

British Council Rwanda Vacancy Head, Projects and Partnerships

The British Council is the UK's international organisation for educational opportunities and cultural relations. We build trust and understanding between people worldwide by enabling them to share ideas and knowledge.

*The British Council is committed to a policy of **Equal Opportunity and Diversity** and welcomes applicants from all sections of the community. We guarantee an interview to disabled candidates who meet the essential criteria.*

The British Council invites applications from qualified candidates for the following fixed-term, renewable vacancy at its **Kigali** office. **The post offers a competitive package of benefits and allowances, and good opportunities for professional development:**

Head, Projects and Partnerships

Job Aim: To manage, develop and strengthen the country programme/portfolio of operational projects through leadership of a team of Project Managers and Project Officers, in order to meet British Council's objectives and targets, as well as partner expectations in Rwanda.

Main Responsibilities:

The post-holder will be responsible for leading, managing and growing a programme of projects within the BC Rwanda portfolio. Specific duties will include:

- **financial accounting and planning** for the overall programme of projects, using British Council financial management tools, and covering the following main areas:
 - financial reporting to ensure project activities are well-managed and comply with risk control procedure
 - financial planning/forecasting to ensure project expenditure and budgets are properly and accurately managed by Project Teams
 - calculate monthly cash flow estimates to reflect overall programme expenditure requirements
 - approve purchase orders for operational expenditure items
 - lead on project management, monitoring and evaluation using appropriate tools, such as project logic models, Gantt charts (planned activity), Scorecard instruments for audience forecasting
- **collating results from the overall Programme** to provide a clear picture of monthly/quarterly progress and report to Country Director and regional colleagues
- **managing and strengthening relationships with programme stakeholders**, potential partners, and representing BC programmes to other external stakeholders
- **identifying/evaluating new collaborative projects** or business and negotiating partnership funding against specified income targets
- **act as Equity, Diversity and Inclusion (EOD) champion** to ensure that all aspects of the programme reflect key equal opportunities and diversity principles, as well as office-wide EDI
- ensuring an office-wide approach to project marketing is adopted
- responsibility for Kigali office communications strategy
- **Other administrative work:** As required.

Core behaviours: Creating Shared Purpose, Working together, Being Accountable, Making it Happen,

Skills and Qualifications:

- 1st degree, preferably in Education, Arts or English language; tertiary level degree Education & languages,
- Project and contract management experience specifically of externally-funded projects.
- Financial planning and management
- IELTS level 7-8 or equivalent

Special requirements for post: Some evening and weekend work is required. Some travel overseas will also be necessary, so valid travel documents should be in order.

Information for the post:

For an application pack and guidelines please visit www.britishcouncil.org/africa-vacancies.

Deadline for receiving applications is **25 September 2014 09:00**. Only candidates who are successful during shortlisting will be contacted. Those successful at shortlisting will be invited for interview on 8 or 9 October.



www.britishcouncil.org/africa