**Ibutwa Executive Director**

**Job Description--** Directs Ibutwa’s projects in South Kivu --medical assistance and sustainable livelihood for our participants, and tuition payment for their children-- supported by the Board and the Project Management Committee; makes personnel decisions for Ibutwa in South Kivu; visits and evaluates Ibutwa’s operations in Uvira and Kamanyola on a semi-regular basis; disburses funds for payroll and program expenses in South Kivu; communicates with Board and PMC concerning the status of projects in South Kivu, including issues and problems; represents Ibutwa at conferences and other events meant to educate the public about the issues surrounding rape in the Congo and what can be done to help survivors; leads fund-raising efforts with individual donors, churches, and other organizations; recruits Board and PMC members, and student volunteers; represents Ibutwa to other nonprofits working with victims of sexual violence and/or in the DRC.

**Work Expectation**-- **Project direction in South Kivu**: Communicates regularly with the Acting Manager and Program Coordinators in Uvira and Kamanyola; receives monthly reports from them; works with Acting Manager to design trainings as necessary for South Kivu staff.

**Personnel decisions:** Communicates regularly with the Acting Manager concerning staff performance; receives evaluations of staff based on staff job descriptions from the Acting Manager; recommends and carries out personnel changes in South Kivu—with the approval of the Board and PMC.

**Visits to South Kivu**: Meets with the Acting Manager and all South Kivu staff; visits all project sites; collects information on progress and problems in all three programs; visits schools which receive tuition payments; meets with participants and solicits their advice for improving programs; networks with other nonprofits in South Kivu which assist women; takes photographs for documentation and to be used in Ibutwa promotional materials in the U.S.

**Disbursement of funds:** Directs payment to South Kivu for salaries and other regular expenses; receives receipts from staff for salaries and program expenses; asks Board for approval of additional expenses as needed and directs those funds to South Kivu coordinators; receives receipts for those expenses. Retains receipts from Western Union and submits them to Ibutwa Treasurer and manager of funds according to the accountability protocol which they have established.

**Communication with Board and PMC:** Supervises translation of monthly reports from staff in South Kivu and distributes to Board and PMC; shares with Board and PMC all issues—personnel and otherwise—concerning our programs in South Kivu; strategizes with Board and PMC to solve problems as they arise.

**Educational outreach:** Participates in conferences, classes, and other forums as invited to inform the public about the issue of rape in the Congo and Ibutwa’s role in helping to rebuild the lives of rape survivors; supervises internships for college students.

**Fundraising:** Makes presentations and solicits funds for Ibutwa in churches, home receptions, and other venues as invited; makes significant funding requests of individual donors and prospective donors.

**Recruitment:** Recruits new members of the Board and PMC; helps provide orientation for new members.

**Networking:** Represents Ibutwa to other nonprofits assisting rape survivors; forms partnerships with other nonprofits when mutually beneficial.

**Location and supervisor: Vermont; Ibutwa Board of Directors**

**Acting Managing Director (1 Year) (Peter Mukunda):**

Job Description: The Acting Managing Director oversees the program activities of the Vermont Ibutwa Initiative’s field staff in both Uvira and Kamonyola and ensures that human resources policies are being implemented; provides strategic direction on the ground and recommendations for the Vermont-based Program Management Committee (PMC) and Board: ensures regular communication with staff and between staff and PMC and Board, including monthly reporting; and is responsible for development activities, particularly researching and writing grant proposals.

Work Expectation:

* Staff Coordination: Conducts 5- hour training with staff to insure comprehension of Ibutwa programs and policies. Meets with each staff member individually to review his or her job description
* Staff Management: Facilitates and manages all-staff in-person meeting at least four times per year; ensures monthly reporting is being completed; conveys information about successes, challenges and opportunities to US-based Executive Director.
* Program Management and Review: Ensures that reports, expense disbursements, salary payments and receipt submissions are made in timely and correct manner.
* US Communication: Submits quarterly reports to US Board and PMC; monthly phone meetings with US-based Executive Director to discuss program and staffing issues; submits end-of-the year report to US Board and PMC. End of the year report will include reports on all major programs supported by Ibutwa, evaluations of outcomes, successes and challenges of the previous year; short and medium term recommendations and strategic ideas; and summary accounting of the financial activities of the field staff and programs.
* Legal Activities: Assesses legal and practical requirements for operating in DRC and takes appropriate measures, including registering as non-governmental organization; and writing terms of reference (subject to review by the Executive Director and Board) for cooperation with other organizations and entities including service providers such as hospitals or schools.
* Development: Seeks resources and opportunities to connect with funders, potentially in collaboration with other groups; communicates through Executive Director to PMC and Board about these opportunities; and pursues (in consultation with VT ED, PMC and/or Board) grant proposals. Has primary responsibility for writing interim and final reports for grants with such requirements.

Location and Supervision: Must be based within several hour’s drive to Uvira and Kamanyola. Direct Supervisor is US – based Executive Director.

