



Pentecostal Church of Rwanda – ADEPR Church

JOB ANNOUNCEMENT

ABOUT ADEPR CHURCH

The Pentecostal Church of Rwanda (ADEPR Church) is a faith-based organization that originated in the 1940s in Gihundwe, Rusizi District, located in the Western Province of Rwanda. Over the decades, ADEPR Church has evolved into a leading faith-based institution in Rwanda, providing spiritual leadership while promoting holistic transformation through sustainable programs and institutions in education, health, economic empowerment, and social development. Through its extensive membership and nationwide presence, the Church continues to contribute significantly to the spiritual, social, and economic advancement of Rwanda and its people. Today, the ADEPR Church boasts an impressive presence with 2,820,813 members across all regions of Rwanda, according to the Population Census of 2022.

Our vision

The vision of ADEPR Church is transforming the lives of people in a holistic way through preaching the gospel of Jesus Christ.

Our mission

1. To preach the Gospel of Jesus-Christ and teach the Word of God according to the Holy Bible;
2. To promote social welfare and good relationships and economic development of beneficiaries focusing on health services, education and other development activities.

Our Values: Christ-Centeredness, Love, Stewardship, Accountability, Transparency, Integrity, Commitment.

Hiring Information

The ADEPR Church is looking for hiring qualified, dedicated and experienced candidates to meet with Strategic Plan of 5 years (2024 - 2028) expectations and fulfil the positions. Only interested candidate who strictly meet the criteria should apply for this position and have to send his/her application in **one PDF file** including ID Photocopy, CV, Academic certificates, Application letter and Pastor's Recommendation, via the email: hr.recruitment@adepr.rw and shortlisted applicants we will be contacting. Deadline is **25/06/2026** at 5:00 p.m. The candidate must have a Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values.
INTERNAL STAFF WHO MEET REQUIREMENTS ARE ENCOURAGED TO APPLY.



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ROLE AND TITLE:

N O	POSITION	Numb er of Positi ons	PLACE OF WORKING	SUMMARY OF KEY RESPONSIBILITIES	REQUIREMENTS (EDUCATION, PROFESSIONAL EXPERIENCE AND SKILLS)
1	Discipleship and Evangelism Analyst	1	Headquarters/ Office of the Associate Senior Pastor	The ideal candidate will be able to demonstrate how s/he can help the ADEPR Church to align with its 2050 Visionary Goals and Strategic Plan of 5 Years, especially in growing and healthy church with using tangible examples of what s/he did and achieved in his/her previous/current job responsibilities with clear indicators and personal achieved initiatives with impact happened. Under the supervision of the Associate Senior Pastor, the Discipleship and Evangelism Analyst provide a high-level review and coordinates the initiatives responding to a growing and healthy church; s/he coordinates the initiatives leading to high quality and standards of living for ADEPR Church members and communities. Therefore, s/he strengthens evangelism, discipleship, and missionary work and socio economic initiatives for the church members to be deeply engaged in worship, fellowship, evangelism, discipleship and ministry leading to a healthy, growing and sustainable church.	-Master's degree in Divinity, Theology or related field. -Minimum ten (10) years of professional experience including 5 years in managerial position while leading a team of above 10 staff directly report to him/her. -An experience of leading an organ like Parish, Region and/or in any other institution will be considered. -Fluent in English/French in writing and speaking. Skilled in Microsoft Office Suit, AI Tools.
2	Legal and Compliance Specialist	1	Headquarters and Shared to the ADEPR Church Owned institutions/ Office of the Executive Director	The Legal and Compliance Specialist provides corporate compliance with the laws and regulations, Business law, integrity and advice as well as responsible for the legal affairs of the entire ADEPR Church. This role includes providing compliance counsel based in legal advice to the ADEPR Church. The Legal and Compliance Analyst who is his/her direct supervisor and of all ADEPR church staff where it is necessary. S/he must possess strong initiatives, as well as excellent management and leadership skills and strong church acumen.; and ensures protection of the ADEPR Church's statutes, doctrine, vision, mission, procedure manuals, discipline and values.	Bachelor's Degree in Law with Legal Practice (ILPD) and professional experience in related field. Fluent in Kinyarwanda and English/French both writing and speaking and skilled in Microsoft Office Suite.



