



Makera Cell, Cyeza Sector,  
P. O. Box 142, Muhanga, Rwanda



+250 788 760910  
+250 790 532993



[www.rdis.org.rw](http://www.rdis.org.rw)  
[office@rdis.org.rw](mailto:office@rdis.org.rw)

## JOB ANNOUNCEMENT

### Background

The Rural Development Inter-diocesan Service (RDIS) with registration No. 13/RGB/NGO/2015 is a non-governmental organization owned by Anglican Dioceses of Butare, Cyangugu, Kigeme, Nyaruguru and Shyogwe for promoting sustainable and holistic development. This organisation is meant to bring about social and economic development through mobilizing local community. Our Head Offices are located in Muhanga district with Zone offices in Shyogwe, Cyangugu, Butare and Cyangugu Diocese. We plan to open another in Nyaruguru Diocese. The organization is striving for professionalism, performances and sustainability; it works out a written strategic and action plans and budgets as one of the strategies likely to bring about efficiency, effectiveness accountability and positive impact in social economic and spiritual aspects of the members of the communities that the organization serves. Fully committed to fulfill accountability standards, it pursues the benefits of the members of the communities it works with and for. Furthermore, the organization is assigned a clear mission “Safeguard environment, increase the production aiming at sustainable and holistic development”. The Rural Development Inter-diocesan Service is always guided by its mission statement throughout projects and programs design, implementation and monitoring to ensure that, the organization remains right to its mission.

We are looking for a full-time employee to work from any of our zone offices (Butare, Kigeme, Cyangugu, Nyaruguru and Shyogwe).

**Position: Assistant Field Coordinator**

**Reporting to:** The Field Coordinator

**Nature of job contract:** Full-time employment contract

**Start Date:** 1<sup>st</sup> February 2025

## **Attributions and Responsibilities:**

1. Gather information and findings towards the needs of the members in the communities he/she works from for projects and programs design
2. Implement the projects and programs implemented in his/her Zone by RDIS Organization
3. In close collaboration with the Field Coordinator, elaborate and submit consolidated reports (narrative and financial) to the Director of the related Department in RDIS
4. Supervise the personnel under him/her duties (Enumerators, Community facilitators, Managers of tree nursery beds etc.); get their reports, assess them and advise them accordingly
5. Make visible RDIS through the marketing of her projects and programs implemented together with stakeholders, and, with and for the members in the communities
6. Mobilizing, sensitizing and motivating the members of Saving Groups to joint Five Talents - UBUMWE and to pay their shares
7. Make known and market Best Products and Services (BPS in acronym) of RDIS and other ventures that RDIS may initiate for its sustainability and long-term impact in the communities
8. Accomplish any other tasks which maybe assigned to him or her by the employer in line of duties.

## **Requirements:**

- Rwandan, not exceeding 45 years of age
- A Bachelor Degree in Community Development, Rural and urban Development, Development Studies, Environmental Management, Management, and related studies. An equivalence is compulsory if studied outside Rwanda.
- Having a computer literacy, preferably mastery of MS Office.
- A Christian recommended by the Bishop of Nyaruguru Anglican Diocese.
- Good command of English
- Driving License, Category A or B is a must
- Ready to start employment and live in any of the Zones of RDIS specified above Office area.

## **We offer:**

- An induction time, the main purpose of an induction is to integrate you in RDIS Organization
- A friendly working environment and possibility to learn more and enhance employee career
- Salary wage according to RDIS salary determination policy which qualifies to be averaged according to the Rwandan Context.

**Process:**

- **Submission:** Application letter and CV via email: [office@rdis.org.rw](mailto:office@rdis.org.rw) by **15<sup>th</sup> January 2025**
- **Selection of Applicants:** 17<sup>th</sup> January 2025. Selected candidates will be informed the same day of selection via their email addresses or/and telephone numbers indicated in their application letters.
- **Examen (written and interview):** Selected candidates shall seat for exam on 21<sup>th</sup> January 2025, from 9:00 am to 4:00pm, and results shall be promptly communicated to them before they departure from the Exam site (RDIS Head Office located in Muhanga, Nyamabuye Sector, Gahogo Cell, Kavumu Village).

For further information, please contact Mr NSABIMANA Jean Chrysostome, Deputy Executive Director of RDIS via either email: [jnsabimana@rdis.org.rw](mailto:jnsabimana@rdis.org.rw) or phone number: 0788475271.

Done at Muhanga, the 23<sup>rd</sup> December 2024

**Pastor NTARINDWA Viateur**



**Executive Director of RDIS**



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Mission Statement: "To safeguard environment, increase the production aiming at sustainable and holistic development."