

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.

1. Assistant Technical Director (1)

Key duties and responsibilities:

- Contribute to the technical leadership, quality control, and administrative functioning of the program
- Supervise the work of the Program Implementation Coordinator and the SBM Task Leader
- Provide ongoing training to instructional materials developers in research-based literacy and numeracy practices and in principles of second language teaching
- Monitor the quality and pedagogical content of **all** instructional materials production (**audio and print**) to ensure their adherence with research-based instructional practices for literacy and numeracy
- Take on other duties as assigned

Minimum Requirements:

- A Masters in education, psychology, or a related discipline
- At least 3 years’ experience of teaching at the primary level **and** at least 5 years’ experience working for an international NGO in education, preferably in the implementation of program activities
- At least 3 years’ experience in supervising teams & proven organizational skills
- 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 written and verbal communication abilities
- Complete mastery of MS word and MS excel, and ability to communicate by e-mail
- Availability to travel to districts and schools throughout Rwanda as needed
- Hiring preference accorded to applicants with prior experience in USAID-funded education programs and/or experience of scripted radio production

2. Literacy Task Leader (1)

Key duties and responsibilities:

- Lead the team in the identification of the key skills and competencies to be taught at each grade level and the development appropriate sequence for introducing them
- Lead the team in the identification of the instructional strategies to be modeled at each grade level and for each of the three subject areas (Kinyarwanda and English)
- Develop weekly, monthly, semiannual and annual work plans for the development of student and teacher print and audio materials keyed to the scope and sequence that model the targeted instructional strategies
- Oversee the implementation of the work plans, putting in place where necessary appropriate measures to ensure that production targets are set
- Organize the field testing of instructional materials in L3 action research sites and the revision of materials, based on data collected
- Work with studio technicians to develop a program for the recording and editing of materials that will allow the team to meet established targets
- Participate in the recruitment and selection of child and adults to interpret scripts
- Review recordings to ensure that scripts are faithfully interpreted
- Work with School-based Mentor Task leader and Video production specialist to ensure that the design print and video-based training materials for teachers reflects the principles outlined in the instructional materials

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- Oversee the development of materials to train teachers in field test schools on the use of the new materials and instructional strategies
- Coordinate the organization (facilitation, logistical organization) of teacher and head teacher trainings in L3 field schools
- Serve as primary liaison between the instructional materials developers and administrative/financial staff
- Coordinate team feedback to draft data collection instruments
- Serve as primary technical contact between the team and L3 short term technical assistants
- Establish and nurture harmonious relationships between team members, and between the team and other technical/administrative teams in the L3 initiative
- Nurture effective lines of communication and collaborative relationships between team members and CPIM/NCDC curriculum experts
- Prepare weekly and quarterly summary report of team activities and achievements
- Represent the L3 initiative on committees and in meetings with implementing partners and MINEDUC/REB representatives
- Take on other duties as assigned

Minimum Requirement:

- Master's in education (preferably primary level and in Languages) with 3 years' experience
- Bachelor's in Education (preferably primary level and in Languages) with 5 years' experience,
- 2 years in curriculum and or learning/teaching materials development
- Strong oral and written Kinyarwanda and English skills
- Proven ability to contribute effectively to team work
- Microsoft office and general computer skills
- Ability to design creative but focused learning activities
- Ability to work under and respect tight deadlines
- Flexibility and creativity
- Experience in working in audio/video production and plus
- 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; ability to be based in a provincial capital; and availability to travel

3. English/ Kinyarwanda Instructional Materials Developers (2)

Key duties and responsibilities:

- Develop an integrated package of audio and print literacy (Kinyarwanda and English) and numeracy instructional material for P 1 to P4.
- Conduct audience research to identify needs and priorities of teachers
- Develop student and teacher print and audio materials
- Formatively evaluate teachers' and students' use of the materials in authentic classroom situations
- Participate in the development of print and video-based training materials for teachers on the use of the new materials and instructional strategies
- Participate in the training of teachers in field test schools
- Take on other duties as assigned

Minimum Requirements:

- Bachelor Degree in education (preferably primary level and in Literacy or Math subjects) with 3 years in a similar position
- 1 years in curriculum and or learning/teaching materials development;
- Strong oral and written Kinyarwanda and English skills and proven ability to contribute to team work
- Microsoft office and general computer skills; Ability to design creative but focused learning activities
- Ability to work under pressure, be flexible and creative, and respect tight deadlines
- Experience in working in audio/video production is a plus

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EDC is committed to diversity in the workplace. EDC offers a supportive work 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 **5th May, 2014**. **Only the strongest candidates will be contacted** and **L3 always accords hiring preference to qualified Rwandan nationals**. No telephone inquiries, please.