
ICT/CODING OFFICER



VACANCY – ICT/Coding Officer

ALIGHT works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ALIGHT presently works in and with partners in seventeen countries globally. ALIGHT has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Reproductive Health, HIV and Nutrition; also, Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve! ALIGHT is looking for a qualified, self-driven and committed individual to join its team as **ICT/Coding Officer to be based full time in any one of the field sites (refugee camps, transit and reception centers) where ALIGHT has active operations, with fix term contract.**

PRIMARY PURPOSE:

The ICT /Coding officer primary role is to coordinate all activities around the ALIGHT- run ICT and Coding training centers at Camp level, or as assigned. Notably assure all Coding School initiative activities are followed-up and implemented according to set work plan. S/he is also responsible for site specific report drafting and representation of the initiative, working hand in hand, and in consultation with the Area Programme Team Leader. The position administratively reports to the assigned Area Programme Team Leader, with technical support from ICT/Coding Senior Officer.

KEY RESPONSIBILITIES

- Teach, mentor and evaluate participants (refugees and host community youth) in coding learning program;
- Under the supervision of the Area Programme Team Leader, ensure implementation of project work plan, progress tracking and reporting;
- Close collaboration with assigned coding teaching entity trainers and focal persons to deliver planned training and ICT activities;
- Participate in the implementation of the project marketing activities at assigned site level;
- Facilitate planning and delivery of effective orientation for coding school students;
- Support in preparation and submission of monthly report and all updates, documentation as may be required;
- Lead ALIGHT Rwanda's efforts in nurturing, coordinating coding school governance committee activities, including convening and attending all governance team meetings at assigned site;
- Contribute in story telling around project customs and partners, providing insights on social media contents;
- In collaboration/supervision with/of the Area Programme Team Leader, assisting in the orientation of partners visiting or working with the coding school (liaise with the camp authorities to facilitate any visit);
- Plan and execute all activities around the ICT center and coding school premises maintenance and upkeep; and assure the security and safety of the center, fittings and equipment, its activities and participants: Using designated forms, track and record coding school classes attendance (Teachers and students), ensure all coding school students are reminded of turning in assignments;
- Report to the Area Programme Team Leader about equipment condition, issue reports on any equipment dysfunction, and request repairs and coordinate maintenance;
- Execute any other tasks as assigned by the supervisor.

EDUCATION, TECHNICAL SKILLS AND KNOWLEDGE REQUIRED;

- Minimum Diploma in ICT; Information Science Communication, or directly related field;
- At least two years relevant working, exposure or internship experience in Software development and similar work-settings;
- Proficiency in Microsoft Office Suite & overall advanced knowledge in computer applications and usage;
- Ability to write code as a full-stack developer, especially the MERN stack;
- Conversance with Rwanda ICT models, regulations and training approaches a plus;
- Excellent organizational skills, with solid written and verbal communication skills;
- Ability to communicate in spoken and written English with aptitude in reporting are mandatory;
- Working knowledge of English and Kinyarwanda preferred;
- Ability to work in a sensitive, multi-cultural context as a respectful team player and manager;
- Ability to prioritize multiple tasks and meet deadlines in a dynamic environment.

Interested and qualified candidates should submit 1page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most current employer/supervisor **(all in/as one document)** - via email only to: RWJobs@wearealight.org with the POSITION applied for **clearly indicated in the subject line**. The deadline for submission of applications is **20th May 2025 at 16:00hrs**. Only shortlisted candidates will be contacted.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.