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3	Advisor to Executive Director	1	Headquarters/ Office of the Executive Director	The Advisor to the Executive Director serves as a high-level strategic, operational and executive support role responsible for providing high-level analysis and advisory services, coordination, research, governance, and implementation support to the Executive Director. The role supports: • Supporting implementation of the ADEPR Church's strategic priorities as well as Owned institutions. • Governance, policy and procedure manuals implementation. • Supporting partnership, stakeholder engagement and institutional governance. • Monitoring of strategic initiatives and projects. Ensuring follow-up on key executive decisions and performance commitments. • Strategic leadership, Institutional performance, transformation and operational effectiveness. The Advisor acts as a bridge between the Executive Director, departments, offices, church organs, institutions, and external stakeholders to ensure alignment with ADEPR Church's mission, vision, and strategic priorities. The position requires a highly analytical, trusted, and results-oriented professional capable of operating at executive level while supporting the ADEPR Church's long-term strategic objectives.	Master's Degree level: - MBA - Finance - Economics - Strategic Management - Leadership and - Related Professional Experience: -Minimum 5 years' Executive Management Support, Busy Project management, institutional development, Faith-Based Organizations, NGO management, Banking or Corporate institutions. -Minimum 5 years' managerial level and familiar working under pressure It is highly preferred to have experience of working with -Boards or governance organs -Large institutions/networks -Multi-sector organizations Fluent in English or French both in writing and speaking. Skilled in Microsoft Office Suite, AI tools.
4	Anti-Money Laundering Compliance Officer	1	Headquarters/ Office of the Executive Director	An AML Compliance Officer is a compliance professional responsible for overseeing an ADEPR Church's efforts to prevent, detect, and report money laundering, terrorist financing, and other financial crimes, personal data compliance requirements, so that the ADEPR Church is compliant with certain financial regulations. -Conduct risk assessments related to financial operations, -Maintain records and prepare compliance reports	- A0 in Finance, Law, Accounting, risk management and related field. - Three years (3) of working experience. The field of audit, law, risk, etc are preferred. Fluent in English/French in writing and speaking. Microsoft Office Suite.

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5	Monitoring and Evaluation Specialist	1	Headquarters/ Office of the Executive Director	The Monitoring & Evaluation (M&E) Specialist is responsible for developing, coordinating, and strengthening monitoring, evaluation, reporting, accountability, and learning systems across ADEPR Church activities, programs, projects, ministries, and institutions. The role ensures that: • Strategic plans and programs are effectively monitored • Institutional performance is measured using KPIs and performance indicators • Reliable data is generated for decision-making • Programs demonstrate measurable spiritual, social, and institutional impact • Leadership receives timely and quality analytical reports The M&E Specialist supports evidence-based decision-making and continuous improvement aligned with ADEPR Church Vision 2050 and strategic priorities. Create M&E plans, logical frameworks (log frames), and theory of change models for new projects.	Master's degree in Statistics, Economics, Social Sciences, Data Science and/or related field. Professional experience of at least 3 years in responsibilities of Monitoring and Evaluation or planning. Bachelor's degree in Statistics, Economics, Social Sciences, Data Science and/or related field with professional experience of at least 5 years in responsibilities of Monitoring and Evaluation or planning. Fluent in English/French both in writing and speaking. Skilled in Microsoft office Suite, SPSS, statistical analysis and PowerPoint.
6	Monitoring and Evaluation Officer	3	Headquarters/ Office of the Executive Director	The M&E officer develop and coordinates the Monitoring and Evaluation function of ADEPR Church operational activities, and its owned institutions and projects.	Bachelor's degree in M&E, Project Management, Statistics, Economics, Social Sciences, Data Science and/or related field. Master's degree is an added value. Skilled in Microsoft office Suite, and AI Tools.
7	Planning Officer	1	Headquarters/ Office of the Executive Director	To implement, review and guide staff the development of the ADEPR Church long term strategic plans, medium and short-term instruments of Business Plan and Investment Plans, Implementation plan and annual action plans.	Bachelor's Degree in planning, Finance, Business administration, Economics, Social sciences and related field. Skilled in Microsoft office Suite and AI Tools.



