



Right To Play Job Announcement for an Education Program Officer (EPO)

Background:

Right to Play (RTP) is committed to improving the lives of children and to strengthening their Communities by translating the best practices of sport and play into opportunities to promote development, Health and peace.

Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

Right To Play would like to fill the below described vacant position for its Office based Kigali, Country Office.

Position : Education Program Officer

Reporting to : Program Manager

Location : Kigali, Gasabo District, Rwanda.

I. JOB SUMMARY:

The Right To Play Education Program Officer (EPO) will be responsible for the overall education program component in Rwanda and, as such, is expected to ensure overall management of all education program implementation, monitoring and evaluation in accordance with agreements, guidelines and policies provided by donors and Right To Play (RTP). S/he will ensure that program implemented produced high level impact.

Managing a team of professionals, the EPO reports to the Program Manager (PM) and has a functional reporting line to both the Country Manager (CM) and the Regional Program Manager (RPM).

S/he also is responsible for maintaining good working relationships with education stakeholders, and other partners and will be required to represent Right To Play in education related meetings/networks and workshops. The position is based in Kigali with frequent travels to all education project locations nationally.

II. RESPONSIBILITIES:

Specifically, the EPO has accountabilities and responsibilities in the areas of:

- Implementation of all activities planned on the program, and ensure sustainability of the program
- Technical assistance to Project Coordinators and Project Assistants during program implementation for effective implementation of all education program
- Capacity building for staff and partners
- Program financial and activities reporting
- Monitoring and evaluation tools of the project as well as documentation of key successes/accomplishments,
- Participation in Networks and other education groups
- Drafting and sharing reports both in French and English
- Liaising with local education boards to ensure government partners are involved in our program activities
- Manage the program Budget to ensure efficient implementation of program activities

Job Responsibility # 1: Program Management

- Work with the PM to ensure education program is managed in a manner which achieves the program goals and demonstrate sound resource management.
- Monitor the education program to ensure proper, effective and high quality implementation of program activities in alignment with program proposals, implementation plans.
- Ensure timely submission of donor/Government reports in alignment with agreed upon standards
- Work closely with program support (finance, etc.) to ensure proper coordination and efficient program implementation
- Regularly review and maintain functional program structure and cost effective achievement of program objectives/outcomes
- Ensure compliance with donor requirements – reporting, strategy documentation, partnership management, finance management
- Represent RTP in Education platforms, networks and Working groups' workshops and meetings
- Ensure large diffusion and awareness of RTP's active learning play based methodology among education stakeholders.

Time: 50%

Job Responsibility # 2: Budget Management and tracking

- Support the PM to properly manage the financial and other resources including the review, approval and monitoring of program budget.
- Ensure sound implementation and alignment with RTP financial management procedures and policies as well as specific donor requirements.

Time: 10 %

Job Responsibility # 3: Staff Management

- Provide proper supervision and management for all direct reports and lead the establishment and functioning of a strong, effective and coordinated Program team.
- In collaboration with Human resources, ensure the proper implementation of RTP's performance management system for direct reports, including job description, regular feedback, mid-term reviews and annual performance appraisals.
- Proactively address performance issues through regular, constructive and honest feedback and coaching.
- Identify necessary staff development, career development and succession planning strategies for direct reports.
- Ensure that space and incentives are available to allow staff to develop and innovate.

Time: 5%

Job Responsibility #4: Program Quality, Reporting and Accountability, Impact Measurement & Learning

- In collaboration with Monitoring and Evaluation, ensure that proper M&E systems are in place to demonstrate impact and that program lessons are being used to promote improved programming and learning.
- Document and share lessons learnt and best practices with staff and concerned stakeholders and communities.
- Facilitate the collation and timely submission of key program reports; including weekly, monthly, quarterly, semi-annual and annual donor reports
- Ensure partners and staff members strictly follow the required technical and financial reporting system.
- Coordinate the organization of meetings, workshops and annual reviews to ensure quality compliance
- Maintain documentation of projects processes, progress and results and provide information and reports to the Program Manager
- Support M&E data capturing and program documentation activities for program improvement and achievement of quality control.
- Compile, analyze (using various qualitative and quantitative methodologies) and present data related to progress towards program outcomes and indicators.

