



# Albertine Rift Conservation Society (ARCOS)

Kigali Head Office, Kimihurura, KN 14 Avenue, No 47. Email: [info@arcosnetwork.org](mailto:info@arcosnetwork.org)

## JOBS ADVERTISEMENT, 19 May 2023

The Albertine Rift Conservation Society (ARCOS) was founded in 1995 with the mission “To enhance biodiversity conservation and sustainable management of natural resources through the promotion of collaborative conservation action for nature and people”. ARCOS is a registered charity and company limited by guarantee in the UK and has offices in Kampala (Uganda), and Kigali (Rwanda). ARCOS is implementing various projects in Bugesera, Gicumbi, Kirehe, Rulindo and Rutsiro, Ngororero and Karongi districts in Rwanda and in the Albertine Rift region, as well regional projects in the Great Lakes and Africa mountains. With support from Reforest’Action and the Danish Civil Society in Development (CISU) through Danish Outdoor Council (DOC) and in partnership with government partners, ARCOS is looking at strengthening its outstanding team with the hiring of the following positions for Rutsiro District Landscape and the Education for Sustainable Development Programme:

Job Position	Key responsibilities	Profile
<p><b>Leader, Climate Resilience and Green Development Programme (1)</b></p> <p>Based at Kigali Head Office</p> <p>Reports to the Director, Conservation Programme</p>	<p>Provides overall leadership to ARCOS’ Core Strategic Programme Area of Climate Resilience and Green Development. S/he ensures effective planning, implementation and reporting of programme activities and continuous resource mobilisation to deliver sustainable impact at scale. More specifically, plays the role of Project Manager for “<b>Building resilience to climate change and sustainable value chains Rutsiro agro-systems (MuLaKiLa Project)</b>” by leading the development of project annual work plans and budgets, technical and financial timely reporting in accordance with ARCOS and donor contractual requirements. S/he provides leadership, direction and support to team members in their duties as required, to meet service expectations, goals and objectives. Ensures effective communications and partnerships with other actors to ensure strong profile of the Programme and its activities</p>	<p>Master’s degree or PhD in Climate Science, Forestry, Environmental Sciences, Sustainable development, or related field with at least 5 years’ prior job-related experience at a senior managerial level and especially in leading, developing, and managing programmes and/or large-scale projects. Demonstrated skills and experience in fundraising. Good Communications skills and fluency in English and French.</p>
<p><b>Climate Change Project Officer</b></p> <p>Based at Kigali Head Office</p> <p>Reports to the Environment and Climate Change Programme Manager</p>	<p>Is responsible for providing technical inputs for development, implementation, review, monitoring and evaluation of the “<b>Integrated Climate Change Adaptation Project</b>” under the Eco-Schools Programme. More particularly: provide support in the development of the project’s annual work plan and allocated budget; Play proactive role in the implementation of planned activities according to the work plan and the budget, Provide a timely progress</p>	<p>At least BSc in Environmental Management, Climate Change, Geography, and other related subjects. Proven record or experience in project management experience for at least 3 years; Ability to plan and implement technical aspects of new and ongoing projects;</p>

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	and final reports of the project financial and technical activities in accordance with ARCOS's program implementation standards; Ensure the capitalization and dissemination of lessons learnt from projects as well as those learnt from partners and colleagues.	Excellent oral and written communication skills in English and French; Experience working with NGOs and non-profit organisations.
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If you are interested in any of the above positions and your background, experience, competences and skills match with the specifications, please send your application cover letter and CV inclusive of at least three professional references. All applications should be addressed to the Chief Executive Officer and submitted electronically to Email: [info@arcosnetwork.org](mailto:info@arcosnetwork.org) not later than **29<sup>th</sup> May 2023, 5:00 pm**. For further information, please contact ARCOS through the above email or Tel: +250 787 978 439.

Collaboration and diversity are our strengths. ARCOS is an equal opportunity employer, and all qualified applicants will receive consideration for employment based on the requirements above. ARCOS reserves the right to withdraw the vacancy at any time for whatever reason. ***Correspondence will only be entered into with shortlisted candidates.***

Done at Kigali on 19 May 2023



Dr Sam Kanyamibwa  
Chief Executive Officer, ARCOS