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8	Systems administrator	1	Headquarters/ Office of the Executive Director	Responsible for ensuring the availability, reliability, performance, and security of all IT infrastructure, including networks, servers, and hardware, while safeguarding IT systems, enforcing IT governance policies, and protecting the church and its institutions' information assets. - Protect organizational data by implementing security policies, access controls, and best practices for data protection. - Ensure a secure, stable, and high-performing IT infrastructure that supports all organizational operations. - Install, configure, and maintain physical and virtual servers, operating systems, and IT services. - Manage and maintain networks, servers, and IT hardware to ensure continuous availability and reliability. - Configure and manage firewalls, VPNs, user accounts, and permissions to prevent unauthorized access and security breaches. - Implement, test, and maintain disaster recovery plans, including regular data backups and recovery procedures. - Monitor system and infrastructure performance, availability, and security health. - Detect, analyze, and respond to security incidents, vulnerabilities, and technical issues. - Ensure compliance with IT security standards, data protection policies, and regulatory requirements. - Conduct risk assessments and implement appropriate mitigation strategies to reduce system vulnerabilities. - Install, configure, and maintain IT equipment such as computers, servers, and network devices. - Train and support staff on IT security awareness, safe system usage, and best practices. - Maintain proper documentation of system configurations, procedures, and infrastructure changes.	- Bachelor's Degree in Software Engineering, Computer Science, Information Technology, or a related field. - Fluent in Kinyarwanda and English or French, both written and spoken. - Strong understanding of Algorithms, Data Structures, and Database Management Systems. - Good knowledge of networking concepts and system administration principles. - Experience in server administration, system configuration, and hardware management. - Strong troubleshooting, analytical, and problem-solving skills. - Understanding of backup systems, disaster recovery, and data restoration processes. - Ability to manage IT infrastructure, including servers, networks, and system security. - Knowledge of operating systems (Windows/Linux) is an added advantage.
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9	Software Engineer	1	Headquarters/ Office of the Executive Director	Responsible for designing, developing, and maintaining digital solutions to support church and its institutions operations and innovation. - Write clean, efficient, maintainable, and testable code using technologies and frameworks such as Spring, Python, JavaScript, and .NET. - Design and architect software solutions that address user, organizational, and Church operational needs. - Develop, maintain, and improve new and existing applications, systems, and software platforms. - Identify system bottlenecks, troubleshoot issues, debug errors, and implement effective solutions. - Support and maintain digital platforms including websites, mobile applications, and online portals. - Lead innovation, digital transformation, and automation initiatives to improve organizational efficiency. - Ensure system usability, reliability, performance, and continuous improvement of software solutions. - Collaborate with users and departments to gather requirements and deliver effective technical solutions. - Monitor system performance and recommend upgrades, enhancements, and security improvements. - Maintain proper documentation for software applications, systems, and development processes	- Bachelor's Degree in Software Engineering, Computer Science, or a related field. - Fluent in Kinyarwanda and English or French (both written and spoken). - Strong knowledge of Algorithms, Data Structures, and Database Management Systems. - Experience in software development, application maintenance, or system administration. - Good understanding of web and mobile application development platforms. - Strong creativity, innovation mindset, and problem-solving skills. - Ability to develop software solutions using modern technologies and frameworks such as Spring, Python, JavaScript, and .NET. - Experience in designing, developing, and maintaining scalable and secure systems. - Strong analytical skills with the ability to identify and resolve system issues effectively.
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10	IT Support	1	Headquarters/ Office of the Executive Director	Responsible for delivering IT support services, resolving technical issues, and ensuring smooth IT operations during church activities on third level support. - Provide first-line helpdesk support to employees by resolving hardware, software, and connectivity issues. - Troubleshoot and resolve technical problems related to computers, printers, mobile devices, and company applications. - Configure, install, and set up laptops, printers, mobile devices, and other IT equipment for new employees. - Create and maintain simple user guides and documentation to assist non-technical staff in using company systems and tools. - Manage user accounts, including creation, modification, and access permissions in accordance with IT policies. - Ensure timely response and resolution of IT support requests to minimize downtime. - Monitor compliance with IT policies and ensure proper usage of organizational systems and resources. - Support and maintain IT infrastructure by assisting in routine checks and basic maintenance tasks. - Escalate complex technical issues to senior IT staff or system administrators when necessary.	- Bachelor's Degree in Information Technology, Computer Information Systems, or a related field. - Fluent in Kinyarwanda and English or French, both written and spoken. - Proficient in Microsoft Office tools including Word, Excel, and PowerPoint. - Strong understanding of Algorithms, Data Structures, and Database Management Systems. - Strong troubleshooting and technical support skills. - Good knowledge of computer systems, operating systems, and common software applications. - Excellent customer service and communication skills, with ability to support non-technical users. - Basic knowledge of audio-visual systems (projectors, sound systems, conferencing tools) is an added advantage. - Ability to work under pressure and respond effectively to IT support requests. - Teamwork spirit, professionalism, and problem-solving mindset.
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11	Resource Mobilization Specialist	1	Headquarter/ Office of the Senior Pastor	Under the supervision of the Senior Pastor, the Resource Mobilization Specialist provides strategic advice to the supervisor on building and maintaining partnership, responsible for proposal writing, funds mobilization and has overall oversight and coordination of partners' engagement and all fundraising and proposal writing. The Resource Mobilization Specialist will be responsible for the overall coordination of the planning, development, and management of the resource mobilization strategy and activities ensuring effective engagement of stakeholders in raising of resources for the ADEPR Church. The Resource Mobilization Specialist develops and coordinates the socio-economic projects of the church including the projects in partnership with different partners and ensure they all deliver the church mandate.	-Master's degree in project management, International Development, Finance, Economics, International Relations or related field. At least five (5) years' resource mobilization experience and at least two (2) years in senior role in the international development sector and/or NGOs with experience in project proposal writing. Proving success stories of resource mobilization and funds mobilized that are included in motivation letter and CV. Skilled in Microsoft office Suite.
12	Accounting Specialist	1	Headquarters/ Office of the Finance and Projects	- Review, analyze, and validate financial records, reconciliations, and reports to ensure accuracy, completeness, and compliance with applicable accounting standards, policies, and regulations. - Prepare and interpret complex financial analyses, management reports, and financial statements to support strategic planning and decision-making. - Monitor and strengthen internal controls, financial governance frameworks, and risk management practices to safeguard church assets and resources. - Lead the implementation and continuous improvement of accounting systems, financial procedures, and reporting processes to enhance efficiency and accountability. - Coordinate and provide technical support during internal and external audits, ensuring timely resolution of audit findings and implementation of recommendations.	-Bachelor's degree in accounting or finance with an Advanced level in professional accounting certification such as ACCA, CPA or CFA is a must. -Master's degree in Accounting or finance is an added value. -Minimum of 3 - 5 years of progressive experience in accounting, finance, bookkeeping, or financial management. Experience with accounting software and financial reporting systems. Experience in non-profit, faith-based, or large multi-branch organizations is an added advantage.



