



Job Title: Project officer – Hospitals (Nutrition Access & Education Program)

Location: Kigali, Rwanda

Reports to: Project Coordinator

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

Solid' Africa is dedicated to improving nutrition and food security for vulnerable communities. We are seeking two proactive and detail-oriented Project Officers to drive the implementation and expansion of our Nutrition Access & Education Program, directly impacting the well-being of patients in public hospitals. The Project Officer will work under the guidance of the Project Manager to ensure efficient delivery of nutrition services to students in public schools. This role requires strong organizational skills, teamwork, and a passion for improving nutrition access and addressing food insecurity.

KEY RESPONSIBILITIES

Program Implementation:

- Assist in the day-to-day operations of the feeding program & Education program ensuring alignment with Solid' Africa's mission and strategic objectives.
- Support the rollout of project plans, tracking progress against KPIs, timelines, and budgets.
- Collaborate with Hospitals and community partners to adapt the program to specific beneficiary needs.
- Conduct nutrition education assessment for the different Hospitals prior to rolling out Feeding program to assess nutrition attitudes and gaps

Monitoring & Evaluation (M&E):

- Conduct regular field visits to monitor program activities, using checklists and data collection tools.
- Assist in data analysis to measure program impact, ensuring insights drive continuous improvement.
- Maintain updated records of beneficiaries, food distribution, and program milestones.



- Attend monthly meetings with the hospital Nutritionists to discuss and solve any challenges arising from hospital feeding.

Stakeholder Engagement:

- Liaise with community leaders, hospital administrators, and hospital staff to foster strong relationships.
- Support supplier and service provider coordination to ensure timely food delivery.
- Represent Solid'Africa in hospital stakeholder meetings, patients' welfare meetings & community engagement events, and advocacy workshops.
- Work with Social Workers and Nutritionists to meet Special patient specific needs as and when they arise.
- Support the kitchen staff through timely communication of special patients' needs to assist in timely delivery of those needs.
- Monitor and supervise Field officers, hospital logistics, and quality of food produced by the kitchen.

Reporting & Documentation:

- Draft clear and concise project reports, impact assessments, and presentations for internal and external stakeholders.
- Contribute to grant writing, donor proposals, and funding reports as directed by the Senior Project Manager.
- Work with MEL department to develop or improve a data collection & reporting system on key delivery related metrics that are updated daily in record time.

Working Conditions:

- Regular field visits to program sites (schools, community centers) are required, with travel up to 60% of working hours.
- Flexible working hours, including occasional weekends, are necessary to meet project deadlines.
- The position involves both office-based administrative tasks and hands-on fieldwork.
- The position involves having the capacity to create weekly, monthly reports on school feeding status.
- Capacity to train stakeholders using suitable teaching materials and engaging technology to keep stakeholders engaged on a weekly basis.
- Capacity to be flexible to take on tasks in the program that are not limited to hospitals alone.

Qualifications and Experience:

- Bachelor's degree in nutrition, Public Health, Community Development, or a related field.
- Minimum of 2 years of hands-on experience in project coordination, community nutrition programs, or public health initiatives.
- Proven experience in data collection, analysis, and reporting using M&E frameworks.
- Strong organizational skills, problem-solving abilities, and attention to detail.
- Excellent communication and interpersonal skills for effective stakeholder engagement.
- Proficiency in Microsoft Office Suite, Monitoring & evaluation tools (SurveyCTO ,KOBO Toolbox) and project management tools (e.g., Trello, Asana).
- Must have worked in a hospital set up or any community health development program or initiative.
- Fluency in English and Kinyarwanda required; French is an asset



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 **April 12, 2025, at 16:00hrs**. Only shortlisted candidates will be contacted.

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