal persons** who will be based in the 3 Districts of **Rulindo in Northern province, Nyamagabe, and Nyaruguru in Southern Province, where ARCT-RUHUKA** is implementing the above project.

2. POSITION: Project District Focal Person

The purpose of the position is to support the overall implementation and day-to-day management, monitoring, and evaluation of “Psychosocial support and Counselling in RULINDO, NYARUGURU and NYAMAGABE project activities to achieve its objectives.



Rwanda Organization of Trauma Counselors (ARCT-RUHUKA)

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P.O. Box: 717 Kigali; Tel.: (+250) 796 894 484

Website: www.arctruhuka.org

Job Title: 3 Project District Focal Person

Reports to: Project Coordinator

Duty Station: Rulindo, Nyamagabe and Nyaruguru Districts

Key Duties: Under the supervision of the ARCT-Ruhuka Project Coordinator, the **Project District Focal person** will be responsible for the following:

Responsibilities:

- Work as the contact person for “Psychosocial support and counselling in the area of intervention.
- Overall day-to-day planning, management, implementation and coordination of project activities
- Develop a detailed project implementation /work plan and provide professional progress reports, including weekly, monthly, quarterly, Semester and annual project Plans and Reports.
- Carry out a psychosocial training needs assessment to identify existing gaps for building capacities and appropriate interventions.
- Propose topics for improving the integrated and tailored training manual/module for training of Community psychosocial workers.
- Organize and conduct training of Community Psychosocial Workers,
- Provide Clinical Supervision to the Trained Community Psychosocial Workers (CPWs)
- Develop regular monitoring and evaluation tools for project intervention, which will help to capture project progress and impact over time.
- Regularly monitor and collect necessary data, and create a project data base in excel sheet.
- Work closely with other partners to create synergy among different interveners
- Receive clients and handle referred cases by CPWs for further professional counselling as needed.
- Attend and represent ARCT-Ruhuka in different stakeholders and JADF meetings, project coordination and organize steering committee meetings and represent as required.
- Putting in place strategies to ensure high-quality and professional services to the beneficiaries and a Do No Harm approach.
- Create and maintain networks of relevant interveners/stakeholders for referral purposes, and maintain their data base for the sustainability of the project.
- Create and maintain a regular project documentation data base with clear statistics, best practices /lessons learnt, challenges, strategies, and well elaborated success stories
- Share regularly best practices with pairs and partners.
- Perform other duties as assigned.

3. Essential Skills/Qualities Required

- Ability to motivate people and work effectively in teams and partnerships with a various group of stakeholders.
- A person of integrity, trust worthy, transparent, and accountable.
- Proven ability to develop Professional modules, provide training, clinical supervision and counselling for individual couples and groups.



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- Good interpersonal, negotiation, mediation, and communication skills.
- Developed computer skills, including MS Excel, Word, PowerPoint, e-mail, and others
- Living or ready to work and live in a rural settings (Rulindo, Nyamagabe, Nyaruguru District).

4. Education and Experience required

- Bachelor's degree (A0) in Clinical Psychology, Professional Counselling and Counselling Psychology,
- Certified as a professional counsellor by a recognized entity with at least 3 years of continuous practical psycho-social support field experience.
- Fluent in French or English
- Must be familiar with Microsoft Excel and Word

How to Apply:

Interested candidates should submit the following documents addressed to the ARCT RUHUKA Chairperson.

1. A cover letter,
2. A 3-page detailed CV, showing their prior experience, with at least 3 referees.
3. Copies of degrees and certificates
4. Copy of ID
5. 3 Recommendation letters (recent)
6. Female candidates are highly encouraged to apply

The above required documents should be addressed to the Chairperson, ARCT-Ruhhuka. Documents can be sent not later than 06th February 2026 at 04:00 pm by Email with all the required documents attached to: arct.recruitment@gmail.com. For any other information, please contact us at ARCT-Ruhuka Mobile Phone number (250) 796894484.

Due to the large volume of applicants, only shortlisted candidates will be contacted within two weeks after the mentioned deadline.

Note: ARCT-RUHUKA has a zero tolerance for child abuse and Sexual Exploitation and Abuse of Project participants. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct during and after working hours.

Done at Kigali, on 26/01/2026

MUKARUBUGA Ancilla
ARCT RUHUKA Chairperson