



VACANCY ANNOUNCEMENT (INTERNAL)

Job Title: Program Officer (OVC)

FXB Rwanda is a Rwandan Local Non-Governmental Organization (NGO) created in February 2012. It is affiliated to FXB International; an international NGO created in 1989, whose mission is to fight poverty and HIV/AIDS. FXB Rwanda is currently seeking to recruit for the following positions:

Position title: Program Officer (OVC)

Reports to: Program Coordinator

Number of position: 6

Job location: Muhanga District

Period: One year renewable based on performance

JOB PURPOSE:

The OVC Program Officer is responsible for project implementation at the community / sector level. OVC Program Officer is involved in beneficiaries' identification and case management to ensure the timely quality service delivery.

MAJOR RESPONSIBILITIES

- Sensitization of communities and target groups on program objectives, strategies and activities;
- Identification and enrolment of potential beneficiaries of the program based on established selection criteria;
- Ensuring that all program volunteers and stakeholders are trained on program policies including HIV prevention, HIV stigma and Discrimination, Child Safe guarding, psychosocial support and counselling, Gender norms and many more.
- Sensitization of beneficiaries and communities on HIV and GBV prevention, SRHR, Life skills and sexual consent.
- Collaboration with local health facilities to ensure clients' access to voluntary counselling and testing for HIV as well as ensuring access to HIV care and treatment of patients in need;
- Provision of psychosocial counselling to all beneficiaries especially for those infected /affected by HIV AIDS;
- Conduct home visits to assist beneficiaries and follow-up of program activities (especially for HIV cases, malnutrition, GBV, child protection)
- Ensuring that the orphans and other vulnerable children (OVC) supported in education have necessary school materials, school fees and ensuring they perform well, remain in and complete schools;
- Assist program beneficiaries in preparation and execution of income generating activities (IGA) and supporting households to open a saving account with a micro-finance partner and monitor and report on changes in household incomes;
- Hold joint planning and quality improvement committee meetings with community volunteers and local leaders on quarterly basis;
- Sensitization and training of stakeholders and other community' members in IGA, micro-finance, cooperative management, hygiene and sanitation minimum standards, nutrition, vaccination, family planning, positive parenting, child protection, and GBV, etc.;



- Ensure the quality of service delivery to all beneficiaries, timely submission of high quality reports and proper documentation and filing;
- Identification of other OVC stakeholders operating in the target communities and ensuring good collaboration with them as well as with local leaders;
- Participation in monitoring and evaluation of program activities involving all stakeholders;
- Participation in preparation of action plans and reports (weekly, monthly, quarterly, annually) based on beneficiaries' priorities and in consultation with his supervisor and colleagues;
- Perform any other duties/ responsibilities assigned by the supervisor.

DESIRED COMPETENCES

- Minimum of a bachelor's in public health, social studies, nursing or any other related field;
- At least 3 years of experience in health promotion activities
- Computer literate to a high standard in Microsoft Office
- Good communication skills in English and Kinyarwanda;
- Must have a driving license, category A
- Experience in similar position will be an added advantage
- Experience in USAID funded programs is an added advantage

Interested candidates with required skills and competences are requested to submit their applications addressed to FXB Rwanda Executive Director at info@fxbrwanda.org. The applications include **motivation letter**, **CVs** and well completed **FXB application form** (found here: http://www.mediafire.com/download/68hw76cw49ch06q/Job_Application_Form_-_FXB.pdf). The applications will be accepted not later than Friday, October 2nd, 2020 at 5:00pm (local time). Only shortlisted candidates will be contacted.

Done at Ruyenzi, September 28, 2020