



Rwanda Organization of Trauma Counselors (ARCT-RUHUKA)

E-mail: arctrwanda@gmail.com or info@arctruhuka.org

P.O. Box: 717 Kigali; Tel.: (+250) 796 894 484

Website: www.arctruhuka.org

TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF THE EXECUTIVE DIRECTOR

Position: Executive Director

Duty Station: Kigali, Rwanda,

Reports to: Chairperson of the Board of Directors

Supervisory Authority: Board of Directors

1. BACKGROUND AND JUSTIFICATION

Association Rwandaise des Conseillers en Traumatisme (ARCT-RUHUKA) is a national non-governmental organisation of professional trauma counsellors established in 1998. The organization evolved from a trauma counselling programme implemented with the support of **Trócaire, an Irish charity organisation**, in response to the need for trauma counselling and psychosocial support in Rwanda.

ARCT-RUHUKA was subsequently formally established and obtained legal recognition as a non-governmental organisation under **Ministerial Decree No. 97/11 of 28 July 2007**. The organization was later legally registered with the **Rwanda Governance Board (RGB)** under **Legal Personality No. 97/11 dated 12 September 2013**.

In accordance with the applicable legal and regulatory framework, ARCT-RUHUKA has continued to maintain its legal compliance and institutional standing. Its most recent certificate, issued by the **Rwanda Governance Board on 30 September 2026**, certifies that **Association Rwandaise des Conseillers en Traumatisme (ARCT-RUHUKA)**, a national non-governmental organization with **Legal Personality No. 97/11 of 12 September 2013**, complies with **Law No. 058/2024 of 20 June 2024** and the related regulations.

Over the years, ARCT-RUHUKA has evolved into an established national organisation dedicated to trauma counselling, mental health and psychosocial support (MHPSS), professional capacity development, advocacy, institutional strengthening, and child rights and protection. Through its qualified and committed staff, the organisation works across various sectors and communities in Rwanda, providing technical expertise, professional support, and integrated services that promote mental well-being, strengthen resilience, protect vulnerable populations, and improve the overall well-being of individuals, families, and communities

To strengthen its governance, operational efficiency, institutional sustainability, and impact on target populations, ARCT-RUHUKA seeks to recruit a qualified and experienced Executive Director with strong leadership, strategic management, program coordination, resource mobilization, and organizational development skills.

The Executive Director will be responsible for the overall day-to-day management of the organization, implementation of decisions made by statutory organs, coordination of staff and programs, development of strategic partnerships, and achievement of institutional objectives in accordance with the organization's mission, vision, statutes, policies, and procedures.



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2. OVERALL OBJECTIVE OF THE POSITION

Under the direct supervision of the Chairperson of the Board of Directors and in accordance with the guidance and decisions of the General Assembly and the Board of Directors, the Executive Director will provide strategic leadership and operational management of ARCT-RUHUKA.

The Executive Director will ensure effective governance, institutional performance, program quality, resource mobilization, sound human and financial resource management, and the long-term sustainability of the organization.

3. KEY RESPONSIBILITIES AND DUTIES

3.1. Strategic Leadership and Institutional Governance

The Executive Director shall:

- a) Provide overall leadership and management to ensure that ARCT-RUHUKA remains an efficient, effective, transparent, and accountable institution;
- b) Translate the strategic directions and decisions of the General Assembly and Board of Directors into operational plans and actionable activities;
- c) Coordinate the development, review, and implementation of the organization's strategic plan and operational plans, involving all relevant departments and institutional organs;
- d) Submit strategic plans, operational plans, budgets, and institutional reports to the Board of Directors for review and approval;
- e) Ensure compliance with the organization's statutes, internal regulations, administrative and financial procedures manual, and other institutional policies;
- f) Ensure the effective functioning of the organizational structure and propose improvements to strengthen institutional efficiency;
- g) Coordinate the preparation of Board of Directors and General Assembly meetings in collaboration with the Chairperson, including agendas, supporting documents, and reports;
- h) Ensure timely implementation and follow-up of resolutions, directives, and recommendations from the organization's statutory organs;
- i) Propose amendments and improvements to institutional policies, procedures, internal regulations, and other governance documents whenever necessary;
- j) Advise the Board of Directors on strategic priorities, institutional risks, development opportunities, and organizational sustainability.

