THE BOLD ONES – PROGRAM COORDINATOR (PART-TIME)

Role Type: Part-time (15 hours per week – 2pm – 5pm Monday – Friday)
Reporting to: Head of Finance & Managing Director
Duration: Fixed-term (10 months, with possibility of renewal)

1. ROLE PURPOSE

The Program Coordinator is responsible for the **day-to-day implementation, coordination, and integrity** of *The Bold Ones Grant Program*.

This role ensures that the program runs smoothly, transparently, and on time — managing processes, digital tools, partner coordination, and reporting — while upholding the highest standards of ethics, accountability, and inclusion.

2. KEY RESPONSIBILITIES (JOB DESCRIPTION)

Program Operations

- Coordinate the full lifecycle of *The Bold Ones* program — from launch through training, placements, and reporting.
- Manage timelines and ensure activities align with the 365-day commitment and October 18 deadline.
- Track beneficiary progress across training, placements, and outcomes.
- Ensure all processes are documented, consistent, and fair.

Digital Program Management

- Set up and manage digital tools (e.g. Airtable, Notion, Google Workspace, CRM tools).
- Maintain a real-time dashboard tracking:
    - Applications
    - Selections
    - Training status
    - Fund allocation
    - Impact metrics
- Coordinate updates for the public **Bold Ones transparency portal**.

Financial & Process Oversight

- Work closely with Cube Finance to:
    - Track grant disbursements
    - Reconcile spending categories
    - Flag discrepancies or risks early
- Ensure all spending aligns with approved criteria and documentation requirements.

Stakeholder Coordination

- Liaise with:
    - Training partners (local & international)
    - Beneficiaries
    - Internal Cube teams (Finance)
- Coordinate schedules, reporting requirements, and deliverables.

Ethics, Integrity & Compliance

- Uphold impartiality and transparency in selection and grant management.
- Ensure confidentiality and responsible handling of personal data.
- Act as a neutral custodian of the program's integrity.

Reporting & Communication

- Prepare:
    - Weekly progress summaries
    - Mid-cycle impact snapshots
    - Final program report
- Support content collection for storytelling (photos, quotes, progress updates).

3. KPIs (KEY PERFORMANCE INDICATORS)

Operational KPIs

- Program launched on time and milestones met.
- 100% of beneficiaries onboarded and tracked digitally.
- Zero missed deadlines or undocumented disbursements.

Financial & Transparency KPIs

- 100% of funds tracked, reconciled, and documented.
- Real-time dashboard accuracy (no material discrepancies).
- Timely updates to the transparency portal.

Impact KPIs

- Training completion rate of beneficiaries.
- Successful placement or project exposure.
- Female participation and leadership visibility maintained.

Governance & Integrity KPIs

- Zero conflict-of-interest incidents.
- Positive audit and compliance feedback.
- Clear documentation trail for all decisions.

4. IDEAL ATTRIBUTES & PROFILE

Essential Attributes

- High personal integrity and ethical judgment.
- Strong organisational and process discipline.
- Comfortable working independently with minimal supervision.
- Clear communicator — written and verbal.
- Detail-oriented but able to see the big picture.

Digital & Technical Attributes

- Confident using digital tools for workflow management.
- Experience with:
  - Google Workspace
  - Basic data tracking and dashboards
- Comfortable learning new platforms quickly.

Experience & Background

- Experience in program coordination, CSR, project management, or development programs.
- Exposure to training programs, youth initiatives, or grants is a strong advantage.
- Understanding of fairness, inclusion, and gender equity principles.
- Familiarity with Rwanda's youth or skills ecosystem is a plus.

Application details

Send your CV to

- finance@cubeafricagroup.com
- elvis@cubeafricagroup.com

Deadline: 13 Jan 2026