

**JOB ANNOUNCEMENT  
EDUCATION PROGRAMME MANAGER**



**Rwanda**

**Location:** Kigali with frequent travel to the field (70% in the field)

Concern Worldwide Rwanda (CWR) seeks to recruit a Programme Manager who has experience in the field of Education, partnership and capacity building.

**Job Purpose:** The job holder has responsibility for efficient and effective programme management including programme development, ensuring that progress is made against objectives and expected output, managing budgets, motivating the team to deliver results, representation with MINEDUC, REB, consortium partners and other key stakeholders. The manager will have responsibility to make key linkages with consortium partners, particularly where there are complementary school-community partnership activities.

**KEY RESPONSIBILITIES:**

- Overall management of Education Programme
- To report against the overall objectives and outputs of the Education Programme
- Writing progress reports
- To provide technical support and guidance on relevant programme implementation issues in the field to Education Officers and Inspectors of Education in the target districts or locations
- To strengthen and implement the existing programme monitoring system
- To liaise with other programme partners to support programme technical activities.
- Managing staff and programme budget
- To provide comment and analysis on documents and position papers within the Education sector.
- To participate in national level meetings, education cluster groups or sector networks to share experience from the programme
- Ensure the adoption of cross cutting approaches

**MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- Bachelor's degree in Education, Social Sciences, Development studies or other related discipline
- Minimum of 3 years of experience in project management preferably in a similar position
- Experience in programme development, monitoring, evaluation and report writing
- Experience in managing staff and programme budget
- Aware of the Education Sector Strategic Plan (2011– 2015)
- Demonstrated experience in training and capacity building
- Experience of working in partnership with government and other NGOs
- Demonstrated ability to work both independently and as part of a team
- Proactive and able to address problems independently
- Excellent interpersonal skills

**THE SUCCESSFUL CANDIDATE WILL BE:**

- Rwandan Citizen
- Skilled in Microsoft Word, Excel, Power Point and Internet
- Fluent in Kinyarwanda, with Excellent oral and written English communication skills
- A strategic thinker with excellent analytical skills
- Highly motivated, innovative and able to use their initiative
- Willing to learn new ways of working

**REMUNERATION**

A competitive salary and benefits reflective of experience & skills will be offered to the successful candidate.

**Note to Applicants**

Please complete the application form available in each Concern office or request the form via e-mail address [rwandahr@concern.net](mailto:rwandahr@concern.net) and send before or by **5:00 pm on Friday 15<sup>th</sup> November 2013**. Applications will be received in a sealed envelope, which shall be stamped and deposited in the application box. *Only shortlisted candidates will be contacted.*

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