



JOB ANNOUNCEMENT

- JOB TITLE:** Education Officer Rwanda Mentorship Community of Practice (MCOP) Project
- REPORT TO:** Team Leader and Technology Coordinator Rwanda (MCOP) Project
- JOB FAMILY:** Technical/Education
- GRADE:** Seven (7)
- LOCATION:** FHI 360 Kigali Office
- DURATION:** One year renewable
- CLASSIFICATION:** Local position

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology – creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

FHI 360 received a grant from DFID through Rwanda Innovation for Education fund to implement the Mentorship Community of Practice (MCOP) project.

We seek qualified candidate for the position of “**Education Officer Rwanda Mentorship Community of Practice (MCOP) Project**” based in Rwanda.

JOB SUMMARY:

The Education Officer is responsible for producing educational content for use by school-based mentors aligned with the curriculum devised by the Teacher Development and Management Department of the Rwanda Education Board and the School-Based Mentorship Task Force, and for other educational materials needed by the project. The Education Officer will work under the technical supervision of the Education Advisor, and will report directly to the Project Coordinator.

ESSENTIAL JOB FUNCTIONS:

Duties and Responsibilities

1. In collaboration with the Education Advisor, devise a Content Strategy describing:
 - a. The specific curricular areas for which MCOP will produce educational materials for mentors, and the competencies these materials will support

- b. A timeline and output targets for the production of educational materials, for both online resources and SMS tips
 - c. A description of any other educational resources envisioned for production by the project
 - d. Resources produced by other agencies to be distributed through MCOP channels
2. Produce content for MCOP education repositories, including:
 - a. Educational materials to be delivered via the online community of practice, aiming to support mentors in their assistance of teachers with pedagogical approaches and English language learning
 - b. Tips to be delivered via SMS, aiming to reinforce lessons from mentorship induction training and promote participation in the online community
 - c. Any other educational materials needed by the project
3. In collaboration with the Education Advisor and Training Officer, conduct and assist with the conducting of training workshops for mentors and senior mentors
4. Assist the Education Advisor in the establishment of the Mentorship Community of Practice
 - a. Launch, participate, and promote online discussions around high-interest topics
 - b. In collaboration with project staff, identify and implement strategies for incentivizing participation in the Community of Practice
5. Represent FHI 360 MCOP project at various stakeholder meetings and ensure coordination with other projects supporting the Rwanda Education Board's National School-based Mentorship program
6. With support from Technology Officer, update and maintain the portal by monitoring discussion topics and posted resources
7. Support mentors through active correspondence on education topics

Contribution:

1. Contribute to the development and quality of education materials for MCOP,
2. Assisting and developing training materials and plans.
3. Maintain and moderate the MCOP Platform

Expertise and complexity:

1. Demonstrated deep understanding of sound pedagogical practices, particularly student-centered pedagogies
2. Demonstrated ability writing high-quality curricular-aligned support materials
3. Experience teaching, working with teachers, or working with mentors or coaches
4. Experience conducting training workshops
5. Experience working with Rwanda Education Board and other Education agencies

Type and nature of contacts:

1. Maintain constructive dialogue and technical exchange with field counterparts and technical staff of implementation partners
2. Frequent interaction with other FHI360 staff in Rwanda and at FHI 360's headquarters

Supervisory and budget responsibilities

None

Working Conditions and Physical Requirements

Usual office work; ability to travel domestically for conferences and workshops

Minimum Requirements:

1. Masters degree in Education or social sciences with experience of 3-5 years relevant experience in teaching and creating materials for teachers
or
2. Bachelor's degree in education or social sciences with experience of 5-8 years relevant experience in teaching and creating teaching materials.
3. 3-5 years experience working with primary or lower secondary school teachers or serving as a primary or lower secondary school teacher.
4. Demonstrated knowledge of Rwanda's education system
5. Trained in the use of student-centered teaching practices and active learning approaches
6. Strong working knowledge of Microsoft Office and Internet browsers
7. Fluency in written and oral Kinyarwanda and English
8. Strong experience in facilitating workshops and training sessions

INTERESTED CANDIDATES ARE REQUESTED TO:


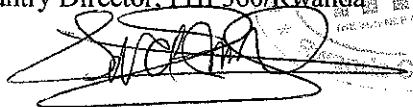
1. Submit their application no later than **12:00 on May 03, 2013** to the address below
FHI 360/Rwanda Country Office
Immeuble près de St Paul et Eglise Ste Famille
P.O.Box. 3149, Kigali
2. Join with the application letter a detailed CV and copies of certified degrees.
3. Include contact information (telephone/email) and three professional referees.

Note:

- Only short-listed candidates will be invited for a test and an interview.
- **Please send copies only:** no application's document will be retrieved to the applicants once it has been received by FHI 360.

Kigali, 23 April 2013

Protais Ndabamenye
Country Director: FHI 360/Rwanda

A circular stamp for FHI 360 Rwanda Country Office. The text inside the stamp includes: 'FHI 360 Rwanda Country Office', 'P.O. Box: 3149 Kigali - Rwanda', 'Phone: +250 (0) 788.173.200 or +250 (0) 788.306.173', 'Fax: +250 252 57 40 38', and 'THE SURVIVAL OF IMPROVING LIVES'.

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