



TERMS OF REFERENCE (TOR) FOR PROJECT PERSONNEL RECRUITMENT AT HORTICULTURAL EXPORTERS ASSOCIATION OF RWANDA (HEAR)

1. Background

The Horticultural Exporters Association of Rwanda (HEAR), in partnership with AGRA, supported by Mastercard Foundation, is implementing a 36-month project titled “*Enhancing Market Access and Inclusivity in Rwanda’s Horticulture Value Chain.*” The project aims to accelerate Rwanda’s avocado value chain growth and global competitiveness through improved data systems, contract farming models, training, and inclusive market linkages targeting youth and women.

To support effective implementation, HEAR seeks to recruit qualified personnel to fill the position of **National Coordinator**.

The job description and key responsibilities are as follows:

NATIONAL COORDINATOR

Duty Station: Kigali, with frequent field travel

Duration: One year, renewable based on performance review

Key Duties

- Coordinate the scheduling and rollout of project activities across the implementation timeline.
- Support the drafting of training manuals, implementation guidelines, and use of financial tracking and reporting tools like QuickBooks, Excel in collaboration with technical experts and donor
- Organize and attend coordination meetings with stakeholders, addressing emerging issues and opportunities.
- Compile and submit consolidated quarterly progress reports, budget updates, and annual work plans.

- Assist in organizing and facilitating workshops, capacity-building events, and networking forums for youth, women, and exporters.
- Monitor activity progress on the ground by working closely with field officer and ensure accurate and timely data collection.
- Ensure that implementation challenges are flagged early and addressed in coordination with the Project Director.

Key Responsibilities

- Oversee and coordinate the day-to-day execution of all project activities, ensuring coherence across components and alignment with project goals.
- Facilitate stakeholder engagement and maintain productive working relationships with project partners, government institutions, exporters, and local actors.
- Ensure timely planning, documentation/filing, and submission of project reports, work plans, and performance updates in line with the results framework.
- Support the development and implementation of training, capacity-building workshops, networking events, monitoring, operational systems, and guidelines that enhance delivery and accountability.
- Supervise and collaborate with field officers/ personnel to ensure the consistent tracking and achievement of project performance indicators.

Qualifications:

i A Bachelor's Degree in Accounting or Finance is preferred. Candidates with qualifications in Agricultural Economics, Business Administration, or other related fields may also be considered. A professional accounting certification will be an added advantage.

ii Minimum of 5 years of professional experience, including at least 3 years in management, financial administration, organizational coordination, or program implementation.

iii Proven experience in leadership, financial management, compliance, auditing, or taxation, with exposure to public, private, and/or non-governmental organizations.

- iv Proven ability to manage multi-stakeholder projects, including coordination with government institutions, private sector actors, and development partners.
- v Strong skills in strategic planning, budgeting, financial reporting, and regulatory compliance.
- vi Excellent interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders.
- vii Fluency in English and Kinyarwanda is required; knowledge of French is an added advantage.
- viii Proficiency in Microsoft Office applications and financial/project management tools.
- ix Willingness to travel regularly to project sites across Rwanda.

3. Application Procedure

Interested candidates should submit:

- A cover letter addressed to the chairperson of HEAR.
- Updated CV (with 3 referees)
- Copies of academic and professional certificates

Deadline for applications: June 17, 2026

Submission email/contact: hearecruitment@gmail.com

4. Equal Opportunity

HEAR is an equal opportunity employer. Women, youth, and persons with disabilities are strongly encouraged to apply.