

## **Terms of Reference (TOR) for Programs officer**

### **About RAM**

The Rwanda Association of Midwives (RAM) was formed in 2011 and registered as Non-Government Organization (NGO) by Rwanda Governance Board (RGB) 25/04/2018. RAM became a member of International Confederation of Midwives (ICM) in 2013. RAM has been member of Confederation of African Midwives Association (CONAMA) in 2018. RAM is the professional organization representing midwives and the practice of midwifery in Rwanda. We strive to champion the midwifery profession through advocacy as well as promotion of leadership, management and governance in health.

### **1. POSITION TITLE: Programs officer**

### **2. REPORTING TO: Program Manager**

### **3. JOB DESCRIPTION**

The Programme Officer is a member of the Programme Implementation Unit and is responsible for the overall management and implementation of programme activities, including project management, administrative and logistical support. The Programme Officer will support the Program Manager and other team members in managing the project. The primary responsibility of this position is to ensure organizational effectiveness by providing leadership for the RAM project funded by Jhpiego. Additionally, the position contributes to the development and implementation of organizational strategies, policies, and practices.

### **Key responsibilities include:**

#### **1. Programme Management:**

- Oversee and manage the day-to-day implementation of programme activities in alignment with project objectives.
- **Design project proposals and complete project charter**
- Ensure timely and effective execution of project tasks, deliverables, and milestones.
- Monitor progress and performance of programme activities, identifying and addressing any challenges or delays.

#### **2. Administrative and Logistical Support:**

- Provide administrative support for the Programme Implementation Unit, including coordination of meetings, events, and documentation.
- Organize logistical arrangements for the implementation of project activities, including travel, accommodation, and materials.

### **3. Project Coordination:**

- Collaborate with the Program Manager and team members to ensure smooth and efficient project execution.
- Assist with the development of work plans, timelines, and budgets for project activities.

### **4. Leadership and Capacity Building:**

- Offer leadership and support to ensure the program's success, fostering a collaborative and effective team environment.
- Support capacity-building activities to enhance team members' skills and competencies related to project management and implementation.

### **5. Monitoring and Reporting:**

- Track and report on the progress of project activities, ensuring compliance with the work plan, budget, and timelines.
- Contribute to the preparation of progress reports, donor reports, and other documentation related to programme implementation.

### **6. Strategy and Policy Development:**

- Contribute to the development and implementation of organizational strategies, policies, and best practices for programme management.
- Provide input to organizational learning, ensuring the integration of lessons learned and continuous improvement.

### **7. Stakeholder Engagement:**

- Build and maintain strong relationships with key stakeholders, including donors, partners, and government agencies.
- Represent the project in meetings, events, and discussions with stakeholders.

## **2. JOB REQUIREMENTS**

- Bachelor's or Master's degree in Public Health (MPH), Project Management, Economics, Statistics, or a related field, with at least one year of work experience in project management.
- Ability to multitask effectively in a fast-paced environment with strong attention to detail.
- Proficiency in Microsoft Office and other relevant software.
- Ability to work efficiently with government stakeholders.
- Ability to collaborate with multi-sectoral government and development agencies.
- Ability to work collaboratively in a team and adapt quickly to new situations.

- Strong attention to detail and excellent organizational skills.
- Prior experience in program management or as an Officer is advantageous.
- Knowledge of project management principles, methodologies, and tools, demonstrated through certifications or prior work experience in a recognized NGO or company.
- Excellent verbal and written communication skills.

### **3. WORKING CONDITIONS:**

- The Project Officer will be based at the project's central office, may at times travel to the field, including remote areas.
- Work hours will generally follow standard office hours, though flexibility may be required depending on the nature of field activities.

### **4. CONTRACT PERIOD:**

One year, renewable based on performance and availability of funding.

### **5. HOW TO APPLY:**

Interested candidates should submit their CV and a cover letter detailing their qualifications and experience relevant to the position to [Rwandamidwivesassociation@gmail.com](mailto:Rwandamidwivesassociation@gmail.com) or [info@ram.rw](mailto:info@ram.rw) **by 20/01/2025 at 5 pm [deadline ]**