

Pentecostal Church of Rwanda – ADEPR Church

JOB ANNOUNCEMENT

ABOUT ADEPR

The Pentecostal Church of Rwanda – ADEPR Church is a faith-based organization that was originated in the 1940s in the Gihundwe Region, located in the western part of Rwanda. The church's Mission revolves around spiritual growth and community transformation through various social and economic activities, including education, healthcare, and poverty reduction. Today, the ADEPR Church boasts an impressive presence with 3,141 Churches, 316 schools, 4 health facilities, 239 transformational projects and 3,015,677 members across all regions of Rwanda, the church has played a significant role in holistically transforming the lives and Rwandan community.

- **Our vision**

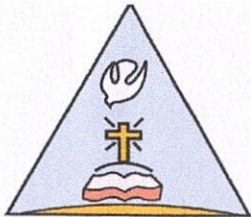
The vision of ADEPR Church is transforming the lives of people in a holistic way through preaching the gospel of Jesus Christ.

- **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.



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The ADEPR Church is looking for qualified, dedicated and experienced candidates to meet with Strategic Plan of 5 years expectations and fulfil the positions. Only interested candidates who strictly meet the criteria should apply for this positions and have to send their application file documents in ONE PDF Document composed by a CV, Academic certificates, Motivation letter and Pastor's Recommendation via the email: hr.recruitment@adepr.rw and we will only be contacting shortlisted applicants.

Deadline is 05./05./2025 at 5:00 p.m.

ROLE AND TITLE:

POSITION	Number of Positions	PLACE OF WORKING	SUMMARY OF KEY RESPONSIBILITIES	REQUIREMENTS (EDUCATION, PROFESSIONAL EXPERIENCE AND SKILLS)
IT Analyst	1	Headquarters and Shared to the ADEPR Church Owned institutions/ Office of the Executive Director	-Having software development expertise and be able to provide software solutions to minimize processes for ADEPR Church and Ubuzima Bwiza in different operations (Church Management, HR, Finance, Procurement, etc); Working with Agile methodologies to deliver software projects; Strong analytical and problem-solving skills; Excellent communication skills; Ability to work well in a team; Creating and updating technical requirements and documentation; Analyzing and improving existing software systems; Work hand in hand with outsourced developers (in case); Conduct or plan different trainings for staff on new released solution; Provide where different management can pull reports (dashboard) for their analysis and making adequate decision based on statistics; Assure security of ADEPR IT Infrastructure	-Master's degree in IT field, with a relevant experience of 7 years of IT experience, including at least 5 years in Senior position or Bachelor's degree in IT field, with a relevant experience of 9 years of IT experience, including at least 5 years in Senior position. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values.



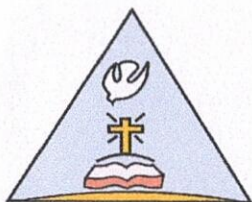
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			(servers, backup, restoration, networking, BCM, Database). Coordination of all IT activities of the whole IT Department, He will be advising ED on technology on ADEPR church and all its subsidiaries business, Developing and guiding IT strategy in line with business objectives, Liaising with providers and third parties negotiating services and contracts Contracts	
Legal and Compliance Analyst	1	Headquarters and Shared to the ADEPR Church Owned institutions/ Office of the Executive Director	The Legal and Compliance Analyst under guidance of the Executive Director in collaboration with the leaders of the ADEPR Church owned institutions provide 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 through Executive Director 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. S/He promotes the highest ethical standards across the ADEPR Church and assists Executive Director in setting the tone for a compliance culture; and ensures protection of the ADEPR Church's statutes, doctrine, vision, mission, logo, procedure manuals, discipline and values.	Master's degree in International Business Law, International Commercial Law and Law with 5 years' experience in advising business senior leaders such as HoDs/CEOs in corporate business institution/company or at the same position. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint.



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Systems administrator	1	Headquarters/ Office of the Executive Director	ADEPR Church System administrator will be Managing IT infrastructure and Operating systems. Upgrading, installing, and configuring application software and computer hardware. Troubleshooting and providing technical support to employees. Creating and managing systems permissions and user accounts.	-Master's degree in computer science, information system, and all other related fields -Bachelor's degree in computer science, information system, and all other related fields -Professional experience of 2 or 3 years in systems configuration and Hardware management - Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint, -Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Discipleship and Evangelism Analyst	1	Headquarters/ Office of the Associate Senior Pastor	Under the supervision of the Associate Senior Pastor, the Discipleship and Evangelism Analyst provides 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 strengthen 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. Seven years of professional experience including 5 years in managerial position. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values Fluent in Kinyarwanda and English, both in writing and speaking. Skilled in Microsoft Word, Excel, and PowerPoint.
Internal Audit Specialist	1	Headquarters/ in the Office of the Senior Pastor	ADEPR Church Internal Auditor Specialist is responsible for tracking the cash flow and accounts and ensuring that they are being recorded and processed correctly, that assets are protected through appropriate control measures, and that	➤ Master's Degree in Accounting, Finance, or related field, ➤ Or Bachelor's Degree in Accounting, Finance, or related field and CPA.



