

**POSITION ANNOUNCEMENT**  
**Rwanda Country Programme, Kigali Rwanda**

**BACKGROUND:**

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We work together, with partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Save the Children works in seven regions in Rwanda with a current staff complement of approximately 50 staff. SCI Rwanda Country Office seeks to hire a qualified, committed and experienced national to fill the following position for a period of 6 months.

**Position: Project Assistant - Emergent Literacy and Math Initiative (ELMI)**

This is a Grade 5 position.

**PURPOSE OF POSITION:**

Reporting to the Early Childhood Care and Development (ECCD) Programme Manager, The ELMI Project Assistant will be responsible for providing administrative and project implementation support.

**MAJOR RESPONSIBILITIES:**

- Support the ELMI team with the organization of meetings, workshops and trainings;
- Support ELMI incoming consultants, volunteers, with hotel booking arrangements and logistics;
- With support from ECCD Programme Manager and ELMI Officers, process the purchase of approved books for distribution to ECCD centres and parenting settings, and follow-up the logistics of distribution, in collaboration with the procurement department and follow-up for timely delivery of books and other materials ordered;
- Organise ELMI weekly and monthly transport schedules;
- Support the ELMI team in ongoing monitoring and end-line data collection;
- Input MEAL data into a data base for ELMI project
- Support the ELMI team to put together ELMI communication materials;
- Facilitate procurement and service hiring process and follow-up the progress with Logistics, HR and Admin departments;
- Receive supplies, check quality, sign delivery notes and process payments;
- Attend monthly meetings of ELMI team.

**JOB REQUIREMENTS:**

**Essential**

- Previous experience in an NGO and good understanding of the fields of education, child rights or protection field
- Excellent organisational, problem solving skills and details orientation
- Ability to communicate effectively in Kinyarwanda and English: verbally and in writing
- Understanding of and commitment to SCI mission, values and child rights-based programming approaches

**Desirable**

- University degree in social sciences, education or related fields
- Experience in administration
- Experience in data collection

## **REQUIRED SKILLS AND BEHAVIOURS (our Values in Practice)**

### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

### **Ambition:**

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

Honest, encourages openness and transparency

Interested candidates should send an application letter plus an updated Curriculum Vita in English, including 3 names of professional referees to: [HR-Rwanda@savethechildren.org](mailto:HR-Rwanda@savethechildren.org) before **26th September, 2014**.

Please mention "**ELMI Project Assistant**" as subject of your mail.

**\*Note that only shortlisted candidates will be contacted.**