

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 twelve districts 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.

Re-advertisement: Rwandan Children's Book Initiative (RCBI) Manager

PURPOSE OF POSITION:

Reporting to the Education Signature Programme Director, the RCBI Manager will be responsible for ensuring effective implementation of the Rwandan Children's Book Initiative project within the Rwanda Country Office's Education Signature Programme. The purpose of this role is to establish and manage all aspects of the Rwanda Children's Book Initiative. The post-holder will be responsible for leading the delivery of the Initiative's efforts to improve supply and increase demand for children's books and for ensuring that teachers, parents and children have the necessary skills and support to use books effectively for enjoyment and learning.

MAJOR RESPONSIBILITIES:

Programme Design, Planning, Implementation and Monitoring

In cooperation with Save the Children UK's lead Adviser for the International Children's Book Initiative and the Education Signature Programme Director, lead the on-going design, development, monitoring and evaluation of the RCBI's efforts to improve the supply of quality, appropriate local language children's literature in Rwanda, including:

- Strategic thinking and quality oversight on the provision of training, capacity building and mentoring to local and regional publishers and their constituent suppliers;
- Support in the production of guidelines, toolkits and other materials relating to the publishing sector;
- The purchase of approved titles for distribution to schools, communities and families;
- Convening a network of publishers and others interested in creating and sustaining the quality of children's books available in Rwanda.

Monitor and evaluate the RCBI's efforts to provide books to schools, communities and families, and ensure that these books can be used effectively, including:

- Strategic thinking and quality oversight on the provision of ongoing training and capacity building support to teachers, school head teachers and district/sector education officers in the effective management and use of school and classroom book collections;
- Strategic thinking and quality oversight on engagement with communities on the importance of books and reading through training of PTAs and holding reading festivals / book fairs;
- Support to communities to establish, maintain and promote the use of community based book collections.

Monitoring, Evaluation, Accountability and Learning

- Work with the SCI MEAL team to monitor progress against a project MEAL plan, ensure that MEAL tools are adopted and used appropriately, ensuring that data is collected at the field level and that learning is shared and utilized to improve implementation;
- Monitor progress of the RCBI project against agreed targets and indicators;
- Support the MEAL team and the SCUUK Learning and Impact Assessment team to ensure that project research is qualitatively conducted;
- Ensure a system for accountability to beneficiaries is incorporated and data is regularly collected and reports produced;
- Document lessons learned and ensure learning is shared across the Education Signature Programme team;
- Regularly report on MEAL findings and experiences;
- Periodically visit the project implementation area and generate qualitative visit reports to input into feedback mechanisms.

Project Management and Reporting

- Ensure that implementation remains in line with activity plans;
- Manage the RCBI budget, ensuring that all expenditure is in line with agreed plans and delivers value for money;
- Maintain good working relationships with the direct line manager and collaborative working relationships with key stakeholders, including Save the Children UK's lead Adviser for the RCBI;
- Highlight early to the Education Signature Programme Director any potential constraints to implementation of the project so that action can be taken accordingly;
- Ensure that the RCBI provides high quality, timely narrative and financial reports to donors and internal stakeholders.

Staff Management and Development

- Assume responsibility for the line management of the RCBI's small team of staff including the RCBI Officer (Publishing), the RCBI Officer (Book Provision and Use), the RCBI Officer (Burera) and the RCBI Project Assistant;
- Ensure the recruitment, training, and promotion of staff as appropriate and ensure appropriate professional development opportunities for staff;
- Manage the performance of all supervisees through: Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations; coaching, mentoring and other developmental opportunities; recognition and rewards for outstanding performance; and documentation of performance that is less than satisfactory, with appropriate performance improvements/workplans.

Resource Mobilisation

- Lead on proposal-writing for further funding of the RCBI, in close coordination with Save the Children UK and the Rwanda country programme;
- Engage directly with donors as required at the national and regional level, presenting approaches, concept notes and funding proposals.

Networking & Cooperation

- Promote the sharing of good practice, tools and learning in relation to the creation of more literate environments, and the work and approaches of the Rwandan Children's Book Initiative;
- Participate as a member of the Save the Children Rwanda team and the country programme's Education Senior Leadership Team, attending team meetings, coordinating work with other team members and using shared knowledge management systems;

- Represent the RCBI to, and work with, the Government of Rwanda, donors, INGOs and other civil society organisations and networks at the national level to increase coordination and learning and to support the achievement of advocacy and policy objectives;
- Participate in the work of the International Children's Book Initiative ensuring Rwanda's experience is understood and is being used to influence global policy and practice;
- Participate in regional or global meetings as appropriate.

Other

- Support the Education Signature Programme Director in other programme tasks, as requested.

JOB REQUIREMENTS:

Essential

- University degree in education, social sciences or other or relevant field;
- Demonstrated experience (5 years or more) in planning and implementation of related activities;
- Demonstrated experience in management;
- A sound understanding of the education sector and the challenges and opportunities for literacy acquisition in Rwanda;
- Experience of using M&E systems to generate evidence for programmes;
- Strong analytical and conceptual skills and the ability to think and plan strategically;
- Excellent communication skills, including fluency in written and spoken English, and strong interpersonal skills;
- Understanding of and commitment to SCI mission, values and child rights-based programming approaches;
- Ability to work successfully with minimal administrative support and strong IT skills including Microsoft Office, content management systems and web based communication.

Desirable

- Experience working in an international development/NGO context;
- Internationally recognised qualification/s relating to basic education or literacy;
- Expertise and understanding of key issues in the field of literacy, the literate environment and/or early grade reading;
- Experience in publishing, book development and/or other reading-related sectors;
- Fluency in written and spoken Kinyarwanda;
- Experience of developing effective working relationships with senior stakeholders from government agencies, international organisations, donors, academics, and opinion-leaders, including successful advocacy and influencing experience.

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
- Creates a managerial environment to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions
- Cuts away bureaucracy and encourages an entrepreneurial approach

Integrity:

- Honest, encourages openness and transparency, builds trust and confidence
- Displays consistent excellent judgement

Interested candidates should send an application letter plus an updated Curriculum Vitae in English, including 3 names of professional referees to: HR-Rwanda@savethechildren.org before **23rd September 2014**.

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