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			financial records meet legal standards. They help the auditors gain substantial evidence about a particular matter at hand and may have knowledge about factors and features the auditor knows the least. They have a keen eye for detail, a strong ability to work under pressure, and a knack for problem-solving in the technical activities of the Church. They gather plenty of evidence for more explanation and clarity. Under professional skepticism, they are required to ensure that they identify all the red flags and confusions, and then design audit procedures to get to the reasonable surety that there are no material misstatements within the church's operations. They provide delivery-based recommendations that are important for the task at hand and then better-tailored advice for recommendations and analysis on certain matters about the organization. The candidates will also have remarkable presentation and report-writing skills, and display incredible business acumen. They may be experienced and capable of working following the code of ethics and internal standards and help to achieve the ADEPR Church vision by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes	➤ Above 10 years' experience in finance, accounting or a combination including 5 years in auditing, Strong understanding of accounting, administrative and financial laws, regulations, and internal controls; Sound understanding of audit standards principles, and practices; Familiarity with general accounting standards and techniques; Strong understanding of financial reporting standards Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Resource Mobilization Specialist	1	Headquarter/ Office of the	Under the supervision of the Associate Senior Pastor, the Resource Mobilization Specialist provides strategic advice to the supervisor on	Master's degree in project management, International Development / Finance/Economics/International Relations or related field.



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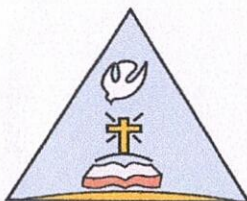
		Associate Senior Pastor	building and maintaining partnership, responsible for proposal writing, funds mobilization and has overall oversight and coordination of partners' engagement and all fundraising and proposal writing. The Resource Mobilization Specialist will be responsible for the overall coordination 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.	At least three (3) year's 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/or CV. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Planning Specialist	1	Headquarters/ Office of the Executive Director	To lead, review and guide 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. Ensure capacity development interventions to cover gaps identified in staff under supervision	Master's degree in planning, Project Management, Finance, Business administration or Economics, with a relevant experience of 3 years in management, planning, project or program development and management, including 1 year of Management in Planning field or Bachelor's degree in planning, Project Management, finance or Economics, with a relevant experience of 5 years in planning, program design, and financial analysis, including 2 years exercising planning responsibilities or 10 years' management experience, including one year of exercising planning responsibilities plus a



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				certificate of planning and monitoring offered by a recognized institution. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values. Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint,
Planning Officer	2	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, Project Management, Finance, Business administration, Economics with professional experience of 5 years and above. Master's degree is an asset. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Monitoring and Evaluation Officer	2	Headquarters/ Office of the Executive Director	The M&E officer develop and coordinates the Monitoring and Evaluation function of ADEPR Church, and its owned institutions and projects.	Bachelor's degree in planning, Project Management, Socio sciences, Finance, Business administration, Economics with professional experience of 3 years and above. Master's degree is an asset. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Recruitment and	1	Headquarters/ Office of the HR and Administration	Recruitment and performance officer is responsible for managing the recruitment process	Bachelor's degree in HR, Business administration,

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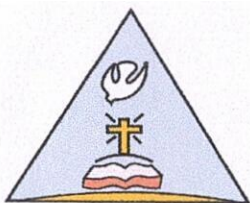
Performance Officer			and enhancing employee performance within the ADEPR Church. This role involves sourcing, screening and selecting candidates, as well as implementing performance management strategies to ensure optimal employee productivity and engagement.	Public Administration, accounting, finance, economics and/or related field. Three years of working experience included at least one-year full time exercising HR services. Strong alignment of ADEPR Church Doctrine, Vision, Mission and Values Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint. Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Central Secretariat	1	Headquarters/ Office of the HR and Administration	Central Secretariat is responsible for receiving and directing the people and courier arrived at the reception including correspondences. s/he performs administrative task such as managing schedule, organizing, meeting, handling correspondence, maintaining records, and providing support to higher level officials or executive.	Bachelor's degree in public relations, Business Administration, Social sciences, finance, linguistics, and related field; One year professional experience. Master's degree and professional course are added value; Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Income Generation Monitoring Officer	1	Headquarters/ Office of the Finance and Projects	The Income monitoring officer is responsible for developing and implementing strategies to generate income for the organization while also monitoring and evaluating the effectiveness of these income-generation activities. This role involves a combination of fundraising, donors relationship management, and data analysis to ensure the sustainability and growth of the organization's financial resources.	Master's degree in Finance, accounting, economics with 2 years' professional experience in sales, products development, commercial activities and business activities related or Bachelor's degree in the same field with 5 years' professional experience Fluent in Kinyarwanda and English or French both writing and speaking and skilled in Microsoft word, excel, PowerPoint



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				Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values
Estate and Land officer	1	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, Construction management, Architect, Construction Management, Infrastructure Planning, Urban Planning and Administration, land surveying, Science in Engineering (Mechanical engineering) or related fields; Three years' professional experience in the same field; Having a Master's degree in the same field is an added value Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values