3.2. Administrative and Operational Management

The Executive Director shall:

- a) Plan, organize, coordinate, supervise, and monitor the day-to-day operations of the Executive Secretariat;



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- b) Ensure the effective implementation of administrative procedures and internal control systems;
- c) Define staff responsibilities and duties in accordance with the approved organizational structure and guidance from the Board of Directors;
- d) Ensure effective coordination between departments, decentralized offices, project teams, and operational units;
- e) Ensure the availability and efficient utilization of human, material, logistical, and other resources required for the organization's operations;
- f) Oversee the management, maintenance, and proper utilization of the organization's assets, infrastructure, equipment, and other property;
- g) Strengthen administrative systems, management tools, and internal communication mechanisms;
- h) Maintain effective administrative relations with relevant public, private institutions, regulatory authorities, and partners.
- i) Identify operational challenges and implement appropriate corrective measures;
- j) Ensure business continuity and take immediate action in emergencies within delegated authority, in collaboration with the Board of Directors.

3.3. Program and Project Management

The Executive Director shall:

- a) Provide overall coordination and supervision of all programs and projects in line with the organization's mission, strategic plan, and contractual obligations;
- b) Oversee the development of project proposals, work plans, results frameworks, and budgets in collaboration with program managers and relevant departments;
- c) Ensure the technical quality, relevance, efficiency, effectiveness, and sustainability of the organization's interventions;
- d) Ensure that programs respond to the needs of beneficiaries and uphold the principles of dignity, confidentiality, safeguarding, and non-discrimination;
- e) Coordinate the implementation of training, trauma counselling, clinical supervision, psychosocial support, awareness-raising, and advocacy activities;
- f) Ensure that project activities are implemented according to approved timelines, budgets, performance indicators, and expected results;
- g) Promote complementarity and synergies among the organization's programs and projects;
- h) Organize regular coordination and performance review meetings with staff.

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- i) Ensure that recommendations from evaluations, audits, monitoring visits, and partner reviews are addressed and implemented;
- j) Promote innovation, institutional learning, knowledge sharing, and continuous improvement in program quality.

3.4. Financial Management, Budgeting, and Internal Controls

In collaboration with the Director of Finance and Administration (DAF), the Executive Director shall:

- a) Coordinate the preparation of the organization's consolidated budget and submit it to the Board of Directors for approval;
- b) Ensure budget implementation in accordance with approved allocations, donor agreements, and the organization's administrative and financial procedures manual;
- c) Regularly monitor budget execution and implement corrective measures to address significant variances;
- d) Review and approve financial reports prepared by the Finance and Administration Department before submission to the Board of Directors or partners;
- e) Ensure the establishment, maintenance, and effective implementation of internal control systems, risk management mechanisms, and fraud prevention measures;
- f) Authorize expenditures, financial commitments, and staff mission orders within the limits of delegated authority;
- g) Ensure that financial reports are accurate, reliable, timely, and compliant with statutory, accounting, and donor requirements;
- h) Ensure compliance with applicable tax, social security, accounting, and financial regulations;
- i) Oversee the preparation and implementation of internal and external audits and ensure timely follow-up of audit recommendations;
- j) Promote transparency, accountability, and the efficient utilization of financial and material resources;
- k) Ensure compliance with donor-specific financial procedures, grant conditions, and contractual obligations;
- l) Support the development of resource diversification and long-term financial sustainability strategies.

The Executive Director shall exercise financial authority in accordance with the principles of segregation of duties, dual control, and the organization's approved delegation of authority framework.



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3.5. Human Resource Management and Staff Development

The Executive Director shall:

- a) Implement the organization's human resource management policies in accordance with its statutes, staff regulations, and procedures manual;
- b) Identify and plan staffing needs in line with strategic priorities, program requirements, and available resources;
- c) Recruit, assign, and supervise permanent and temporary support staff within the limits of delegated authority;
- d) Submit proposals for the recruitment of senior management staff and staff termination decisions to the Board of Directors where such decisions fall within its authority;
- e) Establish staff performance objectives and conduct regular, transparent, and objective performance appraisals;
- f) Promote a professional, inclusive, respectful, and harassment-free working environment;
- g) Identify staff capacity-building needs and develop appropriate training and professional development plans;
- h) Promote staff motivation, teamwork, accountability, and professional growth;
- i) Ensure compliance with applicable labor laws, staff protection policies, and internal procedures;
- j) Address workplace conflicts and propose appropriate solutions;
- k) Promote succession planning, leadership development, and knowledge transfer within the organization.

