



Job specification

Job description

Job title	Project Manager/Project Coordinator		
Department/Team	Programme		
Job Family	PDD - Programme Delivery, Partnerships and Development	Job Code	PDD029
Reporting to	Programme and Partner Support Manager		
No. of direct reports	4	Budget holder responsibility	Yes
Location	Head office, in Kigali with frequent visits in field		
Grade	7		

Contract type	Fixed term, and renewable if successful with phase II funding	Hours	40 hrs pw
---------------	---------------------------------------------------------------	-------	-----------

Role purpose

The Project Manager/Project Coordinator will provide leadership in the project area and represent the organisation in the area, ensuring the successful delivery and tangible impact of the project, management of project staff, and management of the donor contract against the plan, budget, and log frame.

Key responsibilities

Leadership and team building	<ul style="list-style-type: none">▪ Provide oversight to the project activities.▪ Participate in the recruitment, orientation, placement, and capacity building of Project Facilitators/Extension Workers▪ Provide technical support, mentoring and coaching to Project Facilitators/Extension Workers and project beneficiaries including, farmer groups, Milk Collection Centres (MCCs), Artificial Insemination Technicians and Milk Transporters.▪ Ensuring the Ripple Effect Safeguarding Policy is known and applied to protect all project beneficiaries and stakeholders.
-------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Policies and Project Management	<ul style="list-style-type: none"> ▪ Ensure farmers groups, milk transporters, Artificial Insemination Technicians and MCCs are fully engaged in the project cycle management. ▪ Ensure that farmers are properly supported with various advisory services in areas of Sustainable Agriculture (animal production including Improved Animal Management and hygienic milk production, crops production, climate resilience), Gender and Social Inclusion and Enterprise development. ▪ Coach and monitor MCCs on the trained MCC practices, working closely with MCCs management ▪ Monitor the performance of project trained Artificial Insemination Technicians, ensuring timely and effective services are provided to the project community. ▪ Work closely with Districts, Sector staffs, and private local technicians to ensure that the project's activities are well supported at local levels. ▪ Working collaboratively with project partners, in particular, ICRAF for effective planning and implementation, and RJAHS as the grant holder, on project updates, and assisting RJAHS on their specific implementation responsibilities. ▪ As the "Ongera Amata" project has a parallel sister project, "Amakuru ku nka z'umukamo", which is more directly managed by grant holder - the RJAHS, and the two projects overlapping at various steps, you will be expected to acquire some knowledge on the Amakuru project, to ensure that both achieve the success they deserve as a leading implementation manager in dairy in Rwanda.
Monitoring of project budget to ensure progress of activities, prudent spend and clear accountabilities	<ul style="list-style-type: none"> ▪ Responsible to provide information as required to ensure effective management of grant holder contract against plan & budget. ▪ Responsible for the full accountability and best use of all resources allocated to the projects. ▪ Work closely with the Ripple Effect team and its partners to ensure timely procurement.
Capacity building	<ul style="list-style-type: none"> ▪ Find out capacity gaps and ensure training for Project Facilitators/EWs within the projects. ▪ Specifically, work with the team to design and regularly update Ripple Effect's training syllabuses, based on the needs of communities and beneficiaries.
Communication	<ul style="list-style-type: none"> ▪ Effectively carry out communication within the project area and liaise with the supervisor for public communication. ▪ Communicate effectively and in a timely manner with the Ripple Effect project team, project partners, project beneficiaries and external project stakeholders.

Monitoring, evaluation, accountability and learning	<ul style="list-style-type: none"> ▪ Ensure projects data from the field are collected correctly and information timely shared with relevant people for the purpose of proper reporting. ▪ Collect and produce compelling stories, and case studies on quarterly basis and share them with both Ripple Effect and the and within Ripple Effect, for learning and fundraising purposes. ▪ Work with both the Ripple Effect team and the grant holder to update and use the monitoring framework appropriate for the projects. ▪ Ensure regular monitoring of project activities and engaging actively with project beneficiaries' representatives and stakeholders into this exercise. ▪ Support the Institutional Programme funding manager and wider team in programme/project design, evaluation/assessment.
Timely reporting	<ul style="list-style-type: none"> ▪ Prepare and timely submit appropriate required Project reports including: monthly report, quarterly, 6 months and annual reports as required by Ripple Effect and the grant holder.
Fundraising and representation	<ul style="list-style-type: none"> ▪ Participate in and contribute towards Ripple Effect fundraising activities.
Networking	<ul style="list-style-type: none"> ▪ Ensure good working relationship with the development groups in the area. ▪ Represent Ripple Effect local programme in networks and collaboration forums like lower and higher local governments, partner organisations and other stakeholders. ▪ Manage relationships well with the line governmental authorities and participate in networks with other development partners in the project area.
Other duties	<ul style="list-style-type: none"> ▪ Ensure compliance with Ripple Effect policies and all relevant legislation. ▪ Act at all times according to Ripple Effect's values and in support of its Africa Forward Together approach. ▪ To undertake other duties of a similar nature as reasonably required by the line manager.

Safeguarding

At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone

working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

Person specification

Qualifications

Essential:

- Bachelor of Science in Animal science, Veterinary medicine, or Rural Development, Agriculture, and other development related fields.
- Knowledge and experience in project management and implementation
- Knowledge and experience in extension services delivery

Desirable:

- Master's in Animal science, Rural development, Agriculture or in other relevant development related fields.

Experience and knowledge

Essential:

- At least three years in a management position
- Demonstrable strategic management and planning experience.
- Experience of preparing, monitoring and managing budgets and work plans
- Skills and experience in writing reports
- Staff Management experience
- Experience in research and development
- Knowledge of environmental management practices
- Experience in dairy development programmes/projects
- Experience in NGO work
- English proficiency and an ability to translate between English and Kinyarwanda

Desirable:

- Knowledge in extension services delivery
- Community development experience
- Experience in research and development
- Experience in managing a project with multiple project implementing partners
- Knowledge and experience in commercial dairy management and feeding practices
- Knowledge and understanding of the strengths of the Jersey cattle breed.
- Experience in fundraising, proposal writing and development.

Skills and attributes

Essential:

- Strong leadership ability
- Excellent communication skills
- Good presentation skills

- Good report writing skills in English
- Excellent interpersonal skills
- Strong critical thinking skills
- Strong networking skills.
- Able to participate on a policy level with government and other development partners
- An initiator and self-driven
- A team leader, builder and developer
- A broad and mature thinker
- A strategic thinker with an eye for detail
- Creative and innovative
- A flexible team player.
- Ability to identify funding opportunities
- Understands the importance of confidentiality
- Commitment to Ripple Effect's mission.
- Commitment to uphold our values of integrity, accountability and compassion.
- Respect for Ripple Effect's Christian background and ethos.

Equal opportunities

Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Evaluated: June 2022

Updated: Sept 2025