



## VACANCY ANNOUNCEMENT: ECONOMIC EMPOWERMENT OFFICER

Women for Women Rwanda (WfWR) is a national organization dedicated to supporting women and girls in Rwanda to break the cycle of poverty and social exclusion by enabling them to become socially and economically empowered and capable of leading themselves and their communities toward improved health, education, and social well-being.

Women for Women is seeking a full-time an Economic Empowerment Officer (EEO), to provide support and income generation expertise that will enable economic self-sufficiency for the WfWR program (participants, graduates, self-help groups and cooperatives), including training. He/she shall also be responsible for new business development and existing business expansion and development of opportunities in a wide range of economic sectors especially off-farm job creation sector. The EEO shall assist the Head of EE in assessing the domestic and international markets to identify traditional and non-traditional skills, in which we can train participants to bring them long-term income generating potential.

### JOB PROFILE

<b>JOB TITLE: ECONOMIC EMPOWERMENT OFFICER</b>	
<b>TEAM/PROGRAM: EE TEAM</b>	<b>LOCATION: HQ Kigali</b>
<b>GRADE: 5</b>	<b>CONTRACT LENGTH: 1-year renewable</b>
<b>Line managers</b>	EE Assistant
<p><b>PURPOSE:</b> The Economic Empowerment Officer, working under the supervision of the Head of Economic Empowerment and is responsible for providing support and income generation expertise that will enable economic self-sufficiency for the WfWR program (participants, graduates, self-help groups and cooperatives), including training. He/she is also responsible for new business development and existing business expansion and development of opportunities in a wide range of economic sectors especially off-farm job creation sector. S/he will assist the Head of EE assessing the domestic and international markets to identify traditional and non-traditional skills, in which we can train participants to bring them long-term income generating potential.</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to: HEAD OF ECONOMIC EMPOWERMENT.</b></p>	
<p><b><u>DUTIES AND RESPONSIBILITIES</u></b></p> <ul style="list-style-type: none"> <li>Responsible for WfWR Economic Empowerment Programs</li> <li>Be part of the team for planning, implementing of EE projects and programs</li> </ul>	



- To build partnerships and establish linkages between women graduates to potential stakeholders.
- To coordinate Economic Empowerment trainings
- To prepare and conduct ToT for temporary consultants.
- To follow up day to day activities of graduate groups to ensure that they are working well are registering into cooperatives
- Support graduate programs to implement their action plan on time
- Coordinate the financial inclusion on VSLA digitalization process
- Training women in VSLA methodology and provide complete kits
- Compile regular Reports and Plans and submit to EE Head as required
- To assist in Fundraising for all economic empowerment related projects
- Build the capacity of self-help groups by training members in issues related to membership, roles and responsibilities, leadership, structures, conflict resolution, etc. as well as assisting interested groups to pursue legal registration (Cooperative)
- Conduct and document regular verification visits to the field
- Take stock/inventory and keep training equipment/finished products records
- Coordination of projects related to Agriculture /Agribusiness from Planning to Implementation and Reporting
- Any other duties as assigned by the Supervisor.

#### **ADDITIONAL SKILLS AND TASKS**

##### **Communication and Team work**

- Capacity to collect, treat on information on income generating and businesses of women
- Establish communication and working framework with rural women in cooperatives, women farmers engaged in agribusiness, and other income activities and businesses
- Support the use of modern communication and tools to provide accurate information and updates on market trends;
- Work closely with EE team members, other departments for effective implementation EE programs

##### **Networking and advocacy**

- Develop working relationship with local authorities and women' organization (cooperatives, income generating business groups like VSLA ...
- Develop and share information on regular basis with cooperatives, women farmers and women in VSLAs on market fluctuations and business opportunities
- Assess in collaboration with local authorities the opportunities available to support rural vulnerable women and bridge poverty gaps
- Support the Head of Economic Empowerment to reinforce the follow up of existing and potential opportunities of women for economic empowerment
- Support Head of Economic Empowerment to strengthen networks of women organizations in the district



- Compile reports of economic success stories and good practices in the areas of WfWR' interventions

#### **Capacity building initiatives**

- Support economic initiatives of women with capacity building package
- Initiate capacity building activities
- Promote economic activities of cooperatives and VSLAs
- Train and coach leaders of women's cooperatives and income generating business.

#### **QUALIFICATIONS AND EXPERIENCE**

- At least a Bachelor's degree in a relevant field in Agribusiness, Economics, Gender studies, Development studies.
- At least three (3) years relevant work experience, preferably within the I/NGO environment.
- Ability to understand the needs of target clients and align programming accordingly;
- Demonstrable understanding and experience of gender issues and proven commitment to addressing gender inequalities in all key areas of responsibility;
- Strong analytical and problem-solving skills;
- Knowledge and experience in training and facilitating;
- Knowledge of basic production processes and principles of quality control;
- Knowledge of basic costing and profit and loss accounting and invoicing;
- Knowledge of project management principles and practices;
- Excellent spoken and written English to include research, writing, and communication skills and Kinyarwanda minimum working knowledge of French will be an added advantage.
- Strong interpersonal skills and ability to work well as a part of a team;
- Knowledge of the political, economic and social context of Rwanda;
- Technical skill and proficiency to efficiently utilize MS Office.

#### **HOW TO APPLY**

Interested candidates should submit their **updated CV/resume** and **application letter** outlining their qualifications and suitability for the position to this

email: [info@womenforwomenrwanda.org](mailto:info@womenforwomenrwanda.org)

Please ensure to indicate "**Your Name and Position or Job title**" in the subject line of the email or application.

**Deadline for Applications: 22<sup>nd</sup> June, 2026**