3.6. Resource Mobilization, Partnerships, and Institutional Development

The Executive Director shall:

- a) Develop and submit a resource mobilization and partnership development strategy to the Board of Directors for approval;
- b) Identify funding opportunities from bilateral and multilateral donors, United Nations agencies, international NGOs, foundations, and private sector partners;
- c) Coordinate the development and submission of project proposals, concept notes, funding applications, and partnership initiatives;
- d) Establish, maintain, and strengthen relationships with technical and financial partners, public institutions, civil society organizations, and professional networks;
- e) Represent the organization in coordination meetings, forums, platforms, and partnership engagements as delegated;

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- f) Negotiate partnership opportunities in accordance with the organization's strategic priorities and authorized signing powers;
- g) Develop income-generating and self-financing initiatives that are consistent with the organization's mission and statutes;
- h) Enhance the visibility, credibility, and institutional positioning of ARCT-RUHUKA;
- i) Ensure compliance with funding agreements, contractual commitments, and accountability requirements;
- j) Diversify funding sources to reduce dependence on a limited number of donors and strengthen institutional sustainability.

3.7. Monitoring, Evaluation, Accountability, and Learning

The Executive Director shall:

- Establish and maintain an integrated system for institutional planning, monitoring, evaluation, reporting, and performance management;
- Define institutional, programmatic, financial, and administrative performance indicators in collaboration with relevant managers;
- Supervise the preparation and timely submission of narrative, technical, financial, and institutional reports;
- Periodically assess progress against operational plans, budgets, and expected results;
- Organize performance review meetings and ensure follow-up on agreed recommendations;
- Promote the collection, analysis, and use of reliable data to support evidence-based decision-making;
- Ensure effective accountability mechanisms for beneficiaries, communities, governance organs, and development partners;
- Promote knowledge sharing, documentation of good practices, and institutional learning;
- Oversee the implementation of improvement plans arising from evaluations, audits, and performance reviews.

3.8. Legal Compliance, Ethics, and Risk Management

The Executive Director shall:

- a) Ensure compliance with the organization's statutes, internal regulations, and applicable laws and regulations governing non-profit organizations in Rwanda;
- b) Ensure that the organization meets its legal, administrative, and regulatory obligations to relevant authorities;



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- c) Coordinate the preparation, maintenance, and updating of legal, administrative, and institutional documents;
- d) Ensure the implementation of policies on fraud prevention, anti-corruption, safeguarding, and prevention of sexual exploitation and abuse;
- e) Identify institutional, financial, operational, legal, and reputational risks and propose appropriate mitigation measures;

0 Ensure the protection of personal data, confidentiality of information, and adherence to professional standards in trauma counselling;

- f) Coordinate the management of legal matters and disputes in collaboration with the Board of Directors and, where necessary, a legal advisor;
- g) Ensure that legal representation and judicial proceedings are conducted in accordance with statutory requirements and the authority delegated by the Board of Directors.

3.9. Institutional Communication and Representation

The Executive Director shall:

- a) Ensure effective institutional communication within the organization and with external stakeholders;
- b) Represent ARCT-RUHUKA in civil, administrative, and partnership matters within the limits of the authority granted;
- c) Maintain professional relationships with government authorities, development partners, beneficiaries, and other stakeholders;
- d) Oversee the preparation and dissemination of institutional reports, publications, and communication materials;
- e) Promote the organization's image, visibility, and reputation in line with its mission, vision, and ethical principles;
- f) Submit significant matters requiring strategic decisions or specific representation to the Board of Directors.

4. REQUIRED QUALIFICATIONS AND PROFILE

4.1. Academic Qualifications

The candidate shall:

- ❖ Hold at least a Master's degree or equivalent in Psychology, Clinical Psychology, Mental Health, Psychosocial Support, Social Work, Public Health, Administration, Management,



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Sociology, Community Development, Development Studies, Project Management, or another relevant field aligned with ARCT-RUHUKA's programmes and strategic objectives.

