

TERMS OF REFERENCE FOR RECRUITING CASUAL STAFF IN SPONSORSHIP UNIT.

Objective	Translation of sponsorship communications
Assignment	Translating child messages from Kinyarwanda to English
Client	ActionAid Rwanda (AAR)
Period	2025

Background:

ActionAid Rwanda is a national non-Government organisation registered with Rwanda Governance Board on No61/RGB/NGO/2017. Since January 2022 AA is implementing a new staff structure where people occupy combined responsibilities which imply work overload and hard working to achieve set targets/objectives. From January to December 2022, there has been various developments in the execution of organizational objectives and goals towards achievement of the core organizational mandate.

Purpose/Objectives:

To recruit at least 15 qualified casual staff to provide support to the Child Sponsorship unit in managing supporter communications during the pick reporting seasons, ensuring timely and accurate processing of all communications

The casual staff main work will be:

- Translate child messages from Kinyarwanda to English
- Translate supporter correspondence messages from English to Kinyarwanda
- Sort child message as per sponsorship standards and guidelines
- Translate supporter query/complaint.
- Arrange sponsorship work as per instructions.
- Translate child new profiles and profile updates
- And any other task as instructed by sponsorship unit

Duration of work

- Periodical child messages Period 1& 2 annually

Qualifications and competencies

- Applicants should be Rwandan by citizen with an ID
- Must have good readable handwriting.

Actionaid Rwanda (AAR)

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- Must have a good command of Kinyarwanda and English
- Must have team spirit and be very organized.
- Must be willing to respect AAR policies such as Sexual Harassment, Exploitation, Abuse and Safeguarding including child protection.
- Must be a university student, or completed senior six
- Must be willing to follow instructions from the unit and the organization

NOTE: Persons holding higher qualifications will not be considered
E.g. master's and PhD

This job is casual in nature not permanent, and Payment is based on the completion of the assignment allocated per day.

Application guidelines

Qualified applicants should [apply here](#) not later than **Monday, 26th May 2025 at 9:00 am**

Only short-listed candidates will be contacted for interview.

ActionAid is an equal opportunity employer, and candidates will be expected to embody ActionAid's values and adhere to organization policies especially Sexual Harassment Exploitation and Abuse policies and Child Protection Policy.

Female candidates are strongly encouraged to apply.

Apply via this [Link](#)