

VVOB Rwanda is looking for a motivated, professional individual, with genuine affinity for quality education in Rwanda, to join its office in Kigali as the Deputy Programme Manager

Job title: Deputy Programme Manager

Location: VVOB office in Kigali

Job type: Full-time

Contract type: Open-Ended

Deadline to apply: Friday 11 October 2013

Starting date: Preferably on 1 November 2013

1. Background

The Flemish Association for Development Cooperation and Technical Assistance (VVOB) is a non-profit organization that, by order of the Flemish and the Belgian governments, contributes to the improvement of the quality of education in developing countries.

2. The VVOB Interventions in the Rwandan Education Sector

A. 2014-2016 Multi Year Programme

In consultation with the Ministry of Education and the Rwanda Education Board (REB), VVOB has been asked to support Rwanda's focus on effective school leadership. This was seen as most relevant in the sub-sector of primary education in order to increase pupil's learning outcomes.

B. 2013-2015 TVET Programme

This VVOB programme is part of the "Belgian Common TVET Support Programme". The latter is subject to two agreements: one between the Government of Rwanda and the Kingdom of Belgium in their Specific Convention 2010-2016 and one between BTC and APEFE/VVOB in their partnership agreement

C. 2012-2015 Innovation for Education Project

The core challenge to be addressed by this research programme is the inadequate quality of primary education in Rwanda which leads to poor learning outcomes. A lack of support for Head Teachers' development of school leadership core competencies is identified as one of the main factors contributing to this inadequate education quality.

3. Role of the Deputy Programme Manager (DPM)

- To assure delegated responsibility for Finance management, HR management, procurement, administration and logistics, and IT;
- To replace the Programme Manager (PM) when necessary
- To represent VVOB in meetings with Governmental and non Governmental organisations and partners in collaboration with VVOB Programme Manager.

- Together with VVOB Programme Manager, oversee monitoring and activity planning of the respective programmes.
- Staying abreast and maintaining a good understanding of the relevant local, regional and international educational contexts and policies.

4. Tasks of the Deputy Programme Manager

- Take charge of office management, including HR management, administration and the supervision of the accountancy department.
- Ensure compliance with all VVOB and locally relevant legal and administrative procedures and guidelines.
- Take charge of communication and IT policies.
- Assist the PM in the preparation of meetings, the implementation of PM&E including activity planning and budgets, and the preparation of reports for VVOB Brussels and other donors.
- Gain knowledge and advise team members about the VVOB programmes, processes and vision and reflect about the future of the programme.
- Support the VVOB team in the design and formulation of new VVOB country programmes.
- Assist the PM in building and maintaining a good relationship with the Rwandan government and the education sector.
- Represent the PM at meetings, conferences and other activities where required
- Taking minutes of Steering Committees and other important meetings
- Revise and produce VVOB texts for (web) publishing.
- Assure logistics and accompanying of occasional internships and volunteers in the VVOB programmes.
- Any other duties as required.

5. Position Requirements

- Rwandan national.
- Fluency (written and spoken) in English, Kinyarwanda and preferably also in French
- University degree in human sciences, management, education or a related field.
- Minimum 8 years experience in programme management (strategy, planning and coordination, HR, accounting, administrative decisions).
- In depth understanding of the Rwandan education system and recent evolutions related to educational leadership is an asset.
- Preferably working experience with the Rwandan Education Sector in particular with MINEDUC
- Experience with PCM, change management, organizational and institutional capacity development, knowledge management and coaching
- Working experience in an international (NGO) environment is an asset.
- Experience with and knowledge of conducting research is a plus.



VACANCY AT VVOB RWANDA OFFICE IN KIGALI

- Experience with or knowledge of advocacy and communication strategies is a plus
- Able and willing to travel in - country and abroad for short periods of time.
- Able to work under pressure and keep a good sense of humour

6. Competencies of the Deputy Programme Manager

- Strong analytical and administrative skills.
- Able to deal with politically sensitive issues and to conduct lobbying and advocacy.
- Efficient and clear communication skills in function of result-oriented and participative leadership.
- Ability for networking and diplomatic consultation with partners.
- Team player.
- Creative, innovative, pro-active and conflict solution oriented.
- Flexible, positive and supportive attitude.
- Gender sensitive.

7. Salary & benefits

- Working for VVOB allows you to contribute to improving the quality of education in a dynamic international environment, and gives you the opportunity to further develop yourself and to learn from and collaborate with partners and colleagues in and outside Rwanda.
- VVOB offers an open-ended contract with a six-month probation period based on good performance and the availability of funding.
- VVOB offers a competitive salary package including suitable benefits.

8. How to apply?

E-Mail your detailed CV, including two references, and a motivation letter to Gerrit.Stassyns@vvo.be

Apply by Friday 11 October 2013

**VVOB is an Equal Opportunity Employer
All qualified candidates for this job description are encouraged to apply**