- ❖ Possess relevant professional experience in trauma counselling, mental health and psychosocial support (MHPSS), child protection, community development, advocacy, institutional capacity building, or the management of non-governmental organisations.
- ❖ Demonstrate proven experience in strategic leadership, organisational management, programme planning, project implementation, resource mobilisation, and donor relations.
- ❖ Have a strong understanding of NGO governance, financial management, human resource management, partnership development, and institutional sustainability.

4.2. Professional Experience

The candidate shall demonstrate:

- At least five (5) years of relevant professional experience in organizational, program, or project management;
- At least five (5) years of experience in a managerial, leadership, or supervisory position;
- Practical experience in program coordination, administrative and financial management, strategic planning, and human resource management;
- Experience managing projects funded by national or international development partners;
- Experience in the design, development, or implementation of trauma counselling, mental health, or psychosocial support programs shall be a significant advantage;
- Experience in resource mobilization, partnership development, and institutional management shall be an added advantage.
- Demonstrate experience working with Community on special attention to vulnerable people, including survivors of trauma, women, children, adolescents, and other at-risk groups.

4.3. Technical Competencies

The candidate shall demonstrate:

- Strong knowledge of strategic and operational planning;
- Solid skills in program and project management, budgeting, and financial oversight;
- Good understanding of internal control systems, risk management, and compliance;



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- Strong competencies in human resource management, leadership, and organizational development;
- Ability to develop funding proposals and negotiate partnerships;
- Good knowledge of monitoring, evaluation, accountability, and learning systems;
- Familiarity with donor requirements and grant management procedures;
- Knowledge of laws and regulations applicable to non-profit organizations in Rwanda;
- Proficiency in computer applications and administrative, financial, and reporting systems.

4.4. Language Requirements

- Excellent command of English and Kinyarwanda, both written and spoken;
- Good command of French, written and spoken;

4.5. Personal and Behavioral Competencies

The candidate shall demonstrate:

- Strategic leadership and sound decision-making skills;
- Integrity, honesty, transparency, and high ethical standards;
- Excellent communication, negotiation, and representation skills;
- Teamwork and the ability to work in multicultural environments;
- Strong organizational skills, initiative, and the ability to manage competing priorities;
- Problem-solving and conflict management abilities;
- Ability to work under pressure and meet deadlines;
- Sensitivity to mental health, safeguarding, confidentiality, and human dignity;
- Commitment to the mission, vision, and values of ARCT-RUHUKA.

4.6. Other Requirements

- Rwandan nationality, if required by the organization's statutes and applicable regulations;
- Maximum age 45 years, subject to confirmation of compliance with the organization's statutes and applicable laws;
- Availability for domestic and occasional international travel;
- A valid Category B driving license shall be an advantage or a requirement if confirmed by the organization's internal regulations.



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5. APPLICATION REQUIREMENTS.

Interested candidates shall submit an application dossier comprising:

1. A motivation letter addressed to the Chairperson of the Board of Directors of ARCT-RUHUKA;
2. An updated and detailed Curriculum Vitae (CV);
3. Copies of academic qualifications and relevant training certificates;
4. Employment certificates or other evidence of relevant professional experience;
5. Contact details of three professional referees;
6. A copy of a valid national identity card;
7. Criminal records.
8. Any other relevant supporting documents demonstrating the candidate's qualifications and experience.

The application submission procedure, receiving address, and deadline shall be communicated in the official vacancy announcement.

The recruitment process shall uphold the principles of transparency, fairness, confidentiality, equal opportunity, merit, and prevention of conflicts of interest.

6. Submission Details

Interested and eligible candidates are invited to submit their application documents to the email: arct.recruitment@gmail.com. The submission deadline is **22nd October 2026**. Applications received after the deadline will not be considered. **ONLY shortlisted candidates will be contacted.** For further information or clarification, interested candidates may contact ARCT-RUHUKA during official working hours at **+250 796 894 484**.

Done at Kigali, on 04th October 2026.

Annonciata KALIGIRWA

Chairperson of the Board of Directors