Time: 20%

Job Responsibility # 5: Capacity Building/Technical Assistance for Staff and Partners

- In collaboration with Training Officer, identify and address training needs for staff and partners through workshops, field visits, meetings.
- In collaboration with Training Officer, conduct capacity assessments and facilitate capacity building for staff/partners as needed.

- Provide technical assistance to partners and staff in the implementation of program as needed.
- Plan, conduct and document trainings on the RTP play based modules as well as other program related trainings.

Time: 10%

Job Responsibility #6: Other Duties

- Perform other duties and responsibilities as assigned by the Program Manager or the Country Manager.

Time: 5 %

III. Qualifications

a) Education/ Training/ Certificate

Required: Masters Degree in education, or Master degree in social science with relevant experience in education

Desired: A Master's degree preferably in Social Sciences, Development Studies or other disciplines relevant to RTP focus areas (education, sports, play, health/HIV, etc.)

b) Experience and Core Competencies

Required:

- Minimum 5 years in education program/project management position with INGOs
- Proven experience in Result based project management including research and strategy, planning, and financial management
- Demonstrated experience in education program design (including proposal development), implementation and evaluation
- Previous experience in project planning, implementation, quality improvement monitoring and evaluation at a supervisory level.
- Proven experience in training and motivating people and ability/interest to coach and develop staff
- Experience in working with Government institutions, partner organizations and I/NGOs
- Strong networking skills
- Demonstrated leadership and interpersonal skills
- Experience with performance management
- Experience with the management of a diverse workforce
- Strong representation and negotiation skills
- Demonstrated use of positive coping strategies in stressful environments
- Demonstrated cross cultural communication skills
- Knowledge and experience with financial management as demonstrated by Ability to manage a complex budget

Desired:

- Experience in establishing and maintaining collaborative relationships with donors and government counterparts.

- Participation in sport and play; experience leading organized or recreational activities for children
- Personal sport and activity background with coaching experience.
- Demonstrated experience in leading strategic and operational planning
- Demonstrated leadership and management skills in a complex international setting
- 5 to 8 years in a senior management position in education within INGO

c) Competencies/Personal Attributes

- A solid team player
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature, positive attitude with good sense of humour.
- Excellent interpersonal skills.
- Intimate knowledge of program management tools and procedures.
- Excellent people management skills.
- General knowledge of finance, including ability to read and understand financial data.
- Ability to understand, track and address issues and make sound decisions based on data.
- Strong presentation, facilitation, training, and coaching skills
- Familiarity with children, play and sports issues
- Able to deal with stress using healthy coping skills
- Belief in principles of inclusion in sport and play
- Commitment to a community led process of development

D) KNOWLEDGE AND TECHNICAL SKILLS

Required:

- Fluency in Local Language and English or French
- Solid knowledge of English
- Written and verbal communication skills, and confidence using these in a cross cultural environment
- Effective proposal and reporting writing and analytical skills
- Computer literacy in Word, Excel and PowerPoint

Desired:

- Excellent oral and written English and French Communication skills.
- Holding a driving License is an asset

IV. **Salary** : We offer a competitive salary

V. **Employment Start Date** : As soon as possible

VI. **Contract Duration** : One year contract renewable (Maternity Leave vacancy)

Contact:

If you are interested in applying for this position, Applications (CV, notified academics documents and names of three references) must be submitted to the Country Manager of Right To Play Rwanda, at Right To Play Rwanda Country Office, located at **Kimihurura, Gasabo-District**, near **Ogopogo Restaurant**, House KN 14 KN 14 no later than **April 30th 2014 at 5.00 pm**

Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at

www.righttoplay.com

when children play, the world wins

Right To Play Rwanda