



Albertine Rift Conservation Society/Société de Conservation du Rift Albertin		
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JOBS ADVERTISEMENT

The Albertine Rift Conservation Society (ARCOS) was established 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 registered as Charity and Company Limited by Guarantee in the UK and as an International NGO in Rwanda and Uganda. It has a Regional Head Office in Kigali/Rwanda, a liaison office in Kampala/Uganda, and operates through NGOs partners in other countries of the Albertine Rift region, Africa Great Lakes and Africa mountains countries.

With the funds from AstraZeneca through Reforest'Action, ARCOS is implementing a 30 years' project called: "Building resilience to climate change and sustainable agriculture value chains in agro-systems around Mukura and Gishwati Forests and Lake Kivu Catchment Landscape", known as "MuLaKiLa project" in Rutsiro and Ngororero districts, in the western province of Rwanda. Rutsiro and Ngororero Districts are coordinated by the Landscape Zone Coordinator each.

In this regard, ARCOS is looking at strengthening its outstanding team by hiring the new staff as described below:

1. Cell Community Extension Officers (24 positions)

1.1. Main duties

- Provide advice and support to farmers and community groups on tree planting and community development activities.
- Provide advice and expertise to support Cell Community Extension Assistant and Friends of Nature Associations.
- Provide technical plans and reports to Landscape Zone Coordinator and ARCOS Management when required.
- Undertake surveys and data collection based on set standards and provide information, evidence and data searches as required.
- Liaise with farmers and landowners and provide follow-up information and advice when required.
- Prepare the documentation required to complete regular and timely Cell activity reports to Landscape Zone Coordinator and Project Team Members to ensure project plan is delivered on time to agreed targets.
- Represent ARCOS and MuLaKiLa Project effectively.

1.2. Job Requirements

- At least MSc-degree or equivalent in forestry, agriculture, ecology, natural resource management, or related field;
- At least 3 years' experience in in the field of community development and tree nursery related work;
- Excellent community development and tree nursery management skills;
- Working experience as community extension officer would be an added advantage;
- An understanding of the community engagement at landscape level;
- Experience of working with local authority, communities and other stakeholders;
- Master the use of technology (computer, smartphone, GPS tracking, etc)

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- Having a Driving License category A would be an added advantage
- Excellent interpersonal and communication skills;
- Excellent oral and written communication skills in Kinyarwanda, English and French.

2. Cell Community Extension Assistants (40 positions)

2.1. Main duties

- To assist and support Community Extension Officer in different activities and particularly community engagement, training and support and Tree nursery development;
- To facilitate the farmers' access to tree seedlings of different species including agroforestry, woodlots and fruit trees according to the project plan;
- To undertake effective delivery of tree nursery management activities in the assigned site according to the tree nursery development plan;
- To contribute to the development and implementation of the work plan of the tree nursery in reference to the project plan;
- To monitor the Umusave Fund management at community level;
- To deliver monthly and quarterly technical reports timely to Cell Community Extension Officer;
- To determine optimal growing conditions (weather, topography, soil type, drainage etc.) that affect seedlings growth;
- To contribute to the recruitment of the employees of the tree nursery, training of farmers on tree nursery development and maintenance to ensure the sustainability of the project;
- To monitor tree growth and report timely potential problems or threats to the health of the seedlings;

2.2 .Job Requirements

- At least BSc or equivalent in forestry, agriculture, ecology, natural resource management, or related field;
- At least two years of experience in community development and tree nursery management, including grafting;
- Excellent personnel management skills;
- Good skills in reporting;
- Able to work with local authorities and communities ;
- Very good communication and reporting skills;
- Able to use technology (Computer and smart Phone)
- Able to speak Kinyarwanda, English or French would be an added advantage;

SUBMITTING APPLICATIONS

If your background, experience, competences and skills match the above specifications, please send your application cover letter, CV inclusive of at least tree professional referees, copies of academic background, and proof of experiences. All applications with files under the name of applicant, should be submitted (in one zipped folder) to ARCOS, Administration (Email: admin@arcosnetwork.org). Deadline for applications is **05.00 pm Kigali Time on January 2nd, 2024**. For further information, please visit ARCOS Network website at www.arcosnetwork.org.

Collaboration and diversity are our strengths. ARCOS Network is an equal opportunity employer and all qualified applicants will receive consideration for employment based on the requirements above. ARCOS Network 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 21 December 2023

Dr Sam Kanyamibwa
Chief Executive Officer, ARCOS

