

Job Title: Impact Officer, Rwanda

Location: Kigali, Rwanda (Only for Rwandans.)

Contract Type: Full-time (40 hours per week), 1- year fixed term contract (renewable)

Target Start Date: September 1st, 2026

Application Closing Date: August 10th, 2026, 23:59 EAT

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 13 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.

Benefits Highlights:

- 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 (22 days annual leaves, 3 personal days per year)
- Competitive benefits such as health insurance, Life Insurance, communications allowance, etc.)
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

Application Method:

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

<https://righttoplay.hiringplatform.ca/244890-impact-officer-rwanda/1112911-application-form/en>

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

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.

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 are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

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: Impact Officer	Grade: 6
Reports to: Impact Manager Technical Reports: Impact Team at HQ	Location: Country Office
Direct Reports: N/A	Department: Impact

1- Purpose:

The Impact Officer supports the implementation of RTP's global impact framework at country level by coordinating routine monitoring, data collection, data quality checks, reporting, and learning across assigned programs and projects. The role provides practical MEL support to program teams and partners, helps turn data into clear insights for program improvement and donor accountability, and supports accountability and feedback mechanisms under the leadership of the Impact Manager/any other assigned senior manager.

2-Accountability & Responsibilities:

Implements project MEL plans and routine monitoring (35%)

- Support adaptation and implementation of project MEL plans, indicators, targets, tools, and reporting requirements in line with global standards and donor commitments

- Conduct routine monitoring, feedback assessments, surveys, spot checks, field data collection, digital tool deployment, and timely submission of project monitoring data
- Maintain project trackers, and indicator databases on approved platforms such as DELTA, Excel and Power BI.

Supports data quality, analysis and reporting (30%)

- Support baselines, endlines, evaluations and learning studies, including logistics, tool testing, enumerator support and consultant coordination
- Conduct routine data quality reviews with program teams and partners
- Analyze quantitative and qualitative monitoring data and prepare summaries, dashboards, and narrative inputs for reports, and project-level evidence-to-action reviews

Supports learning, knowledge management and evidence use (20%)

- Document lessons, case examples, outcome stories and monitoring observations that help explain program progress and quality
- Contribute to reflection meetings, after-action reviews and evidence-to-action planning with program teams and partners
- Flag data gaps, implementation risks and emerging trends to the Impact Manager and relevant program leads
- Ensure project data is consistently updated, quality-checked and accessible on DELTA

Strengthens staff, partner and accountability practices (15%)

- Train and coach program staff, partners and enumerators on tools, indicator definitions, consent, data entry, participant feedback and safe data handling
- Support participant/community feedback and accountability mechanisms, ensuring issues are documented and referred appropriately

Perform other duties as assigned.

3- Scope (geographical and/or functional), Impact and Autonomy

Provides technical and operational MEL support across assigned country programs/projects. Works within RTP global Impact standards, priorities; including any additional country-level guidance set by the Country Office Impact Manager. Recommends practical improvements to tools, data flows, field monitoring and reporting processes within projects and the country office.

4- Leadership and Staff management

No formal direct reports. May guide Impact Assistant(s), enumerators and partner focal points on assigned monitoring and data tasks. Contributes to a learning-oriented culture through practical support, peer learning.

5- Information requirement for decision-making

Uses participant data, monitoring records, evaluation findings, donor requirements and project documents. Requires the ability to maintain confidentiality and apply responsible data practices in all monitoring and reporting work. Produces timely data summaries to inform project decisions and management follow-up.

6- Innovation and Improvements

Promotes practical digital tools, dashboards, participatory/play-based approaches and feedback loops. Identifies simple improvements that make data collection, analysis and reporting more reliable and useful.

7- Relationships & Communications

Internal: Impact Manager, Impact Assistant(s), Project teams, Logistics colleagues, Communications.

External: Partner MEL teams, Enumerators, Consultants, Community Stakeholders

8- Expertise (Certifications / Education, Professional Experience)

- Bachelor's degree (or equivalent experience) in international development, social sciences, statistics, education, or fields related to young people's learning and psychosocial wellbeing
- 2 years' relevant MEL/Impact experience in education, gender equality, PSS or related fields.
- Strong skills in data collection, data cleaning, basic analysis, field monitoring, and partner support.
- Experience of working with a diverse partners.
- Proficiency in Excel and digital data tools such as DELTA, Kobo/ODK, Power BI or similar platforms
- Strong skills in qualitative methods, participatory approaches, MEL system implementation, data quality assurance, and translation of project data into actionable insight.
- Fluency in English required. Arabic, French, Portuguese, other relevant languages desirable

9- Core Competences

- **Collaboration:** Works effectively with project teams, partners, and colleagues to achieve shared goals.
- **Growth Mindset:** Seeks feedback, embraces learning and adaptation, and applies new knowledge to strengthen MEL practice and project improvement.
- **Resilience:** Adapts to competing priorities and changing field realities
- **Professionalism:** Demonstrates integrity and commitment to safeguarding, ethical data collection, and responsible data practices.
- **Management & Interpersonal Skills:** Builds constructive relationships, supports partners and field teams, communicates findings clearly, and contributes to a positive learning culture

10- Other Requirements

Regular travel to field locations within the Country Office is expected.