

LITERACY, LANGUAGE AND LEARNING INITIATIVE

JOB ANNOUNCEMENT

Education Development Center, Inc (EDC) is recruiting multiple positions for the **USAID** funded project, the “Literacy, Language and Learning (L3) Initiative”. The L3 program provides professional development to all P1 to P4 teachers in Rwandan schools. These open positions are based in Kigali.

The job descriptions below **summarize** key responsibilities for each position. Full copies of any job description may be obtained by writing to LLLApplications@edc.org. Please specify for which position you are requesting a copy. **Note that L3 always accords hiring preference to qualified Rwandan nationals.**

1. Program Implementation Coordinator (1; located in Kigali and reporting to the program assistant technical director)

Key duties and responsibilities:

- Supervise the work of the literacy coordinators, the pre-service specialist, and the video support personnel.
- Work with all supervisees to develop annual work plans to meet implementation and indicator targets.
- Liaise with the district education officers regarding the work of these provincial coordinators.
- Train provincial literacy coordinators on implementing trainings for senior and school-based mentors.
- Oversee the organization, by provincial literacy coordinators, of the training of senior mentors on early grade literacy **and** the organization, by senior mentors, of training for school-based mentors.
- Work with L3 finance team on procedures for accessing district grants for SBM-supported training.
- Liaise with KIE regarding the implementation of L3 in the TTCs and support the pre-service teacher training specialist in implementing L3 support to the TTC action plans
- Contribute to the development and use of tools to monitor the quality of trainings provided
- Institute and monitor procedures to ensure the prompt collect submission of implementation data.
- Serve as the primary contact for REB for the implementation of trainings around early grade reading.
- Represent L3 on the continuous professional development task force, the school-based mentoring technical working group, the Rwanda Reads Task force, and the effective early grade reading subcommittee.
- Prepare quarterly and annual reports summarizing progress

Minimum Requirements:

- A Masters degree in education
- At least 3 years’ experience in: teaching at the primary level **and** delivering teacher training programs **and** working for an international NGO in education
- Prior experience in supervising teams of trainers and collecting data on training
- Prior experience liaising with and/or supporting ministry of education structures
- Prior experience in overseeing video production for educational purposes
- Fluent English and Kinyarwanda, with clear written and verbal communication abilities
- Complete mastery of MS word and MS excel, and ability to communicate by e-mail
- Proven organizational skills
- Availability to travel to districts and schools throughout Rwanda as needed
- Hiring preference accorded to applicants with prior experience in USAID-funded education programs

2. Coordinator for Instructional Materials Development (1; located in Kigali and reporting to the assistant technical director)

Key duties and responsibilities:

- Serve as the primary day-to-day technical advisor for the materials development teams.
- Develop draft scopes and sequences and master plans for the L3 print and audio materials to ensure that key reading skills are included and carefully sequenced.
- Ensure that production deadlines are met by reviewing teams’ monthly and weekly work schedules.
- Ensure the development of read aloud stories for Kinyarwanda and English in accordance with the program work plans as agreed upon with the assistant technical director and the technical director.

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- Ensure the development of leveled readers for language study in accordance with the criteria established for each level and in accordance with the program work plans.
- Serve as the liaison between assistant technical director and instructional materials developers to ensure that master plans are understood prior to the development of scripts and print materials.
- Review draft scripts and lessons plans to ensure conformity and with the master plans.
- Liaise with the studio coordinator regarding all studio recording and production schedules.
- Schedule and oversee the formative assessment of all print and audio materials.
- Ensure that changes to scripts or materials recommended after formative assessment are communicated to the studio coordinator for all teams, using appropriate reporting processes.
- Coordinate the work assignments of illustrators and desktop publishers.
- Develop schedules for the duplication of audio materials (including the identification of the number and profile of short term assistants needed) to ensure SD cards loaded with programs are available.
- Prepare quarterly reports summarizing progress of instructional materials developers.
- Prepare annual report summarizing progress with respect to targets

Minimum Requirements:

- A Masters degree in education with prior experience in the development of audio programming for primary
- At least 3 years' experience of teaching at the primary level **and** developing instructional materials for primary reading and math instruction **and** working for an international NGO in education
- Prior experience liaising with and/or supporting program implementation with ministry of education structures in the Republic of Rwanda
- Fluent English and Kinyarwanda, with clear communication abilities (oral and written) and organizational skill
- Complete mastery of MS word and MS excel, and ability to communicate by e-mail
- Hiring preference accorded to applicants with prior experience in USAID-funded education programs

3. Provincial Coordinators (5; each coordinator is based in 1 province of Rwanda. All report to the L3 program implementation coordinator.)

Key duties and responsibilities:

- Serve as the primary contact for provincial and district education officers for the implementation of early grade reading, liaising with sector education officers, schools, and the L3 program to ensure smooth delivery and coordination of trainings and activities.
- Develop, in collaboration with the program implementation coordinator, an annual work plan to ensure that early grade implementation and indicator targets are met.
- Work with districts, senior mentors and school-based mentors to ensure procedures for accessing district grants for school-based-mentor-initiated trainings around effective use of early literacy materials are understood and followed.
- Train senior mentors on how to develop and implement training programs in early grade reading for school-based mentors and oversee and monitor school-based mentor training organization & quality.
- Participate as a co-facilitator in district-level, early grade reading trainings for school-based mentors
- Facilitate/support the organization of face-to-face L3 training events.
- Work with districts, senior mentors, school-based mentors, and sector education officers to ensure tracking of teachers' training attendance and distribute training participation certificates and other non-monetary incentives to teachers with high degrees of training participation.
- Coordinate the distribution of instructional and training materials to schools, SMs and SBMs and strengthens record-keeping and reporting related to the use of these materials.
- Conduct joint school monitoring visits with ministry officials and local authorities to observe implementation of L3 lessons, trouble-shoot operational difficulties at the school level, support school-based mentors and report back on teacher and student progress.
- Institute and monitor procedures to ensure the prompt collect and submission of early grade implementation and/or monitoring data, including materials distribution records.

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- Support the implementation of L3 activities in the TTCs, working with the VSO volunteers assigned to TTCs to strengthen the instruction of the pedagogy of reading and writing in the institutes.
- Liaise with partner organizations (i.e. VSO, IEE) to ensure that pre-service and in-service training initiatives align with the overall L3 work plan.
- Facilitate the circulation of all program-related correspondence and monitoring and evaluation documentation.
- Prepare quarterly and annual reports summarizing progress with respect to implementation of early grade literacy programs in each province.
- Take on other duties as assigned

Minimum Requirements:

- A Master's Degree in education, psychology, or a related discipline
- 2 Years' experience of Teaching at the Primary Level
- At least 3 years' experience working for an international NGO in education, preferably in the implementation of program activities
- Prior experience liaising with and/or supporting program implementation with ministry of education structures in the Republic of Rwanda
- Fluent English and Kinyarwanda
- Clear written and verbal communication abilities
- Complete mastery of MS word and MS excel, and ability to communicate by e-mail
- Proven organizational skills
- Ability to be based in a provincial capital
- Availability to travel both within the assigned province and to Kigali as needed

EDC is committed to diversity in the workplace. EDC offers: a supportive working environment, competitive salaries, and an excellent benefits package.

Interested applicants are requested to submit their resumes, a cover letter, and **a list of three references** (references will not be contacted prior to interview) to Education Development Center, Inc. through: LLLApplications@edc.org, not later than **29th July, 2013**. **Only the strongest candidates will be contacted.** No telephone inquiries, please.