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For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Education Specialist, P-3, Kigali, Rwanda

Vacancy No: I-VN-2011-002110 Job Level: P-3

Duty Station: Kigali

Position#: 00072277

Country: Rwanda

Application Close: 20-Dec-11

Region: ESARO

Contract Type: Long-term Staff (FT)

Purpose of the Position

The Rwandan National Early Childhood Development (ECD) Policy and Strategic Plan have been developed, with the support of UNICEF, and are currently before Cabinet for approval. The Policy was developed through an inter-Ministerial task force (Finance, Education, Health, Gender and Family Promotion and Local Government), and takes an integrated and community-led approach to ECD. The task force is now being led by the Ministry of Education. UNICEF is a key partner in supporting the Government of Rwanda to implement the ECD Policy and Strategic Plan, which aims to increase access to integrated and quality early child hood development services for children between the ages of 0-6, beyond the current estimated 13% coverage within the country. Reporting to the Chief of Education, and coordinating initiatives in support of ECD across all sectors within the UNICEF Rwanda Country Officer, the Education Specialist (ECD) will be responsible for the planning, implementing, monitoring and evaluation of the ECD programme to ensure overall efficiency and effectiveness of the programme management, delivery and accomplishment of programme goals and objectives. Across the programme(s), the Education Specialist (ECD) will be accountable for identifying gender and other inequalities in ECD provision, and for supporting the Government to develop innovative approaches and programmes to eliminating these inequalities. The Education Specialist (ECD) will ensure that monitoring mechanisms are in place to track progress towards disparity reduction goals and targets in the ECD component of the programme.

Key Expected Results

1. Programme Planning, Development and Management.

Enhance effective programme, inter-sectoral planning, development and management by guiding, coordinating and supporting the timely completion of the Situational Analysis and its periodic update related to ECD through accurate and complete monitoring and analysis, and the timely preparation or finalization of ECD programmatic input, using gender disaggregated and equity-focused data and analysis.

2. Knowledge Management.

Promote knowledge management by drafting or finalizing ECD programmatic documents, reports and case studies such as the Country Programme Recommendation and Plans of Action as well as through orientation and training programmes targeted to Government authorities responsible for ECD programmes. Ensure exchange of knowledge, information, experience or lessons learned; providing solid technical recommendations on major programme directions and on introduction of new initiatives in the country.

3. Rights-Based Projects through Results-Based Approach.

Promote the quality of rights-based inter-sectoral ECD programming through participation in the formulation of programme goals, and approaches to support the Government of Rwanda to implement the ECD Strategic Plan including the modelling of integrated ECD centres at the community level. Bring synergy and added value to cross sectoral ECD programme management processes using a results-based management approach to planning and design, implementation, monitoring and evaluation of the ECD interventions.

4. Inter Sectoral Work Plan Development, Implementation, and Monitoring.

Take shared responsibility for the development of the inter-sectoral ECD work plan and technical decisions as well as for project management, development, dissemination implementation and monitoring of hardware and software standards for integrated ECD centres, in compliance with the defined ECD strategies and approaches.

5. Programme Delivery, Evaluation and Reporting.

Ensure programme and inter-sectoral efficiency and delivery through a rigorous and transparent approach to evaluating ECD initiatives, with an emphasis on gender-disaggregated and equity relevant data. Participation in major evaluation exercises, programme reviews and annual sector review meetings with government counterparts. Ensure the preparation the ECD component of annual status reports.

6. Promotion of UNICEF's Global Goals

Promote the organizational goals of UNICEF, specifically the important mandate to promote a holistic and equity-focused approach to early child survival and development through advocacy and active engagement in communication, networking and participation at every opportunity inside and outside UNICEF, leveraging the strength of the UNICEF mission, goals and programmes.

7. UNICEF and Government Accountability.

Coordinate with Operations and Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and Government accountability. Certify disbursements of funds related to the ECD programme, monitor and submit financial status reports to management in compliance with the regulations and guidelines.

8. Communication, Collaboration, Networking and Partnership.

- Ensure exchange of information and experience with both government and non-government partners in ECD, helping to identify new strategies and courses of action to accelerate/improve delivery of ECD services and achieve the ECD programme objectives. Establish working relations with the relevant line Ministries to support a coordinated and integrated government approach to ECD. Conduct field visits to monitor programme support and collect information and equity-related data from the ECD centres. Conduct periodic ECD programme reviews with Government counterparts and other partners.

- Collaborate with Communication groups to ensure the development of effective communication materials and strategies to support ECD advocacy and social mobilization efforts.

- Coordinate with Regional and HQ ECD Advisers and support structures to ensure best practice and organisational strategies inform approaches to ECD development in Rwanda. Collaborate with colleagues from the Education, Health and Nutrition, WASH, HIV, Social Protection and Communications sections to ensure an integrated and holistic approach to the ECD programme.

- Collaborate with the Operations and Supply Sections and Government authorities to establish and maintain sound internal controls supportive of the ECD programme planning and implementation, to coordinate financial and supply management requirements as well as to ensure accountability.

- Interact and form technical working groups and partnerships with Government and other partners, NGOs, relevant UN and bilateral agencies and communities in the different stages of ECD programming to ensure a coordinated approach to the implementation of the ECD Policy and Strategic Plan. Provide technical support and guidance on appropriate technical, financial and institutional capacity building measures to achieve ECD programme goals.

Qualifications of Successful Candidate

Advanced university degree in one or more of the disciplines relevant to the following areas: Early Childhood Development, Education, Public Health or a Social Sciences fields relevant to child survival and development and the promotion of the rights of children.*

Five years of relevant work experience at national and international levels in field programmes relevant to ECD, Education and/or Health and Nutrition.

Experience working in the UN or other international development organizations in the social sector or in national level development assistance and partnership support to government programmes and priorities is an asset.

Demonstrated experience and expertise in designing and implementing initiatives in partnership with a wide range of stakeholders including government and communities.

Strong analytical skills,
Experience in Rights Based Programming addressing gender disparities and barriers to equity and inclusion in service provision.
Expertise in the use of data and statistics and proven track record in designing and carrying out field monitoring and evaluation exercises. Experience in national level development assistance is an asset.
Background/familiarity with Emergency.
Fluency in English a must and knowledge of French an advantage.

*A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Competencies of Successful Candidate

Communicates effectively to varied audiences, including during formal public speaking.

Able to work effectively in a multi-cultural environment.

Sets high standards for quality of work and consistently achieves project goals.

Has good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear.

Translates strategic direction into plans and objectives.

Analyzes and integrates diverse and complex quantitative and qualitative data from a wide range of sources.

Quickly builds rapport with individuals and groups; maintains an effective network of individuals across organizational departments.

Identifies urgent and potentially difficult decisions and acts on them promptly; initiates and generates team- and department-wide activities.

Demonstrates, applies and shares expert technical knowledge across the organization.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.