**Uvira Coordinator: Full Time (40 hours/week) (Furaha):**

Job Description: Addresses the health, education and income-related needs of Uvira participants. Coordinates activities in Uvira including sewing project, bakery, school fees and medical treatment.

Work Expectation: The Uvira Coordinator’s tasks include:

* Acts as manager for emergency health situations to facilitate medical treatment in a timely manner for the Uvira participants.
* Meets at least monthly with each participant to assess health, education and sustainable livelihood status, and maintains written record of meetings, which document services provided and funds received according to template provided by PMC.
* Operates all activities related to medical needs of participants including transportation, accompaniment, procuring treatment, buying prescriptions, conducting follow-up, and maintaining written records of this work.
* Operates all activities related to educational support including payment of school fees and test fees, provision of uniforms and supplies, following up to ensure attendance and maintaining written records of this work.
* Supervises all phases of sewing and bakery projects.
* Produces and submits monthly report directly to US Executive Director describing all program activities listed above.
* Receives salary and program expenses from Executive Director and signs for receipt of funds with Accountant.
* Submits receipts of all expenditures to Accountant.
* Meets with all field staff in-person at least four times per year in the Ibutwa office.

Location and Supervision: Uvira; Supervisor: Peter

**Kamanyola Coordinator: Full Time (40 hours/week) (Patrick):**

Job Description: Addresses the health, education and income-related needs of Kamanyola participants. Coordinates activities in Kamanyola including community garden, school fees and medical treatment.

Work Expectation: The Kamanyola Coordinator’s tasks include:

* Acts as manager for emergency health situations to facilitate medical treatment in a timely manner for the Kamanyola participants.
* Meets at least monthly with each participant to assess health, education and gardening status, and maintains written record of meetings.
* Operates all activities related to medical needs of participants including transportation, accompaniment, procuring treatment, buying prescriptions, conducting follow-up, and maintaining written records of this work.
* Operates all activities related to educational support including payment of school fees and test fees, provision of uniforms and supplies, following up to ensure attendance and maintaining written records of this work.
* Oversees all phases of gardening: plowing (including procuring government equipment for rent); planting; weeding and pest control; and harvesting; trains and helps all four participants in raising their crops.
* Produces and submits monthly report directly to US Executive Director describing all program activities listed above.
* Receives salary and program expenses from Uvira Program Officer and signs for receipt of funds with Accountant.
* Submits receipts of all expenditures to Accountant.
* Meets with all field staff in-person at least four times per year in the Ibutwa office.

Location and Supervision: Kamanyola; Supervisor: Peter

**Uvira Program Officer: Full Time (40 hours/week) (Dieu Donné):**

**Job description:** Addresses the income-related needs of the Uvira participants: bakery, sewing project, [other]. Assists Uvira Coordinator with other aspects of Uvira participant women and children.

**Work Expectation:** The Uvira Program Officer’s tasks include:

* Maintains written records of this work.
* Oversees all phases of bakery operation: supervision of work methods, training, and safety practices; maintenance and security of physical plant and equipment; inventory and procurement of flour and other raw materials; product planning and marketing. Reports orally to Uvira Coordinator, as directed, concerning progress and problems.
* Oversees all phases of sewing project: supervision of work methods, training and safety practices; maintenance and security of physical plant and equipment; inventory and procurement of fabrics and other supplies; product planning and marketing. Reports orally to Uvira Coordinator, as directed, concerning progress and problems.
* Assists Uvira Coordinator, as directed, with the work of participants’ health care and education oversight and management.
* Produces and submits monthly report directly to US Executive Director describing all program activities listed above (copies to Coordinator and Managing Director).
* Receives salary and program expenses from Uvira Program Officer and signs for receipt of funds with Accountant.
* Submits receipts of all expenditures to Accountant.
* Meets with all field staff in-person at least four times per year in the Ibutwa office.

**Location and Supervision:** Located in Uvira; supervised by Uvira Coordinator (Furaha

**Accountant: Half Time (20 hours/week) (Mimi):**

Job Description: Maintains bookkeeping and financial reporting for operations in South Kivu.

Work Expectation: The accountant’s tasks include:

* Maintains records for all financial transactions including school fees, medical fees, reports of income and expenses from the sewing project, community garden and any other sustainable livelihood projects (as reported by coordinators); and organizational expenses (supplies, transportation, etc.).
* Receives payroll for the field staff (from Uvira Program Officer), distributes cash payments and collects signed statements of receipt.
* Receives transfers of funds under $1000 from Uvira Program Officer, and funds in excess of $1000 from \_Sister ?\_\_\_\_\_\_, for program and organizational expenses from the United States.
* Sends scanned receipts for payroll monthly to US Executive Director.
* Sends scanned receipts of all other financial transactions, including bank statements of deposit and withdrawal, to US Executive Director as they occur.
* Produces and sends monthly report of income and expenditures, including payroll and all other financial transactions, to US Executive Director.
* Meets with direct supervisor at least weekly and submits monthly report for Coordinator approval before transmission to the United States.
* Meets with all field staff in-person at least four times per year in the Ibutwa office.

Location and Supervision: Uvira, Uvira Coordinator

Location and Supervision: