

# Sport & Gender Program Assistant RWANDA Mission

12-month local contract

PLAY International in Rwanda opened its mission in 2024 and is looking for a Program Assistant. The company is due to take up its post in November 2024. Workplace: RWANDA - Kigali - Kicukiro; travel to the districts of intervention is to be expected.

## **PLAY International**

PLAY International is a French NGO founded in 1999 on the conviction that sport is a source of solutions to our social challenges. PLAY International's main mission is to design and implement education and inclusion projects for children and young people in vulnerable situations, using sport as a pedagogical tool. The NGO works in particular on issues such as access to and retention in school, equality between girls and boys, community reconciliation, health prevention - eating well - moving well - sleeping well - using screens well, changing attitudes to disability... Since its creation, PLAY International has implemented educational and humanitarian projects in France and abroad in over 20 countries, benefiting nearly 1 million children. Today, the association has 6 missions in Burundi, France, Kosovo, Senegal, Comoros and Rwanda. PLAY International is a member of Groupe SOS.

## **SOS Group**

Groupe SOS is a non-profit group and a leader in social entrepreneurship in Europe. Non-shareholder, non-profit, Groupe SOS operates in France and in over 40 countries worldwide.

## **Responsibilities and missions**

Under the supervision of the Head of Mission, the Program Assistant will be responsible for facilitating the implementation of activities contained in one or more PLAY projects in Rwanda.

To fulfill his/her duties, the project assistant will be in contact with the rest of the Mission Rwanda team, which is made up of a program manager, a pedagogical coordinator and an administration & finance officer.

### **1. Communication**

- Support teams with communication projects and materials
- Ensure the timely publication of information on social networks (at least Twitter), in liaison with headquarters and the mission in Rwanda.

### **2. Project management**

- Assist in the planning of project activities in close collaboration with the project team
- Facilitate the practical and material implementation of project activities and contribute to their proper implementation.
- Assist in the development of administrative and logistical monitoring tools in collaboration with the rest of the team and in liaison with the CAF
- Manage the logistical aspects of events organized by the department as part of its communications missions

### 3. **Cross-functional support for mission development**

- Occasionally assist head office or missions with the drafting of communication, development or advocacy content related to Rwanda.
- Help write project proposals (for calls for projects) or reports (for donor reports)

### **Skills required**

- Mastering the project cycle
- Ability to write and summarize
- Excellent command of Excel/Word/Powerpoint
- Fluency in English: French is a plus.

### **Training**

Bachelor's degree in humanitarian / development / NGO project management

### **Skills and experience**

The candidate will have at least one year's experience in monitoring or implementing sports or gender-related projects. This experience will have enabled him/her to develop some or all of the following skills:

- Experience in managing educational projects or projects related to children and young people
- Operational experience in an NGO or CSO
- Experience of gender equality issues in the sports sector
- Experience in corporate communications via social networks.

### **Know-how**

- Project cycle management in the humanitarian/development/NGO field
- Ability to write and summarize
- Excellent command of Excel/Word/Powerpoint
- Excellent communication skills on social networks

### **Conditions**

Start date: November 2024

Local contract of 40 hours per week with 1.75 days off/month; Health insurance.

**Gross monthly salary: RWF 1,300,000**

Position based: at PLAY Rwanda, KICUKIRO - KIGALI

### **To apply**

Send a CV (maximum 2 pages) and covering letter to [rwanda@play-international.org](mailto:rwanda@play-international.org)

Specify "Program Assistant" in the e-mail title.

Closing date for applications: October 20, 2024