

JOB VACANCY ANNOUNCEMENT PROJECT COORDINATOR

1. Background

The Rwanda Association of Local Government Authorities (RALGA), in partnership with the German Agency for International Cooperation (GIZ), is implementing the "Strengthening Local Government Capacity for Shock-Responsive and Inclusive Social Protection" project. This initiative aims to enhance the capacity of local governments to plan, coordinate, implement, and respond to social protection needs, particularly during crises. RALGA is seeking a qualified Project Coordinator to oversee project implementation and support broader resource mobilization and partnership development, including securing funding for its new office in Gahanga Sector, Kicukiro District.

2. Required Qualifications and Competencies

- Master's degree in Project Management, Development Studies, Public Administration, Economics, Social Sciences, International Development, Social Protection, Business Administration, or a closely related field.
- A minimum of five (5) years of relevant experience in project coordination/management, development programs, local governance, social protection, institutional capacity development, or a related domain.
- Proven experience coordinating donor-funded projects and collaborating with development partners; demonstrated expertise in planning, implementation, monitoring, reporting, proposal development, and resource mobilization.
- Strong understanding of Rwanda's local government and social protection systems.
- Excellent analytical, organizational, communication, coordination, negotiation, and report-writing skills.
- Ability to work independently, manage multiple assignments, meet strict deadlines, and contribute effectively within a team environment.
- Excellent written and spoken English is essential; proficiency in Kinyarwanda and/or French is an added advantage.
- Proficient in computer skills, particularly Microsoft Office Suite and relevant project management/reporting tools.

Applications must be submitted via email to info@ralga.rw by **27 August 2026, at 5:00 p.m.** The detailed Terms of Reference (TORs) are available on the RALGA website: www.ralga.rw

Done at Kigali, on 21 August 2026


Valens UWINEZA
Secretary General

