



Programme coordination and UN Inter-Agency Partnership Officer

ONSITE

RWANDA

GENERAL INFORMATION

Host Entity:	UNFPA
Country of Assignment:	Rwanda
Duty station:	Kigali
Volunteer Category:	International UN Volunteer Specialist
Number of Assignment(s):	1
Expected Start Date:	01/10/2025
Duration:	18 month(s)
Possibility of Extension:	No
Sustainable Development Goal:	3. Good health and well-being
DoA ID:	1784888021260227

DETAILS

ORGANISATION MISSION AND OBJECTIVES

UNFPA is the lead UN agency dedicated to ensuring that every pregnancy is wanted, every childbirth is safe, and young people can reach their full potential. It expands opportunities for women and young people to lead healthy, productive lives by supporting access to reproductive health and youth-friendly HIV prevention services through strong national policies, strategies, and guidelines. UNFPA also champions high-quality, disaggregated data to inform policy and planning. Its programs strengthen responses to gender-based violence and empower women, particularly in rural areas. Since its founding in 1969, maternal mortality rates have been halved, families are healthier, and young people are more connected and empowered than ever.

ASSIGNMENT CONTEXT

UNFPA Rwanda has begun the implementation of the 9th Country Programme of support to the Government of Rwanda (2025-2029) which is aligned to the Rwanda National Strategy for Transformation II (NSTII) and the United Nations Sustainable Development Cooperation Framework (2025-2029). The UN Volunteer will primarily contribute to the "One UN Delivering as One" initiative within the country. This implies participating in and supporting UNFPA's involvement in Delivering as One initiatives, with a particular focus on Results Groups and other relevant task teams, ensuring that UNFPA's leadership role is effectively utilized.

The UN Volunteer as well provide essential support in the planning, monitoring, evaluating, and reporting processes associated with Delivering as One to ensure alignment with UNFPA's goals and objectives. The UNV will also play a key role in the development and preparation of funding proposals, contributing to resource mobilization efforts and ensuring that UNFPA's priorities are adequately reflected in these proposals

TASK DESCRIPTION

Under the direct supervision of the Deputy Representative and working closely with the Heads of the Programme Units, the Programme Officer will undertake the following tasks:

- Actively participate in and support UNFPA's involvement in Delivering as One initiatives, with a particular focus on Results Groups (especially RG2 on Social Transformation) and other relevant task teams, ensuring that UNFPA's leadership role (either as chair or co-chair) is effectively utilized.
- Collaborate closely with the Deputy Representative and Heads of Units to guarantee UNFPA's active participation and valuable contribution to the newly established UN Joint Programmes, particularly those where UNFPA is in a lead or co-lead role.
- Provide essential support in the planning, monitoring, evaluating, and reporting processes associated with Delivering as One, including active involvement in the review of UNINFO (UN INFO Platform) to ensure alignment with UNFPA's goals and objectives.
- Play a key role in the development and preparation of funding proposals, contributing to resource mobilization efforts and ensuring that UNFPA's priorities are adequately reflected in these proposals.
- Undertake any other duties or responsibilities as assigned by the UNFPA Deputy Representative, demonstrating flexibility and a commitment to supporting the overall mission and objectives of UNFPA

ELIGIBILITY CRITERIA

Age:	18-80
Nationality:	Candidate must be a national of a country other than the country of assignment.
Required experience:	3 year(s)

ASSIGNMENT REQUIREMENTS

REQUIRED RELEVANT EXPERIENCE

3 year(s)

SKILLS AND EXPERIENCE

- Ability to write clearly and concisely.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Commitment to development issues, especially sexual and reproductive health issues
- Experience in programme management, monitoring and evaluation

particularly in a developing country context

- Experience in project proposal writing.
- Analytical competencies and experience working in teams
- Experience working in developing countries.

REQUIRED EDUCATION LEVEL

Bachelor's degree in Social Sciences or related fields preferred. Candidates with equivalent professional experience, specialised training, or significant progress toward a degree in project management, international relations, social sciences or related fields may also be considered.

LANGUAGE

Language	Proficiency	Required
English	Fluent	Yes

COMPETENCIES AND VALUES

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

OTHER INFORMATION

Volunteerism is understood as a wide range of activities undertaken of free will, for the general public good, for which monetary reward is not the principal motivating factor.

LIVING CONDITIONS AND OTHER REMARKS

Kigali, Rwanda's capital, has experienced remarkable rejuvenation and stability, reflected in its modern infrastructure, safe environment, and well-organized transport system. While motorcycle taxis are the fastest option, standard taxis, public buses with prepaid cards, and rental cars offer safer alternatives. The city boasts well-maintained roads with minimal congestion. Accommodations and recreational facilities are readily available, alongside diverse shopping options for imported goods and essentials. Kigali has both public and private healthcare facilities, with major hospitals like King Faisal Hospital and Legacy Clinic offering comprehensive services and accepting CIGNA insurance. Several restaurants around the city serve local or international cuisine and there are numerous social and sports facilities (fitness, tennis, swimming, riding, golf, etc.) in the major hotels or in different establishments around the city. The city is exceptionally safe, with emergency services accessible via 999 for police, 111 for firefighters, and 112 for general

emergencies
<https://www.unv.org/>

INCLUSIVITY STATEMENT

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

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