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				- Conduct financial performance reviews, budget monitoring, and variance analysis, providing actionable recommendations to management for improved financial stewardship. - Mentor and support accounting officers and finance staff by providing technical guidance, capacity building, and quality assurance in financial management practices.	Fluent in English/French in writing and speaking. Skilled in Microsoft office Suite.
13	Finance Specialist	1	Headquarters/ Office of the Finance and Projects	Provide technical leadership and expert support in financial planning, budgeting, forecasting, and financial performance management across ADEPR Church. -Lead the preparation, consolidation, analysis, and monitoring of annual budgets and periodic financial forecasts to support strategic and operational objectives. -Conduct financial analysis, trend assessments, and performance reviews, and provide recommendations to improve financial sustainability and resource utilization. -Develop and maintain financial models, projections, and management reports to support evidence-based decision-making by leadership. -Monitor financial risks, cash flow trends, and resource allocation, and recommend appropriate mitigation measures to strengthen financial stewardship. -Support the development, implementation, and continuous improvement of financial policies, procedures, systems, and internal controls. -Coordinate financial reporting processes and provide technical guidance to headquarters, regions, parishes, local churches, and church institutions on financial management matters. -Collaborate with management and stakeholders to strengthen financial governance, ensure compliance with applicable regulations, and support the achievement of ADEPR Church's mission and strategic objectives	-Bachelor's degree in accounting or finance with an Advanced level in professional accounting certification such as ACCA, CPA or CFA is a must. -Master's degree in Accounting or finance is an added value. -Minimum of 3–5 years of progressive experience in Accounting or Finance, financial analysis, budgeting, financial planning, or related fields. -Experience in budget management, financial forecasting, and financial reporting. -Experience working in large, multi-branch, non-profit, faith-based, or corporate organizations is an added advantage.



