JOB ANNOUNCEMENT

**ORGANIZATION:** Rwanda Environmental Conservation Organization (RECOR)  
**DUTY STATION:** Kigali, with regular travels to Huye and Gisagara Districts  
**Job title:** Education for Sustainable Development (ESD) Officer  
**NUMBER OF THE POST** 1  
**DURATION:** 1 Year renewable upon Employer's satisfaction and availability of funds  
**CLOSING DATE:** 11th October, 2013

**Background Information:**

RECOR (Rwanda Environmental Conservation Organization) is a non profit making organization envisioning to have a country where integrated environmental management offers sustainable livelihoods; with a mission “to advocate for and take positive action on environmental challenges”.

RECOR is a renowned NGO in education of young people through environmental clubs in schools to achieve its mission and vision. It is in this regard that RECOR seeks to recruit a qualified person to the position of ESD (Education for Sustainable Development) officer. The successful candidate will be in charge of the section of environmental education in schools mainly of a project entitled ‘Promotion of Spatial Thinking in Natural Resource Management through Community Mapping: Case of urban and rural secondary schools’ - funded by DFID (Department For International Development of United Kingdom and Ministry of Education of the Republic of Rwanda) through the Innovation for Education Fund for Rwanda (IfE). The goal of this project is to increase spatial thinking skills in Rwandan secondary education in introducing GIS, ICTs and environmental education. It will focus on spatial thinking skills development, use of appropriate technologies in education, climate change and environment.

**Duties and Responsibilities:**

- To coordinate all ESD activities of the organization  
- To define specific natural resource mapping projects with spatial analysis, data collection/management, and map making;  
- To conduct on-site trainings in GIS data development and map creation;  
- To assist Project Supervisor in the development of GIS standards, training and guidance for GIS users;  
- To assist beneficiaries in the inventory and mapping of natural resources and develop Geographic Information System-assisted maps that present/display required map layers such as description of natural phenomena and trends in land use, ecological processes, biodiversity, and socio-economic patterns and processes significant in project areas;
- To capture data in different formats using global positioning system (GPS), smartphone and tablet equipments, ensuring proper handling, maintenance, use and storage of GIS/GPS equipment and peripherals;
- To assist in the preparation of presentation materials, reports, and special events with GIS components;
- To prepare and submit reports and closely coordinate GIS activities to RECOR Programmes Coordinator and Executive Secretary;
- To orient beneficiaries on the use of the system and in the analysis of map coverage and other aspects related to GIS/map resources, land-uses, tenure and other activities;
- To work with stakeholders groups to develop FOSS geographic ICTs to address identified problems;
- To work with stakeholders, groups to conduct citizen scientific field mapping projects, analysis and dissemination of results;
- To use survey forms to systematically collect data on how implementation of the innovation is proceeding;
- To regularly web-master/administer the website of RECOR;
- To ensure and maintain information, documents and events related to the Organization available on the website
- To assist RECOR’s management team to write proposals to be submitted to various donors;
- To carry out any other responsibilities that may be given by his/her superiors

Qualifications and Experience:

Education:

Candidate should have a first-level university degree in Geography, GIS, Environmental and Natural sciences, Environmental management or any related discipline.

Experience and knowledge:

- At least two years of professional GIS experience in conducting GIS project(s) involving data management, map manipulation and production, and spatial analysis in GIS based software (such as but not limited to ArcGIS, ArcView, Statistica, MapInfo and ESRI Web-based tools);
- Substantial experience of GIS programs and the application of GIS to natural phenomena, biodiversity, land use, forests and habitat mapping;
- Experience with GIS analysis techniques performed on vector and raster data including digitizing, geo-referencing, editing, projecting, transforming, and statistical analysis;
- Good analytical/problem-solving skills;
- Strong environmental knowledge with a particular focus on environmental education, adaptation and mitigation in respect to ‘climate change’;
- Computer skills (Windows and office) conversant with Microsoft Word, Power Point, Access and Microsoft Excel relational databases;
- Familiarity with handheld GPS, smartphones and tablets units;
- Ideally should have familiarity with web-based tools (HTML, PHP, SQL etc.).
Language

Fluency in oral and written English, French and Kinyarwanda is required.

Team Work:

- Strong interpersonal skills with ability establish and maintain effective work relationships with people of different level and backgrounds;
- Ability to work independently and to participate effectively in a team based information sharing environment.

Application file

- Application letter addressed to the President and Legal Representative of RECOR
- A detailed curriculum vitae with full personal detail, qualification and experience relevant to the position
- Copies of University degree
- Copy of National Identification card
- 3 Referees including last employer

Applications will be submitted to RECOR office at Prince House-Remera (3rd Floor) or online to recor@rwandaenvironment.org

Done at Kigali on 4th October 2013.

Jean Bosco HABYARIMANA
President and Legal Representative