



**International Potato Center**  
**POSITION ANNOUNCEMENT**  
Ref.: 2025/01/NRS/RW/SSA

**Project Analyst**

**The International Potato Center (CIP)** is seeking a **Project Analyst** to support day-to-day coordination, administrative processes, and timely communication across project partners. This role will be essential in organizing trainings, workshops, and field visits; consolidating monitoring and reporting data; and ensuring compliance with donor and institutional requirements.

**About CIP**

CIP, a member of the One CGIAR, a global research partnership for a food-secure future. One CGIAR science is dedicated to transforming food, land and water systems in a climate crisis, and it is carried out by 13 CGIAR Centers/Alliances in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations and the private sector.

**About the role**

The successful candidate will play a key role in the effective implementation of the of the **new and upcoming Rwanda Biotech Capacity Building Project**, providing essential coordination and administrative support. By taking on these responsibilities, the Project Analyst will enable the Project Lead and technical staff to focus on the scientific and strategic aspects of the project.

This position will be based at **CIP's office in Kigali, Rwanda**, and will report directly to the Associate Scientist – Molecular Biologist.

**Key responsibilities:**

- Support day-to-day coordination of project activities with all implementing partners.
- Maintain the project calendar, schedule meetings, prepare agendas, and draft minutes for internal and external engagements.
- Collect and organize data for project results, ensuring timely updates and alignment with targets.

- Organize planned training workshops, stakeholder consultations, and field visits, ensuring proper logistical arrangements.
- Provide support in developing training materials and knowledge-sharing tools.
- Provide logistical and administrative support to visiting partners, trainees, or consultants.
- Maintain project document repositories on SharePoint to ensure easy access to all partners.
- Undertake any additional tasks assigned by the Project Lead to ensure smooth project implementation.

#### **What are we looking for?**

- Bachelor's degree in Business Administration, Financial Management, Operations or related field. (Required).
- At least **2 years of experience** in project coordination or administrative support, preferably within an international development, research, or scientific environment.
- Experience working with multiple stakeholders, including NGOs, government institutions, and research organizations.
- Prior involvement in organizing events, workshops, or trainings in a professional setting.
- Advanced level of MS Office, preferably in Excel.
- Ability to collect, organize, and manage data for project reporting and M&E.
- A collaborative team player with the ability to work independently when required.
- Excellent organizational and time-management skills; able to manage multiple tasks and meet deadlines.
- Proven ability to coordinate logistical arrangements for meetings, field visits, and trainings.
- Strong written and verbal communication skills in English.

#### **Why should you consider this opportunity?**

- CIP is a global and reputable international organization that has a strong, state-of-the-art R&D background, and a World Food Prize Winner and awarded with the Al-Sumait Award for our Orange Flesh Sweet Potato work in Africa.
- CIP is dedicated to achieving food security, improving nutrition and well-being, and gender equity for poor people in roots, tubers farming and food systems in the developing world.
- CIP is a member of the CGIAR, a network of 15 research centers that are mostly located in developing countries and supported by more than 50 donor members.

#### **What are we offering?**

- Excellent working environment.
- Generous compensation package commensurate with experience.
- Work in an equal and diverse workplace

- Contract duration aligned with the project timeline, ending on **September 30, 2027**.
- **Any offer made with regard to this vacancy is conditional to the formal award of the afore-mentioned grant.**

### **How to apply?**

Visit the following link: (<http://cipotato.org/open-vacancies/>) to apply. The deadline for the receipt of applications is September 26<sup>th</sup>, 2025. Please note that while all applications are reviewed by our team, only shortlisted candidates will be contacted. **This is a Nationally Recruited Staff (NRS) position limited to Rwanda nationals and permanent residents only.**

*This position WILL NOT have contact with children or vulnerable adults*

**Learn more about CIP by accessing our web site at <http://www.cipotato.org>**

***CIP is an equal opportunity employer. Qualified women and professionals are particularly encouraged to apply.***

*CIP does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). CIP also does not concern itself with information on applicants' bank accounts.*