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14	Innovation and Income Generation Initiatives Analyst	1	Headquarters/ Office of the Finance and Projects	To identify, design, analyze, and support innovative income-generating initiatives that contribute to the financial sustainability and economic growth of ADEPR Church and its affiliated institutions. -Conduct market research and economic analyses to identify viable income-generating opportunities. -Develop feasibility studies, business cases, and investment proposals. -Analyze industry trends, emerging markets, and innovative business models. -Design and recommend sustainable revenue-generation strategies. -Support the development and implementation of entrepreneurship and self-reliance initiatives. -Prepare project concept notes, business plans, and strategic investment reports. -Monitor the performance and profitability of income-generating projects. -Build partnerships with private sector actors, development partners, and investors. -Produce analytical reports and recommendations for management decision-making. -Support fundraising and resource mobilization efforts.	-Master's in Business Administration, Economics, Entrepreneurship, Finance or related field. - Minimum 5 years of business experience in sales, business development, investment analysis, innovation management, or income-generating projects. Proving success stories of sales and/or business success with innovation records achieved that are included in motivation letter and CV. Fluent in French/English in writing and speaking. Skilled in Microsoft Word, Excel, and PowerPoint.
15	Estate and Land Specialist	1	Headquarters/ Office of the Finance and Projects	To focus on managing and protecting all church properties (land, buildings, and infrastructure) across Rwanda. These responsibilities are consistent across recent ADEPR recruitment notices. -Oversee all church-owned land, buildings, rental houses, schools, hospitals, and other infrastructure -Ensure proper use and optimization of church assets for ministry and income generation -Coordinate maintenance and rehabilitation of church properties -Maintain and update a fixed asset register for all church properties	Bachelor's degree in the civil engineering preferably fields of Construction management or related. Minimum of 5 years of experience in building construction management, estate management or, including building supervision, construction project management, or site

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				-Ensure all land and property documents (titles, leases, contracts) are properly filed and secured -Track ownership status and prevent loss or illegal occupation of church land -Conduct regular site visits to church properties across regions -Identify risks, damages, or illegal use of land and buildings -Report findings and recommend corrective actions to management -Follow up on maintenance requests for church facilities -Ensure buildings meet safety, health, and operational standards.	supervision of building works or related field; Having a Master's degree in the same field is an added value Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools.
16	Estate and Land officer	3	Headquarters/ Office of the Finance and Projects	An Estate and Land officer typically manages and coordinate real estate properties, including Land, Buildings, and other assets owned by Church. The assets of the ADEPR Church and its owned institutions have to be managed in effectiveness and efficiently productive.	Bachelor's degree in Civil Engineering. Minimum of 3 years of experience in building construction management, land surveying, estate management or, including building supervision, construction project management, or site supervision of building works or related field; Having a Master's degree in the same field is an added value.
17	Income Generation and Business Investment Specialist	1	Headquarters/ Office of the Finance and Projects	To lead the development, implementation, and management of ADEPR Church business investments and income-generating ventures to enhance organizational sustainability. -Identify and assess investment opportunities aligned with ADEPR's strategic objectives. -Develop investment plans, business strategies, and financial projections.	-Bachelor's Degree in Business Administration, Economics, Entrepreneurship, Finance or related field. - Minimum 3 years of business experience in sales, business development, investment analysis,