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Regional Operation Coordinator (ROC)	2	GICUMBI & KIGALI Region	-Responsible to all projects designed to bring holistic transformation at region level and its implementation in parishes and its local churches. This includes all projects for church and community, social and economic empowerment, and business and investments of the church. Responsible to coordinate and monitor the preparation and implementation of all technical activities in the region. -Coordinate with all technical committees for planning, budgeting, monitoring and evaluation of parish and region activities. -Add the region budget line manager, s/he is also responsible for all region finances. -Work closely with the region pastor to prepare and coordinate all required trainings for ministry leaders and staff capacity building. -Organize and monitor audit in parishes and chapels.	- Master's degree in Finance, Accounting, project management or related Experiences - Five years' professional experience in projects management, business management partnership management including two years' experience in the field of accounting/finance. - Able to use Kinyarwanda and English or French, both writing and speaking plus skilled in Microsoft word, excel, Power point - Strong alignment with ADEPR Church mission, vision and
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Project Accountant Social worker	20	Gihundwe Region, Rubavu Region, Muhoza Region, Ngoma Region, Nyagatare Region, Huye Region, Nyabisindu Region, Gicumbi Region	Accountant Social Worker oversees planning, procurement, and monitoring budget execution. He/she is responsible for proper funds management, financial bookkeeping, and timely reporting for the effectiveness of the children and youth ministry. He/She reports to the Project Director Proper preparation and implementation of curriculum lessons	-Bachelor's Degree in Accounting Finance, other related fields, -Being aged between of 21-40 according to the regulations, - Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values, - Fluent in Kinyarwanda and English, both in writing and speaking. Skilled in Microsoft Word, Excel, and PowerPoint. - He/ She lives near where he/she has to work according to the regulations. -
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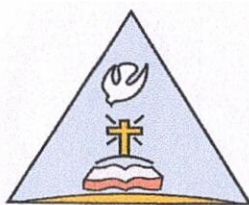
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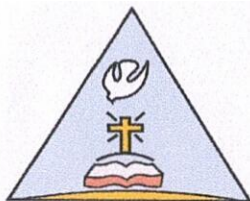
Project Communication Social Workers	10	Gihundwe Region, Rubavu Region, Muhoza Region, Ngoma Region, Nyagatare Region, Huye Region, Nyabisindu Region, Gicumbi Region	Communication Social Worker is responsible for all correspondences between Beneficiaries and their respective sponsors. He/ She follows up their academic performance and keeps beneficiaries and their household records whether in the system each child /youth is known, loved and protected.	Bachelor Degree Leadership and Management, Business Administration, Education, Rural development, Social work and Social development, Development Studies, other related fields. Being aged between of 21-40 according to the regulations He/ She lives near where he/she has to work according to the regulations.
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Project Health Community Development Social Workers	20	Gihundwe Region, Rubavu Region, Muhoza Region, Ngoma Region, Nyagatare Region, Huye Region, Nyabisindu Region, Gicumbi Region	Health & Community Development Social Worker is responsible for the welfare of all beneficiaries and the development of their families. He/she does monitor, follow up, advice, and provide support to beneficiaries on health issues identified and keep the data into the system. HCDSW sets preventive measures to any diseases and illness, Advocacy for the children and youth, child abuse prevention and response.	Social Sciences, Nursing- Advanced Diploma, Public Health, Mid-Wives, Clinical Medicine, Clinical Psychology, Mental Health and other related fields -Being aged between of 21-40 according to the regulations, - Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values, - Fluent in Kinyarwanda and English, both in writing and speaking. Skilled in Microsoft Word, Excel, and PowerPoint. - He/ She lives near where he/she has to work according to the regulations.
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Project Director	10	Gihundwe Region, Rubavu Region, Muhoza Region, Ngoma Region, Nyagatare Region, Huye Region, Nyabisindu Region, Gicumbi Region	-The project director coordinates all activities at FCP, -Responsible of all the planning, procurement, and execution of all FCP activities -He/She leads/guides other social workers and volunteers at FCP. -He/She oversees child protection and ensures that each child and youth is known, loved and protected. -Project Director ensures effectiveness of the implementation of the program. -He/She reports to the Parish Pastor, -Coordinates and follow up implementation of all curricula activities and other activities related to curriculum. -Prepare and deliver curriculum lessons using teaching aids. -Implementation of home-based curriculum to those with children aged between one (1) year to five (5) years. -Ensure that all tutors and FCP staff prepare lessons on time and deliver with teaching aids.	-Bachelor's degree in communication, -Leadership management, -Education, -Business administration and related field -Key technical skills and competences required, -Analytical problem solving and critical thinking skills, -Leadership skills, -Report writing and presentation skills (Computer literacy) -Coordination, Planning, and organization skills. -Being the aged between 21-40 according to the regulations.
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Done at Kigali, on 19/...04..., 2025

Pastor Isaie NDAYIZEYE,
Senior Pastor of ADEPR Church.

