



**TRANSPARENCY  
INTERNATIONAL  
RWANDA**



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Website: [www.tirwanda.org](http://www.tirwanda.org)

## **JOB VACANCY ANNOUNCEMENT: TI-RW's Rusizi Office ALAC project Coordinator.**

### **0. Introduction**

Transparency international Rwanda (TI-Rw) is a legally recognized NGO established in 2004. TI-Rw's vision is "Zero tolerance to corruption in the Rwandan society" while its mission is "To contribute in the fight against corruption and promoting good governance through enhancing integrity in the Rwandan society". TI-Rw is a growing institution increasingly seen as a leading anti-corruption civil society actor in the country.

Since 2009, TI-RW is implementing Advocacy and Legal Advices centres project, which provides Legal Aid, Legal Advices and Advocates for Victims or Witnesses of corruption and other related offences. ALAC project is operational at TI-RW Head Office, Kayonza District, Huye District, Musanze District, Rubavu District and Rusizi District.

For the office of Rusizi District, TI-Rw is looking to recruit the ALAC project District Coordinator to fulfill this position.

- 1. Job location:** Rusizi District
- 2. Duration:** One year, renewable subject to the availability of funding.
- 3. Tasks and responsibilities**

Under the supervision of the ALAC Regional Coordinator, the tasks of the District Coordinator will include:

- Coordinate the Centre's activities
- Supervise the work of the Centre's staff;
- Provide legal advice to victims of corruption and other related offences;
- Analyze the complaints received from the victims of corruption and other related offences and draft reports for the Regional Coordinator for appropriate follow up;
- Send a daily report of the cases received to the Regional Coordinator;
- Make sure that the database is regularly updated and that filing of the hard-copy complaints is made in a professional way;
- Make sure that all pieces of evidence related to a dossier have been properly collected by the Legal Assistant who receives the complaints in the first place;
- Create and manage materials on laws and regulations which can help the Centre's staff to provide high quality assistance and legal advice;

- Make sure, in cooperation with the Legal Assistant/Intern, that the clients coming to the Centre to seek legal assistance are received with adequate standards;
- Strictly respect and enforce the confidentiality of the clients' data and information;
- When expressly appointed by Transparency International Rwanda's Executive Director, attend meetings at District or Province level where Transparency International Rwanda has been invited to, and consequently report back to the Executive Director;
- Any other task which might be requested by his/her line managers and contributing to the achievement of Transparency International Rwanda's objectives.

## **2.2 Qualifications and experience**

Bachelor degree in Law with at least 5 years experience in legal affairs:

0. Conflict resolution;
1. experience in a public or private institution providing legal advice;
2. Or a previous experience as judge, lawyer, or in a senior position in the legal field;
3. Skills in management, administration and leadership are an asset.
4. Fluency in Kinyarwanda and English or French (knowledge of the 3 languages is an asset)
5. Full computer literacy
6. Being responsible and proactive
7. Being a man/woman of integrity
8. Availability to start immediately

Candidates who are interested to this vacancy and who fulfill the requirements are encouraged to apply by sending their cover letter, curriculum vitae (including two reference persons who could confirm their integrity and professional experience), Certificates confirming their past employment as well as certified copy of their diploma, to the Chairperson of the Board Directors of Transparency International Rwanda.

**Female candidates are strongly encouraged to apply.**

The dossiers are to be submitted physically **not later than 30th December 2020, 16:30 PM** at Transparency International Rwanda's main office located at the following address:

Gasimant village; Plot nr120; Cell of Rukiri I; Remera Sector; Gasabo District; Kigali city, from 8:30 am to 16:30 PM during the working days.

Should you need information, call on 0788309563 or send an email for information at [info@tirwanda.org](mailto:info@tirwanda.org)

Done at Kigali, on the 5th December 2020

Apollinaire Mupiganyi  
Executive Director