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				-Manage and oversee church-owned business enterprises and investments. -Conduct investment risk assessments and recommend mitigation measures. -Develop business plans and investment proposals for new ventures. -Coordinate investment partnerships, negotiations, and contractual arrangements. -Monitor business performance and profitability indicators. -Ensure compliance with investment policies, regulations, and governance requirements. -Prepare investment reports and strategic recommendations. -Support resource mobilization and sustainability initiatives. -Provide technical guidance on entrepreneurship and business development activities.	innovation management, or income-generating projects. Proving success stories of sales and/or business success with innovation records achieved that are included in motivation letter and CV. Fluent in French/English in writing and speaking. Skilled in Microsoft Word, Excel, and PowerPoint. Master's Degree is an added value
18	Income Generation Monitoring Officer	1	Headquarters/ Office of the Finance and Projects	To monitor, evaluate, and report on the performance of income-generating projects and business investments to ensure effectiveness, efficiency, accountability, and sustainability. -Develop monitoring frameworks, indicators, and reporting tools. -Conduct routine monitoring visits to project implementation sites. -Collect, verify, analyze, and interpret project performance data. -Monitor project implementation against approved plans and budgets. -Track outputs, outcomes, and financial performance indicators. -Prepare periodic monitoring and evaluation reports. -Identify implementation gaps and recommend corrective actions. -Maintain project databases and management information systems. -Support audits, evaluations, and performance reviews. -Promote accountability, learning, and continuous improvement.	-Bachelor's Degree in Business Administration, Economics, Entrepreneurship, Finance or related field. - Professional experience in sales, business development, investment analysis, creativity and innovation, or income-generating projects. Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools. Master's Degree is an added value



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19	Business and Investment Officer	1	Headquarters/ Office of the Finance and Projects	- Develop and implement business and investment strategies aligned with ADEPR's strategic plan. - Conduct market research and feasibility studies for new investments. - Prepare business plans and investment proposals. - Monitor and evaluate performance of church-owned businesses and investments. - Conduct financial and risk analysis. - Develop partnerships with investors and financial institutions. - Ensure compliance with investment policies and regulations. - Prepare periodic business performance reports. - Identify new revenue-generating opportunities. - Support budgeting and financial forecasting processes.	-Bachelor's Degree in Business Administration, Economics, Entrepreneurship, Finance or related field. - Professional experience in sales, business development, investment analysis, creativity and innovation, or income-generating projects. Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools. Master's Degree is an added value
20	Socio Economic Projects Specialist	1	Headquarters/ Office of the Finance and Projects	- Design, manage, and evaluate social-economic development projects. - Develop project proposals, concept notes, and budgets. - Ensure donor compliance and reporting requirements. - Lead project planning and implementation activities. - Conduct impact assessments and evaluations. - Coordinate project teams and partners. - Manage project risks and mitigation plans. - Mobilize resources for project sustainability. - Develop monitoring frameworks and indicators. - Prepare technical and financial reports.	-Master's Degree in Development Studies, Economics, Project Management, Social Sciences, Public Administration, or related field. Minimum of 5 years of experience managing donor-funded development projects. Experience with international NGOs. The church development programs are an added value/advantage. Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools.

