



**Job Title: Programs Coordinator**  
**Location: Kigali, Rwanda**  
**Reports to: Chief Executive Officer**

## **ABOUT SOLID'AFRICA**

Operating in Rwanda since 2010, Solid'Africa is a pioneering social enterprise dedicated to combating nutrition insecurity in Rwanda and beyond. With a mission to ensure universal access to adequate and appropriate nutrition, Solid'Africa delivers a comprehensive nutrition access program that includes the Gemura Feeding Program, which supplies nutritious meals to hospital patients and school children; the Sustainable Agriculture Program, which supports local farmers and strengthens the food supply chain; and the Nutrition Education Program, which promotes healthy dietary choices through education and awareness.

Through its Community Benefit Company (CBC), Solid'Africa also generates income to subsidize its non-profit initiatives, ensuring financial sustainability. Additionally, Solid'Africa's Institute of Culinary Arts and Nutrition (ICAN) provides specialized training that blends nutrition science and culinary arts to empower hospitality professionals. By leveraging strategic collaborations, adopting a holistic Farm-to-Fork model, and focusing on sustainable practices, Solid'Africa aims to transform the nutrition landscape, making healthy meals universally accessible in the communities it serves.

## **POSITION OVERVIEW**

Programs Coordinator will spearhead the design, development, execution, and monitoring of Solid'Africa's outreach programs, which include our feeding programs, nutrition education initiatives, and sustainable agriculture projects. S/he will ensure that these programs not only achieve their intended short to medium term impact goals but also align with the organization's long-term vision and mission to combat nutrition insecurity in Rwanda.

## **KEY RESPONSIBILITIES**

### **Strategic Program Leadership:**

- Develop and refine program strategies and objectives that support Solid'Africa's mission to combat nutrition insecurity.
- Ensure all initiatives are cohesively aligned with the organization strategic goals.

### **Program Management and Execution:**

- Direct the planning, implementation, and scaling of all nonprofit initiatives, including feeding programs, nutrition education, and sustainable agriculture projects.
- Ensure programs are executed efficiently, on schedule, and within budget parameters.

### **Impact Evaluation and Reporting:**

- Collaborate with Monitoring and Evaluation team to implement robust evaluation methods to measure program effectiveness.
- Analyze and report findings to enhance program delivery and communicate impact to stakeholders, including donors and the board of directors

**Advocacy and Policy Engagement:**

- Lead advocacy efforts to influence policy and public opinion related to nutrition security.
- Represent the organization in public forums and policy discussions to advance Solid'Africa's mission.

**Stakeholder and Partnership Management:**

- Forge and maintain relationships with key stakeholders, including government entities, community leaders, and partners.
- Develop strategic alliances to broaden program reach and enhance resource mobilization.

**Team Leadership and Professional Development:**

- Manage and inspire a multidisciplinary team, promoting a culture of high performance and continuous improvement.
- Mentor team members, fostering skills development and career growth within the organization.
- Encouraging a culture of continuous improvement that aligns with the strategy of the organization.

**EDUCATION, TECHNICAL SKILLS AND KNOWLEDGE REQUIRED.**

- Bachelor's or master's Degree in project Management; in Agriculture, Public Health, Nutrition, International Development, or related fields.
- A minimum of 7- 10 years of experience in managing agricultural, nutrition, and food security programs.
- Experience with Donor relationship and donor engagement.
- Strong knowledge for program design.
- High level of Leadership skills.
- Demonstrated experience in managing budgets, program evaluation, and reporting.
- Knowledge of public health nutrition, agriculture-based food security strategies, and hospital nutrition protocols.
- Ability to develop and manage project budgets.
- Strong organizational skills and the ability to manage multiple projects and deadlines.
- Excellent interpersonal and communication skills.
- Passion for Solid'Africa's mission and a commitment to making a positive impact.

***Are you interested in joining us? Welcome, we're happy you're here!***

***If you join us, you will find...A team with deep experience in co-designing solutions for Nutrition for all.***



**APPLICATION GUIDELINES:** Interested and qualified candidates should submit 1 page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most recent or current employer/supervisor **(all in/as one document)** - via email only to: **hr@solidafrica.org** with the POSITION applied for **clearly indicated in the subject line**. The deadline for submission of applications is **March 21, 2025, at 16:00hrs**. Only shortlisted candidates will be contacted.

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*Solid'Africa is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, age, national origin, physical disability.*