Pentecostal Church of Rwanda – ADEPR Church

JOB ANNOUNCEMENT

ABOUT ADEPR

The Pentecostal Church of Rwanda (ADEPR Church) is a faith-based organization that originated in the 1940s in Gihundwe, Rusizi District, located in the Western Province of Rwanda. Over the decades, ADEPR Church has evolved into a leading faith-based institution in Rwanda, providing spiritual leadership while promoting holistic transformation through sustainable programs and institutions in education, health, economic empowerment, and social development. Through its extensive membership and nationwide presence, the Church continues to contribute significantly to the spiritual, social, and economic advancement of Rwanda and its people. Today, the ADEPR Church boasts an impressive presence with 2,820,813 members across all regions of Rwanda, according to the Population Census of 2022.

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

- **Our Values**
  Christ-Centeredness, Love, Stewardship, Accountability, transparency, Integrity, Commitment.

Hiring Information

The ADEPR Church is looking for hiring qualified, dedicated and experienced candidates to meet with Strategic Plan of 5 years (2024 - 2028) expectations and fulfil the positions. Only interested candidate who strictly meet the criteria should apply for this position and have to send his/her application in one PDF file included with **ID Photocopy, CV, Academic certificates, Application letter and Pastor's Recommendation** via the email: **hr.recruitment@adepr.rw** and shortlisted applicants we will be contacting. **Deadline is 25/06/2026 at 5:00 p.m. The candidate must have a Strong Alignment with ADEPR Church Doctrine, Vision, Mission and Values.**

ROLE AND TITLE:

POSITION	NUMBER OF POSITIONS	PLACE OF WORKING	SUMMARY OF KEY RESPONSIBILITIES	REQUIREMENTS (EDUCATION, PROFESSIONAL EXPERIENCE AND SKILLS)
Accountant Social work	12	**EASTERN REGION** **WESTERN REGION** **SOUTHERN REGION** **NORTHERN 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 the ages between of 21-40 according to the regulations. Fluent in French or English in writing and speaking. Skilled in Microsoft Office Suite. He/ She lives near where he must work according to the regulations
Communication Social Work	12	**EASTERN REGION** **WESTERN REGION** **SOUTHERN REGION** **NORTHERN REGION**	Communication Social Worker reports to the Project Director and will: - Facilitate communication between sponsored children, families, and sponsors. - Monitor child well-being and support child development activities. - Conduct home visits, community mobilization, and awareness campaigns. - Maintain accurate beneficiary records and prepare reports. - Ensure compliance with child protection, safeguarding, and sponsorship standards.	Bachelor's degree in Social Work, Sociology, Community Development, Education, Communication, or related field. Experience in community development, child-focused programs, or social work. Strong communication, reporting, and interpersonal skills.

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			- Support implementation, monitoring, and evaluation of project activities.	Knowledge of child protection and community mobilization. Computer literacy (MS Office and data management tools). Commitment to Christian values, integrity, teamwork, and child-centered development. Being the ages between of 21-40 according to the regulations Skilled in Microsoft Office Suite. He/ She lives near where he must work according to the regulations
Survival and Early Child Childhood Implementer	8	**EASTERN REGION** **WESTERN REGION** **SOUTHERN REGION** **NORTHERN REGION**	Regularly visit homes of CSP (Child Survival Project) beneficiaries to monitor implementation of skills that have been taught. Mentor and train mothers in child survival as a means of enhancing the development of child survival skills amongst the parents registered under CSP at household level. Active participation in preparation of CSP annual, quarterly, monthly, weekly and daily work plans and budgets and ensure timely compilation of periodic activity reports. Make proper entry records into the mother- child unit information reports.	The ideal candidates for Child Survival Program Implementer vacancies should at least hold a Bachelor's degree in Education, social sciences, social work, administration, social Administration, Development Studies, Communication, records management, Nursing, primary healthcare, community health, clinical medicine and any related disciplines. Additional formal training in counseling and

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			Carry out home visits and group activities as means of facilitating the child and mother needs identification process. The CSP implementer will also take the responsibility of implementing the CSP Curriculum and ensure that each mother child unit is impacted as per the programmatic requirements. Perform any other activities as may be assigned from time to time by the Project Director.	child development will be an added advantage. Previous experience and current knowledge of HIV/AIDS intervention is desirable. Good computer skills. Excellent interpersonal skills. Customer service orientation. Skills in Project planning and management will be an added advantage. Being the ages between of 21-40 according to the regulations Fluent in French or English in writing and speaking. Skilled in Microsoft Office Suite. He/ She lives near where he must work according to the regulations
Project Directors	12	**EASTERN REGION** **WESTERN REGION** **SOUTHERN REGION** **NORTHERN 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 program implementation.	Bachelor's degree in accounting, finance, social sciences, education, business administration, agriculture, communication and other related field Key technical skills and competences required, Analytical problem solving, and critical thinking skills.

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			He/ She reports to the Parish Pastor, Coordinates and follow up implementation of all curriculum and extra 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) five years. Ensure that all tutors and FCP staff prepare lessons on time and deliver with teaching aids.	Leadership skills, Report writing and presentation skills (computer literate). Coordination, Planning, and Organization skills. Being the ages between of 21-40 according to the regulations Skilled in Microsoft Office Suite. He/ She lives near where he must work according to the regulations

Done at Kigali, on June 15, 2026

Pentecostal Church of Rwanda "ADEPR Church" P.O.BOX 404, Kigali

Reverend Isaie NDAYIZEYE

Senior Pastor of ADEPR Church