

Job Title: Project Coordinator

Location: Gisuru, Burundi (Only candidates who are eligible to work legally without work visa sponsorship in Burundi will be considered).

Contract Type: Full-time (40 hours per week), 6 months fixed term contract with possibility of renewal

Target Hiring Salary: BIF 1,853,136 per month (before taxes)

Target Start Date: As soon as possible

Application Closing Date: April 15, 2026 23:59 CAT

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 14 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play has been working in Burundi since 2008 to deliver high-quality development and humanitarian programs that promote foundational learning, peace-building, and psychosocial well-being. Learn more about our programs in Burundi from [our website](#).

Benefits:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our [Culture Code](#) (**accept everyone, make things happen, display courage, demonstrate care, and be playful**)
- Paid leaves (20 days annual leaves, 3 personal days per year)
- Competitive benefits such as medical insurance (dependents included), life insurance, communications allowance.
- Learning opportunities and 5 learning and development (L&D) days per year
- Flexible work policy
- Maternity/paternity/parental leave top up and support

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/232950-orf-project-coordinator-gisuru-burundi-march-2026/1055024-application-form/en>

Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process is available [here](#). Safeguarding information is available [here](#).

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Project Coordinator	Grade: 5
Reports to: Project Officer	Location: All Countries
Direct Reports: None	Department: Program Development

1 – Purpose

The Project Coordinator (PC) supports the implementation of Right To Play (RTP) programs by delivering project activities, training, and coaching to community stakeholders. Reporting to the Project Officer, the PC ensures program quality, monitors progress, promotes safeguarding standards, and maintains strong relationships with community members, teachers, coaches, and partners to ensure impactful and inclusive program delivery.

2 – Accountability & Responsibilities

Activity Planning and Implementation (45%)

- Coordinates activity planning with partners, teachers, and coaches.
- Organizes trainings, play days, awareness sessions, tournaments, and workshops.
- Ensures safeguarding is integrated into activities and events.
- Monitors equipment distribution and supports facility upgrade needs.
- Manages logistics and financial processes for activities.

- Leads community engagement efforts and ensures alignment with project goals.

Monitoring and Reporting (20%)

- Conducts regular field visits and mentoring sessions.
- Collects and submits quantitative and qualitative data.
- Prepares narrative reports and financial documentation.
- Tracks safeguarding compliance and reports any concerns immediately.
- Ensures proper documentation and confidentiality of information.

Partnership Management (20%)

- Builds relationships with local stakeholders, partners, and government officials.
- Coordinates meetings with community members, schools, and coaches.
- Supports safeguarding due diligence and promotes RTP visibility at the local level.

Support and Supervision (10%)

- Assesses training needs and provides coaching support to teachers and coaches.
- Implements peer learning and professional development initiatives.
- Supports safeguarding tools, templates, and standards rollout in the field.

Other Duties (5%)

- Performs additional tasks as assigned by the Project Officer.

3 – Scope, Impact and Autonomy

Operates at the field level with direct responsibility for activity implementation and local engagement. Acts with moderate autonomy, escalating complex issues to the Project Officer. Plays a critical role in safeguarding, program quality, and community trust.

4 – Leadership and Staff Management

Although the role has no direct reports, the PC provides guidance, coaching, and informal supervision to community coaches and partners. Supports peer learning, performance monitoring, and staff development at the community level.

5 – Information Requirement for Decision-Making

Relies on field-level data, partner input, and project goals to inform decisions. Exercises judgment in adapting activities to local contexts and flagging issues needing escalation.

6 – Innovation and Improvements

Identifies challenges in the field and proposes solutions. Supports continuous improvement of training delivery, community engagement, and safeguarding practices.

7 – Relationships & Communications

Internal: Project Officer, Program Manager, other Project Coordinators and Officers, MEL Officer, Training Officer, Finance and Logistics Teams.

External: Local partners, coaches, teachers, government representatives, community leaders, volunteers.

8 – Expertise (Certifications / Education, Professional Experience / Language)

- Bachelor’s degree in social sciences, education, or related discipline.
- 2 years of experience in project coordination, including training or community engagement
- Experience leading workshops and coordinating local partnerships.
- Prior experience working with youth or in educational settings preferred.
- Possess a category A driving licence
- Fluency in spoken and written English and local language(s).
- French is required for positions in Francophone countries.

9 – Core Competencies

- **Collaboration:** Builds trusted relationships with teachers, partners, and coaches.
- **Communication:** Clearly communicates expectations and listens actively.
- **Initiative:** Demonstrates proactive problem-solving in the field.
- **Organization:** Manages multiple activities and priorities effectively.
- **Safeguarding:** Champions and implements RTP’s safeguarding standards.

10 – Additional Information

The role requires regular travel to project locations. Must be available to work flexible hours to support events, training, or emergency safeguarding needs.