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21	Socio Economic Project Officer	1	Headquarters/ Office of the Finance and Projects	- Coordinate social-economic empowerment programs. - Conduct socio-economic assessments and baseline studies. - Support vulnerable households through income-generating activities. - Develop and monitor community livelihood projects. - Establish partnerships with government and development agencies. - Collect and analyze socio-economic data. - Facilitate community awareness programs. - Monitor project implementation and impact. - Prepare project reports and recommendations. - Support fundraising and proposal development.	-Bachelor's Degree in Economics, Development Studies, Social Sciences, Rural Development, Community Development, or related field. -Minimum 3 years of experience in socio-economic development programs, community empowerment, or NGO projects. -Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools.
22	Farming Project Officer	1	Headquarters/ Office of the Finance and Projects	- Coordinate agricultural development projects. - Provide technical support to farmers and cooperatives. - Promote climate-smart agriculture practices. - Monitor crop and livestock production activities. - Organize agricultural training sessions. - Support establishment of demonstration farms. - Conduct agricultural needs assessments. - Prepare project implementation plans and reports. - Facilitate market linkage initiatives. - Ensure proper utilization of project resources.	-Bachelor's Degree in Agriculture, Agribusiness, Agricultural Economics, Animal Production, Crop Science, or related field. -Minimum 3 years' experience in agricultural project implementation. -Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools.
23	Church and Community Mobilization Officer	1		- Mobilize church members for community transformation programs. Facilitate community engagement and participation. - Organize awareness campaigns and outreach initiatives. - Strengthen volunteer networks within churches. - Coordinate community development activities. - Build relationships with local leaders and stakeholders. - Facilitate conflict resolution and social cohesion activities. - Promote church participation in development initiatives. - Prepare activity reports.	Bachelor's Degree in Community Development, Sociology, Social Work, Theology, Development Studies, or related field. Minimum 3 years of experience in community mobilization, social work, church ministry, or community development programs.

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24	Capacity Building Officer	1	Headquarters/ Office of the HR and Administration	- Conduct training needs assessments. - Design and implement capacity-building programs. - Develop training manuals and learning materials. - Organize workshops, seminars, and coaching sessions. - Monitor effectiveness of training interventions. - Maintain training records and databases. - Support leadership development initiatives. - Facilitate organizational learning programs. - Develop mentorship and coaching frameworks. - Evaluate staff and volunteer competency development.	-Bachelor's degree in human resource management, Education, Public Administration, or related field. -Minimum 3 years' experience in HR training, learning and development, organizational development, or human resources. -Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools.
25	Protocol and Event Management Officer			- Plan and coordinate official church events and ceremonies. - Develop event schedules and budgets. - Coordinate logistics, accommodation, and transportation. - Manage protocol arrangements for guests and dignitaries. - Ensure compliance with protocol standards and etiquette. - Liaise with government institutions and partners. - Supervise event service providers. - Manage event registration and communication. - Conduct post-event evaluations. • Maintain protocol and event records.	-Bachelor's Degree in Public Relations, Event Management, Hospitality Management, Communications, International Relations, or related field. -Minimum 3 years of experience in protocol, hospitality, public relations, or event management. -Fluent in English/French both in writing and speaking. Skilled in Microsoft Office Suite and/or AI Tools.
26	Driver	1	Headquarters/ Office of the HR and Administration	- Transport staff, visitors, church leaders, and goods safely. - Maintain vehicle cleanliness and roadworthiness. - Conduct routine inspections and report faults. - Keep accurate travel logs and fuel records. - Ensure compliance with traffic regulations. - Assist with delivery and collection of documents and materials and Support logistical activities during events. - Coordinate vehicle servicing schedules. - Ensure passenger safety and comfort.	-Advanced Certificate (A2) or equivalent and Valid Driving License Category B or above with a clean driving record. -Minimum of 5 years driving experience in a reputable organization



