

Job Adverts

All jobs within Save the Children require a strong commitment to our aims and values together with the desire to make a difference in improving the lives of children in Rwanda.

Position: Education Coordinators (2)

Place of Work: Gicumbi, with frequent travel to Kigali

Salary scale: Grade TBC

Reports to: Education Programme Manager

Key Objectives.

- To provide technical support to 4 Education Officers in the following activities:
 - Data collection for the Baseline of the Literacy Boost Teachers' Training component in Gicumbi
 - Sensitization of key stakeholders at District, sector and community level (District Authorities, Sector Authorities, teachers, Head masters, parents and children) about the Literacy Boost Teachers' Training component
 - Setting-up of accountability and complaints handling mechanisms, under the guidance of the SC Rwanda accountability focal person and accountability and quality control advisor
 - Carrying out teachers' training activities as per project detailed implementation plan
 - Provision of ongoing advice and support to primary school teachers in the implementation of the learning from the training sessions;
 - Identification and documentation of key lessons learned from the project, including success stories;
- Compile monthly and quarterly work plans and reports submitted by Education POs, finalize them and submit to the Education Programme Manager
- Supervise the monitoring component of the project against agreed project targets and indicators;
- Provide support to Education Programme Manager as requested and deputize for him/her during his/her absence, including budget holding responsibilities
- Highlight early to Education Programme Manager any potential constraints to implementation of project, including over or under-spends so that action can be taken to address this;
- Represent Save the Children in relevant Sector and District meetings

Essential requirements

- University degree in education or social sciences;
- Very Good knowledge of the Education system in Rwanda;
- Demonstrable Budget holding experience
- Previous Staff management experience
- Ability to develop constructive relationships with a wide range of partners, including children, teachers, communities and local authorities;
- Very Strong experience in facilitating training sessions;
- Proven ability to deliver projects in line with proposals, budgets and timelines;
- Willingness to be self-sufficient with regard to transport;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing

Position: Emergent Literacy and Math Initiative (ELMI) Officers (Number TBC)**Place of Work:** Gicumbi, with frequent travel to Kigali**Salary scale:** Grade TBC**Reports to:** Education Coordinator**Key Objectives**

- Carry out data collection for the M&E component of the Emergent Literacy and Math Initiative Project in the assigned District
- Sensitize key stakeholders at District and sector level (District Authorities, Sector Authorities, Parents Committees and Communities, ECCD care-givers and Children) about the Emergent Literacy and Math Initiative
- Set-up accountability and complaints handling mechanisms, under the guidance of the SC Rwanda accountability focal person and accountability and quality control advisor
- Operationalize the two components of the ELMI project: ECCD-centre base and community-based by following up the project detailed implementation plan
- Participate in TOT workshops and deliver training on the ELMI toolkit to beneficiaries in the assigned District
- Provide ongoing advice and support to Sector and District Authorities, Parents Groups, and pre-primary school teachers to enable them to fulfil their respective roles in implementation of the project;
- Support the VSO volunteer with operational, logistics and translation support during daily visits to the ECCD centres and coaching of care-givers on emergent literacy and math concepts and practice;
- Prepare and submit monthly, quarterly work plans and reports in accordance with the agreed schedules with the ECCD Programme Manager;
- Initiate and follow-up procurement and distribution of required supplies, in line with Save the Children procedures and in collaboration with the ECCD Programme Manager, Admin and Logistics;
- Monitor progress of the project against agreed project targets and indicators;
- Highlight early to ELMI Coordinator and ECCD Programme Manager any potential constraints to implementation of project, including over or under-spends so that action can be taken to address this;
- Identify and document key lessons learned from the project, including success stories;
- Represent Save the Children in relevant Sector and District meetings (and national meetings when requested by ECCD Manager).

Essential Requirements.

- University degree in education or social sciences;
- Good knowledge of principles and practice of Early Childhood Development and/or Child Rights and Child Protection;
- Ability to develop constructive relationships with a wide range of partners, including children, communities and local authorities;
- Proven ability to deliver projects in line with proposals, budgets and timelines;
- Experience of facilitating participatory planning and monitoring;
- Experience of delivering training or facilitating workshops
- Strong analytical skills and creativity;
- Ability to self-manage and to work effectively with very limited supervision (willingness to work alone in a Sector without office back up support);
- Willingness to be self-sufficient with regard to transport;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing

Position: Education Officers (8)**Place of Work:** Gicumbi, with frequent travel to Kigali**Salary scale:** Grade TBC**Reports to:** Education Coordinator**Key Objectives**

- Carry out data collection for the baseline of the Literacy Boost Teachers' Training component in Gicumbi
- Sensitize key stakeholders at District, sector and community level (District Authorities, Sector Authorities, teachers, Head masters, parents and children) about the Literacy Boost Teachers' Training component
- Set-up accountability and complaints handling mechanisms, under the guidance of the SC Rwanda accountability focal person and accountability and quality control advisor
- Carry out teachers' training activities as per project detailed implementation plan
- Provide ongoing advice and support to primary school teachers in the implementation of the learning from the training sessions;
- Prepare and submit monthly, quarterly work plans and reports in accordance with the agreed schedules with Education Coordinator;

- Initiate procurement and distribution of required supplies, in line with Save the Children procedures and in collaboration with the ECCD Manager, Admin and Logistics;
- Monitor progress of the project against agreed project targets and indicators;
- Highlight early to Education Coordinator and Education Programme Manager any potential constraints to implementation of project, including over or under-spends so that action can be taken to address this;
- Identify and document key lessons learned from the project, including success stories;
- Represent Save the Children in relevant Sector and District meetings

Essential Requirements.

