



Albertine Rift Conservation Society/Société de Conservation du Rift Albertin		
UK Registered Office: c/o BirdLife International, The David Attenborough Building, Pembroke Street, Cambridge CB2 3QZ, United Kingdom Tel.: +44 1223 277318	Kampala Office: 1329 Nsambya Road, Kabalagala P. O. Box 9146 Kampala, Uganda Tel.: +256 414 530700	Kigali Office: Kimihurura, KN 14 Avenue, N° 47 P.O. Box: 1735 Kigali, Rwanda Tel. : +250 788 659 278
Email: info@arcosnetwork.org ; Website: www.arcosnetwork.org		

JOBS ADVERTISEMENT (Date: 4th November 2020)

15 Community Extension Officers and 15 Tree Nursery Managers

The Albertine Rift Conservation Society (ARCOS) was founded in 1995 with the mission “To enhance biodiversity conservation and sustainable management of natural resources through the promotion of collaborative conservation action for nature and people”. ARCOS is a registered charity and company limited by guarantee in the UK and has offices in Kampala (Uganda) and Kigali (Rwanda). In collaboration with Rwanda Forestry Authority (RFA), ARCOS is implementing a 20-years project on “*Building Resilience to Climate Change and Sustainable Livelihoods in Rwanda’s Agro-systems (Agroforestry for Livelihoods Project)*”, with support from the Livelihoods Funds. The project covers three landscapes in Rulindo District (Cyohoha, Muyanza and Yanze Landscapes) and one landscape of Bugesera District (Bugesera Landscape). It is in this framework that ARCOS is advertising the positions of Community Extensions Officer and Tree Nursery Managers.

1. Community Extension Officers (15 positions)

1.1. Main duties (Reporting to Landscape Manager)

- Provide advice and support to farmers and farmer community groups on tree planting and other project activities including but not limited to sustainable agricultural land management;
- Provide advice and expertise to support Tree Nursery Managers and Environmental Community Advisors;
- Provide technical plans and reports to Landscape Manager and ARCOS Management when required;
- Undertake data collection surveys based on set standards and up-to-date and provide information/evidence/data searches as required;
- Liaise with farmers and landowners and provide follow-up information and advice when required;
- Prepare the documentation to complete regular project reports on progress made as required;
- Work closely with Landscape Manager and Project Team members to ensure project plan is delivered on time to agreed targets;
- Represent ARCOS at meetings with stakeholders as directed by Management;
- Undertake any other tasks commensurate to the position as directed.

1.2. Job Requirements

- At least BSc degree or equivalent in Forestry, Agriculture, Ecology, Natural Resource Management, Rural Development or related field;
- At least 2 years’ experience in in the field of community development and tree nursery related work;
- An understanding of the community engagement at landscape level;

- Experience of working and negotiating with local government officials, communities and other stakeholders;
- Working experience as community extension officer would be an added advantage;
- Good computer skills; and
- Excellent oral and written communication skills in Kinyarwanda, English and French.

2. Tree Nursery Managers (15 positions)

2.1. Main duties (Reporting to Community Extension Officer)

- To facilitate the farmers' access to tree seedlings of different species including agroforestry, woodlots and fruit trees according to the project plan;
- The tree Nursery Manager will coordinate all tree nursery activities on a daily basis.
- To undertake effective delivery of tree nursery management activities in the assigned site according to the tree nursery development plan;
- To contribute to the development and implementation of the work plan of the tree nursery in reference to the project plan;
- To deliver monthly and quarterly technical reports timely;
- To determine optimal growing conditions (weather, topography, soil type, drainage etc.) that affect seedlings growth;
- To contribute to the recruitment of the employees of the tree nursery, training of farmers on tree nursery development and maintenance to ensure the sustainability of the project;
- To contribute to the selection of tree seeds to plant and grow depending on specific conditions of agricultural zone and objectives of the project;
- To monitor tree growth and report timely potential problems or threats to the health of the seedlings;
- To assist and support Community Extension Officer in community engagement, training and support as needed.

2.2. Job Requirements

- At least A2 or equivalent in Forestry, Agriculture, Ecology, Natural Resource Management, or related field;
- At least two years of experience in tree nursery management, including grafting skills;
- Good skills in fruit tree grafting;
- Excellent personnel management skills;
- Good skills in reporting;
- Able to work with local community and local conditions;
- Very good communication and reporting skills;
- Able to speak Kinyarwanda, preferably with English or French; and
- Resident of Bugesera or Rulindo District would be an added advantage.

SUBMITTING APPLICATIONS

If your background, experience, competences and skills match the above specifications, please send your application cover letter and CV inclusive of at least two professional references. All applications should be submitted to Head of Finance and Administration (Email: jcnzabitura@arcosnetwork.org), with a copy to the Senior Programme Manager (Email: jntukamazina@arcosnetwork.org). Deadline for applications is **05.00 pm Kigali Time on November 13th, 2020**. For further information, please visit ARCOS Network website at www.arcosnetwork.org.

*Collaboration and diversity are our strengths. ARCOS Network is an equal opportunity employer and all qualified applicants will receive consideration for employment based on the requirements above. ARCOS Network reserves the right to withdraw the vacancy at any time for whatever reason. **Correspondence will only be entered into with shortlisted candidates.***