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27	Mechanic and driver	1	Headquarters/ Office of the HR and Administration	- Drive church vehicles safely and professionally. - Inspect vehicles before and after journeys. - Diagnose mechanical and electrical faults - Conduct preventive maintenance and repairs. - Maintain service schedules and records. - Ensure compliance with transport regulations - Assist in fleet management activities. - Coordinate vehicle inspections and insurance renewals. - Respond to emergency breakdowns - Maintain cleanliness and security of vehicles.	Bachelor's degree in any field plus Advanced Certificate (A2) in Automobile Mechanics, Automotive Technology, or related technical field. Valid Driving License Category B, C, D, or E. Minimum 5 years of experience in vehicle driving and mechanical maintenance.
28	Senior Technical Operations	1	Headquarter/ Office of the Associate Senior Pastor	- Oversee all technical operations of Life Radio and TV, ensuring uninterrupted, high-quality broadcasting services and efficient daily technical performance. - Ensure the maintenance, repair, upgrading, and preventive care of all broadcasting and ICT systems, while recommending and implementing technological innovations to enhance operational efficiency. - Guarantee compliance with broadcasting regulations and industry standards, provide timely troubleshooting and emergency technical interventions, and safeguard the reliability and security of digital infrastructure. - Offer strategic technical guidance to management, participate in decision-making processes, and develop the capacity of technical staff through training, mentorship, and knowledge sharing.	Bachelor's degree is an added value. -Bachelor's degree in Telecommunications, Electrical and Electronics Engineering, or a related field, with at least five (5) years of relevant professional experience. - Strong expertise in ICT systems, digital broadcasting technologies, transmission systems, studio operations, equipment maintenance, and troubleshooting. - Proven leadership, teamwork, problem-solving, decision-making, and time-management abilities, with proficiency in English and/or French. -Sound understanding of broadcasting regulations and industry standards, with the ability to adapt to emerging technologies and implement innovative technical solutions.

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29	Graphic Designer	1	Headquarter/ Office of the Associate Senior Pastor	- Create and maintain consistent visual identities, graphics, and branding materials that reflect ADEPR Church's mission, values, and image across all Life Radio and TV platforms. - Produce high-quality graphics, logos, banners, animations, on-air visuals, and digital assets for television programs, radio shows, events, and online platforms. - Collaborate with production teams to develop visual elements, infographics, subtitles, and other graphic resources that enhance content quality and audience engagement.	- A0 qualification in Graphic Design, Visual Arts, Multimedia, or a related field, with at least three (3) years of relevant professional experience. -Proficiency in industry-standard design software, including Adobe Photoshop, Illustrator, In Design, and other multimedia design tools, with a strong portfolio demonstrating creative and professional work. -Proficiency in English and/or French and Kinyarwanda, with strong interpersonal, communication, and collaboration skills to work effectively in a dynamic media environment. -Strong creative thinking and a solid understanding of branding, with the ability to develop innovative visual content that aligns with ADEPR Church's mission, vision, and values.
30	Production and Camera Operator	1	Headquarter/ Office of the Associate Senior Pastor	- Manage camera operations during studio productions, live broadcasts, and field assignments, ensuring high-quality visuals and effective shot composition. - Assist in setting up studios, production equipment, and filming environments while supporting smooth coordination between production teams and presenters. - Inspect, test, maintain, and properly store cameras and production equipment to ensure reliability, safety, and operational readiness.	- A0 qualification, in Journalism, Media Production, Photography, Film Making, Television, or a related field, and at least one (1) year of relevant experience. -Strong knowledge of camera operation, digital production, video editing, and multimedia tools, including industry-standard hardware and software used in broadcasting.

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				- in editorial and production meetings, support special projects and events, and continuously enhance skills through learning new technologies and production techniques.	-Ability to work flexible schedules (including nights, weekends, and holidays) and experience in video editing processes such as sound editing, color correction, and visual effects.
31.	Communications and PR	1	Headquarter/ Office of the Senior Pastor	- Serve as the point of contact for journalists; draft press releases and organize media briefings. - Manage social media channels and website content to engage the public and stakeholders. - Draft urgent communications to address public concerns or misconceptions quickly.	Bachelor's or Master's degree in Communications, Journalism, Theology, or a related field, with at least five (5) years of relevant experience in media or public relations. -Fluency in Kinyarwanda, French, and English, with strong written and verbal communication abilities in all three languages. -Proven ability to manage media relations, develop communication content.

Done at Kigali, on 15 June 2026

Reverend Isaie NDAYIZEYE
Senior Pastor of ADEPR Church