- University degree in education or social sciences;
- Good knowledge of the Education system in Rwanda;
- Ability to develop constructive relationships with a wide range of partners, including children, teachers, communities and local authorities;
- Proven experience in facilitating training sessions;
- Proven ability to deliver projects in line with proposals, budgets and timelines;
- Willingness to be self-sufficient with regard to transport;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing

Position: Education Liaison Coordinator (I)

Place of Work: Gicumbi, with frequent travel to Kigali

Salary scale: Grade TBC

Reports to: Education programme Manager

Key Objectives.

- Seconded at Gicumbi District office the Liaison Coordinator will:
- Mainstream the Literacy Boost project within District education priorities, ensuring that it is well captured in District/Sector performance contracts
- Support the initial sensitization of key stakeholders (District, Sector Education officers, liaison with school Head masters) on the Literacy Boost project
- Through the District Education Officer coordinate the relationships with Sector Education officers
- Represent SC and the Literacy Boost project within District level education meetings and the Joint Action Development Forum
- Facilitate the annual process of registration and assessment of SC literacy boost project in Gicumbi
- Regularly gather Education data and statistics in Gicumbi
- Develop monthly and quarterly work plans and reports both internal to SC and the ones requested by District authorities
- Highlight early to Education Programme Manager any potential constraints to implementation of project – including any new actor engaged in boosting literacy in Gicumbi
- Provide support to Education Programme Manager as requested and deputize for him/her during his/her absence, including budget holding responsibilities
- Provide support to the District Education Officer as requested (assumed 30-40% of overall time)

Essential requirements

- University degree in education or social sciences;
- Very Good knowledge of the Education system in Rwanda;
- Ability to develop constructive relationships with a wide range of partners, including children, teachers, communities and local authorities;
- Proven experience in dealing with JADFs and District authorities
- Good experience in facilitating training sessions;
- Proven ability to deliver projects in line with proposals, budgets and timelines;
- Willingness to be self-sufficient with regard to transport;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing
- Budget holding and staff supervision skills – necessary when deputizing for the Education Programme Manager

Position: M&E Officer (I)

Place of Work: Gicumbi, with frequent travel to Kigali

Salary scale: Grade TBC

Reports to: Senior M&E Advisor – Rwanda Signature Programme

Key Objectives.

Child-focused M&E and Research

- Compile and analyze quantitative and qualitative program data and contribute into subsequent reporting at the program level;
- Be involved in monitoring and reporting upon key learning questions;
- Document good practices, lessons learned and feedback captured from programme participants (adults and children) to influence and guide the design and implementation of our programmes - (action research);
- Contribute to ensuring children's participation, reporting back to children, and child-led M&E.
- Foster learning based on best practices,
- Under close support of Senior M&E advisor, develop and administer performance-monitoring tools to track child-focused program indicators in line with the program implementation plan.
- Collect and process data on program activities as specified in the detail program implementation plan.
- Compile progress reports for management purposes in line with the implementation plan, Save the Children Rwanda and donor requirements.
- Support program planning, evaluation and review meetings in line with education signature program detail implementation plan.
- Prepare and submit quarterly monitoring and evaluation reports;
- In collaboration with the Senior M&E Advisor, make research schedules and ensure effective child-focused research.
- Constantly verify that information on databases remains correct and secure.
- Provide support to enumerators in the collection of data, as needed.

Capacity building:

- Identify capacity gaps and work with the Senior M&E Advisor to build the capacity of the education signature program staff to ensure smooth implementation of quality M&E systems and effective participatory evaluations,
- Provide technical support to the education signature program team, Umuhuza staff and other stakeholders on performance monitoring and evaluation according to the Implementation Plan
- Ensure children's participation in program monitoring and evaluation.

Essential requirements

- University degree in statistics, Computer science/IT with M&E skills, education or relevant social sciences
- One to three years M&E experience working in planning, monitoring and evaluation, and research in an NGO setting
- Proven experience of undertaking evaluations/research or leading evaluation/research teams
- Proven experience with quantitative and qualitative data collection and analysis
- Ability to lead and drive the organization towards more action-research focused and child-centred integrated programming by using participation and listening to beneficiaries, including children, as one of the main mechanisms for programme implementation

Position: Cleaner

Place of Work: Gicumbi,
Salary scale: Grade 7
Reports to: **Admin Assistant**

Key Objectives.

- Ensuring that office is kept clean at all times
- Office compound is kept clean and neat
- Prepare water and tea for staff and visitors
- Keep office consumable stock related to cleaning
- Assist on the reception in the absence of the receptionist
- Keep the office arranged well
- Kitchen management

Essential requirements

- Rwanda national preferably residing in Gicumbi
- Must be physically fit
- Able to work long hours
- Able to communicate in English or French
- Cleaning experience above 1 year

How to apply and deadline

If you meet all the above criteria, please send your CV together with a cover letter including a statement describing your suitability for the position (**all in English**) and 3 names of referees to the following e-mail address: HR-Rwanda@savethechildren.org or hand deliver to Save the Children Head Office located at Kacyiru-KG 103AV. The deadline for the submission your application is **12th April 2013 at 4:30pm**

Job descriptions are available at save the children Kacyiru office.