Job profile

RE4R II PROJECT MANAGER
RWANDA
Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

PRACTICAL ACTION IN RWANDA

In Rwanda, we are recognized leaders in clean cooking and sustainable energy solutions. This includes ground-breaking work in solar, wind and water powered electricity generation, often delivered through independent mini-grids. We bring rural communities, people in refugee camps, energy providers and decision makers together to put sustainable, clean energy solutions to work for the people who need them most.

In our strategic business plan 2021-2025, we propose to extend our current reach and scope in Rwanda by deepening our energy work and stretching our portfolio to work with small holder farmers to make agriculture work better for them.

Within our energy ambition, Practical Action has implemented the Renewable Energy for Refugees (RE4R) project in partnership with UNHCR. The project aimed at to delivering renewable energy investments through an innovative approach in humanitarian settings, working directly with refugees and host communities in the Kigeme and Nyabiheke refugee camps in Rwanda. The project provided access to affordable and sustainable sources of renewable energy, and improve the health, wellbeing and security of target populations.
ABOUT THE ROLE

Building from the achievements of the project described above, the Renewable Energy for Refugees II (RE4R II) project, led by Practical Action, will deliver renewable energy investments in humanitarian settings, working directly with refugees in all refugee camps in Rwanda and host communities. The project will use market-based approaches to implement a number of energy access interventions using renewable and sustainable solutions to address the energy needs of households, enterprises and communities.

Practical Action in Rwanda seeks to recruit a Project Manager for the RE4R II Project, the post holder will be reporting to the Country Manager, the postholder will be responsible for managing all aspects of project delivery including planning, team management and resourcing, budgets, contract management, client relationships and partner co-ordination specific to the RE4R II project.

He/she will be responsible for the overall delivery of the project in Rwanda, quality, performance and management of the project implementation in line with the objectives of the RE4R II project.

SCOPE

<table>
<thead>
<tr>
<th>Title</th>
<th>RE4R II Project Manager</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Reporting to the Country Manager or Project Director (Working alongside the Thematic Lead, who will play a technical leading role)</td>
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<tr>
<td>Direct reports</td>
<td>Community mobilization and inclusion officers (5) MEL Officer</td>
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<tr>
<td>Relationships</td>
<td>Externally with project partners and internally with project colleagues in the UK, EA and global offices, technical advisors, support teams and the impact team.</td>
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<tr>
<td>Location</td>
<td>Kigali, Rwanda</td>
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<tr>
<td>Grade</td>
<td>8</td>
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<tr>
<td>Travel</td>
<td>Regular travel to refugee camps across Rwanda with occasional international travel</td>
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ACCOUNTABILITIES

Leadership and Strategic Alignment

- Contribute to Rwanda’s quarterly and annual reporting against Practical Action’s Business Plan (BP), particularly on RE4R’s II contribution to Practical Action’s Energy Ambition.
- Ensure that project activities, outputs and outcomes feed into Practical Action’s impact ambition and strategic plans.
- Work with the Thematic lead and the Gender Advisor to ensure that gender and climate technology is mainstreamed within the project.
- Ensure compliance with staff development strategies and Performance Management systems and evaluations.

Project Management and Delivering Quality
• Managing all aspects of project delivery, including planning, team management, resourcing, budgets and contract management, client relationships and partner co-ordination.
• Risk and compliance with PA and donor rules and regulations
• Responsible for the overall direction, quality, performance and coordination of the project implementation including field delivery of interventions in line with the objectives RE4R II.
• Ensure that project activities progress in accordance with the grant agreement and project work plans.
• Lead, manage and motivate project field staff, ensuring that they have clear work objectives and individual/teamwork plans and receive meaningful feedback on their performance.
• In coordination and with support from regional and project teams, ensure that local partners have the capacity to implement Practical Action’s programming, and provide for their capacity development as needed.
• Ensure preparation of timely and high-quality progress reports, program reports, and knowledge outputs.
• Ensure effective communication with project team and partners (including international colleagues, UK and other Africa offices).
• Maintain relations with government, donors and other key stakeholders in Rwanda.
• Conduct regular project team meetings to enhance information sharing among staff and effectiveness of operations.
• Ensure transparency in targeting beneficiaries, delivery of services and participation of beneficiaries and partners in planning and monitoring is reflected in project delivery.
• Working with the regional impact team, support the capture and communication of the project’s impact for various internal and external audiences.
• Serve as the budget holder for the RE4R II Rwanda project budget; where applicable manage and support delegated sub-budget holders for individual contracts and grants.
• Ensure monthly budget holder reports are reviewed and project spend is monitored on a monthly basis.
• Work in collaboration with the finance department and provide advice regarding strategic donor costs allocations with a view to minimize compliance issues where possible.
• Responsible for providing high quality, timely input to reports for donors and internal purposes, as well as the development of relevant case studies, success stories and other documentation.
• Deliver RE4R’s procurement plan for Rwanda in accordance with donor and Practical Action procedures.
• Work closely with the procurement team in upholding value for money principles with suppliers in observance of procurement governance practices.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

**Experience & Knowledge**

- 5 years and plus experience in managing complex and large programmes
- Minimum value of demonstrated experience managing at least $1m programs

**Essential**

- Bachelor’s degree in a relevant field, project management, business administration, renewable energy or similar. Further training courses in topics relating to energy, development, project management, humanitarian development etc. will be an advantage.

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Experience of managing the program cycle, including assessments, project design, proposal and report writing, implementation, monitoring and evaluation

5 years and plus practical management experience preferably in humanitarian programs, including budget and contract management, activity planning, client and stakeholder management, managing inputs from team members, consultants and partners, capability to use project management tools to deliver projects to time and budget at the satisfaction of the donor/client.

Proven organizational skills: must be able to manage projects to time and budget and clearly work with diverse teams including technical leads, external partners, and donors.

Experience working and managing teams remotely

Experience of off grid energy access, renewable energy and distribution systems desirable

Knowledge of the humanitarian sector preferably some experience in collaborating with UNHCR. And working on large donor programs

Experience working closely with finance, procurement, and risk and compliance teams/staff.

Management knowledge for risk registers, for Practical Action and the donor.

Knowledge of social inclusion and participatory methods, including conducting research and using gender sensitive approaches.

Experience working or dealing with private sector and an understanding of development and inclusive markets.

Strong results orientation, with the ability to challenge existing mind set

Strong analytical, monitoring and evaluation, and report-writing abilities;

Strong, demonstrable, financial management skills, particularly in budgeting and reporting;

Strong communication, people management and interpersonal skills in English and Kinyarwanda.

Computer literacy, particularly in Word, Excel, and PowerPoint

Experience with project management software

Desirable

Fluency in other languages and local languages in Rwanda.

Working knowledge of renewable energy, development programming and humanitarian response.

Existing strong relationships and networks within the geographic area.

Post-graduate degree in relevant subject.

Experience in working in remote areas and with refugee communities.

HOW TO APPLY

A detailed Job Profile can be accessed from Practical Action website

If you have the experience, skills and the ability we are looking for; please forward your application letter (1 page) and updated CV/Resume (3 pages max) by email to: recruitmentrwanda@practicalaction.org clearly indicating the subject as the Job title you are applying for.

The application deadline is 7th August 2022
We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment or sexual orientation.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks.

**Only shortlisted candidates will be contacted for further process**