

## **Job Offer Communication Officer**

### **1. Background**

AVSI Rwanda is a local non-profit organization which carries out development cooperation projects in Rwanda. Created from the international branch AVSI Foundation, it started its operations in Rwanda in 1994, just after the Genocide against Tutsi in Rwanda. Initially engaged in humanitarian emergency interventions, today AVSI Rwanda has transitioned to long-term development interventions.

#### **Vision**

AVSI Rwanda believes in a world where the person, aware of his/her value and dignity, is the protagonist of his/her own integral development and that of his/her community.

#### **Mission**

To work every day to build a society that is more dignified, more inclusive, more just and more respectful of the choices and needs of children and their families, and to build safer communities through strong partnerships in which parents, communities and schools are fully involved in ensuring children's blossoming.

#### **Approach**

AVSI Rwanda builds on the long experience gained during its presence in Rwanda, the good relationships with the various stakeholders and the physical presence on the ground. AVSI continues to build on ongoing interventions, especially using the community-based approach PACOME (partnerships between PArnts/Families, COMmunity and Schools (Ecole)). AVSI Rwanda programs use a holistic approach where interventions are organized around parents and caregivers, community volunteers taking care

**Role:** MEAL Officer

**Department:** MEAL

**Duration of contract:** 1 year with the possibility to extend upon good performance and budget availability.

**Duty Station:** Kigali

**Aim of the position: Overall Function**

The MEAL Officer supports the MEAL Coordinator in the design, implementation, and strengthening of Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across projects. The

position ensures high-quality data collection, management, analysis, and reporting, supports project teams to use evidence for decision-making, and strengthens Accountability to Affected Populations (AAP). The MEAL Officer plays a key role during project start-up phases, beneficiary identification, and establishment of MEAL systems, with a strong emphasis on digital data tools and software use.

## Key Responsibilities

### A. Monitoring, Evaluation & Learning

- Support the design and implementation of MEAL plans in line with project logframes and donor requirements
- Support baseline, midline, endline studies, routine monitoring, and evaluations
- Develop, review, and adapt MEAL tools (questionnaires, checklists, KIIs, FGDs)
- Support identification, definition, and tracking of indicators (output, outcome, impact)
- Ensure MEAL approaches are gender-, age-, and protection-sensitive

### B. Data Collection & Field Support

- Support planning and coordination of data collection activities (logistics, enumerators, tools)
- Train and supervise enumerators and project staff on data collection tools and standards
- Conduct field monitoring visits to ensure data quality and compliance with MEAL standards
- Ensure project teams maintain ownership of data collection while receiving technical support

### C. Data Management, Analysis & Software Use

- Manage project data using digital MEAL systems, with strong emphasis on **activity Info**
- Design, update, and maintain databases and reporting frameworks
- Conduct routine data quality checks (completeness, consistency, accuracy)
- Analyze data using Excel, SPSS, STATA, R, Power BI or similar
- Produce dashboards, summary tables, and visualizations to support decision-making

### D. Reporting & Knowledge Management

- Support preparation of internal and donor MEAL reports (monthly, quarterly, annual)
- Contribute to assessments, evaluation reports, and learning briefs
- Support documentation of lessons learned, best practices, and recommendations

### E. Accountability to Affected Populations (AAP)

- Support implementation of feedback and complaint mechanisms
- Participate in community feedback sessions and ensure data is documented and analyzed
- Support communication of findings back to communities and project teams
- Ensure ethical data collection, including informed consent and data protection



## **F. Capacity Building & Coordination**

- Build capacity of project staff on MEAL concepts, tools, and software
- Provide on-the-job coaching on Activity Info and digital reporting tools
- Support coordination with Programs, Communication, and Information Systems teams •
- Support recruitment and supervision of consultants and data collection teams when needed

## **G. Proposal Development & Strategic Support**

- Contribute to development of project proposals (ToC, log frames, indicators, MEAL budgets)

### **Essential requirements:**

#### **Education:**

- Bachelor's degree in Monitoring & Evaluation, Statistics, Economics, Sociology, Development Studies, Public Administration, Political Sciences, Data Science, Project Management, Environmental Health, Information Technology or related fields.
- Additional MEAL or data-related certifications are an added advantage

#### **Work experience:**

- At least 2 years of professional experience in humanitarian and/or development organizations in a similar position;
- Experience working with multi-sector projects is an asset.

### **1. Required skills and experiences:**

#### **Hard Skills**

- Good level ability in quantitative as well as qualitative research methods; • Significant experience in designing and maintenance of management information systems and tools (a good knowledge of activity Info represents an asset);
- Good analytical skills and ability to effectively use different statistical packages; • Ability to coordinate and manage a team;
- Experience in training/mentoring staff (capacity building to local staff is paramount for the position);
- Experience in proposal writing (ToC, log frames) and strong knowledge of PCM; • Ability to communicate scientific data to communities, program staff, and partners in a simple and clear manner.
- Experience in indicator tracking and results-based reporting



### **Soft Skills:**

- Teamwork and team building skills, capacity building skills;
- Dynamic and mature personality, able to oversee multiple tasks, prioritizing and delegating as required;
- Excellent communicator. Problem solving ability. Good inter-personal and conflict resolution skills;
- Leadership and management skills; ability to build trust and enforce procedures; • Team-player with good inter-personal skills; committed to team-building.

### **Language Proficiency:**

- Strong working knowledge of English (spoken and written)
- Knowledge of French is an asset
- Knowledge of Kinyarwanda is a strong advantage

### **Reporting structure:**

Direct Supervisor: AVSI Rwanda MEAL coordinator

### **How to apply**

Interested candidates should submit their application all in 1 document (motivation letter, updated and signed CV, 3 professional references, copies of academic qualifications and certificates of last employer) by e-mail to [kigali@avsi.org](mailto:kigali@avsi.org). The email attachment should be in **PDF** format and remember to mention the job title in the subject.

**The deadline** for submission is **until 27<sup>th</sup> February, 2026 at 5:00 PM**

**Note: Only shortlisted candidates will be contacted for test and interview.**

AVSI does not make any charge at any stage of the recruitment process. If anyone requests prices for vacancies, please contact us immediately at this address [lorette.birara@avsi.org](mailto:lorette.birara@avsi.org)

We encourage to apply!

**Lorette Birara**  
**Legal Representative**

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