

Description
Management, Administration, & Finance

- Work closely with the Program Leader in the overall implementation of the program; support the development of program's workplans and budgets; fulfill program's reporting requirements; maintain program's monitoring and evaluation plan; and ensure program's compliance with donors' funding and performance requirements.
- Oversees administrative services, including office procurement, office maintenance, technical/IT services, vehicle fleet management, and management of local administrative staff.
- Assist with day-to-day management of local research and administrative staff, including recruitment, workplan development, supervision, and performance review.
- Assist Program Leader in developing concept notes and proposals for new activities; develop new ideas and follow fundraising opportunities; manage program/project donor relationships.
- Monitor level of effort and expenditure of resources against program budgets.
- Communicate program requirements, timelines, and deliverables to researchers and collaborators.
- Manage relationships with project sponsors.
- Respond to requests for information about research programs.
- Assure that contract documents are prepared and properly signed.
- Support and occasionally lead the design, organization and implementation of capacity development activities.
- Contribute to the management and organization of field activities such as household surveys, enumerator trainings, field cost administration, and field work logistics.
- Provide training for locally recruited research support staff in IFPRI-specific research systems and processes.

Outreach and Policy Communication `

- Manage the publication and dissemination of research results in policy briefs, discussion papers, donor reports, and other targeted publications.
- Contribute to the project's outreach to various external audiences including donor community, government officials, international and national research agencies, and CGIAR Centers; represent the project at various technical workshops and meetings.
- Plan and coordinate seminars, workshops, and other events for the

**IFPRI
Program
Rwanda**

**-Country
Manager,**

Hiring organization

Alliance Biodiversity & CIAT

Employment Type

Full-time

Industry

Agriculture

Job Location

Kigali, Ville de Kigali, Rwanda

Valid through

31.03.2023

dissemination of research results.

- Draft program activity summaries and maintain program website.
- Manage the implementation of the program's communications strategy and social media presence, including the IFPRI-Rwanda Twitter feed, quarterly newsletters, and other channels.

Qualifications

Master's in relevant field (such as Economics, International Development, Public Policy, International Relations, or Business Administration) plus five years of relevant professional experience following degree.

- Demonstrated skills in program management skills including (1) coordination of multiple program activities, (2) tracking and monitoring program milestones, deliverables, and budgets, and (3) reporting on program performance to multiple funders using logical framework analysis/results-based management tools.
- Ability to summarize research outputs and synthesize communication materials for non-technical audiences.
- Familiarity with food policy and agricultural economics research and development issues related to food security, sustainable development, agricultural intensification, enhancing nutrition and promoting resilience in food production systems in Africa.
- Demonstrated ability to organize conferences, workshops, seminars, and learning/training events.
- Demonstrated experience in interacting with stakeholders (donors, governments, non-governmental organizations and research organizations), preferably in an international environment.
- Demonstrated interpersonal skills to: (1) responsibly manage projects in a multi-cultural environment, and (2) respectfully and efficiently coordinate projects with collaborators in developing countries and establish durable partnerships.
- Ability to multi-task in a fast-paced working environment; excellent organizational skills and attention to details.
- Fluency in written and spoken English; excellent professional writing and editing skills.
- Ability to travel internationally as necessary.

Preferred Qualifications

- Two or more years' experience working with programs or projects funded by the main donors/development partners in Rwanda.
- Two or more years' experience working with programs or projects that partner with the Government of Rwanda.

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