

**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.

**Position: Education Signature Programme Coordinator**

**PURPOSE OF POSITION:**

Reporting to the Education Signature Programme Director, the Education Signature Programme Coordinator will contribute to the strategic development, planning and implementation of the Advancing the Right to Read Programme with its four literacy projects: First Read, Early Literacy and Maths Initiative (ELMI), Rwandan Children's Book Initiative (RCBI) and Literacy Boost. The purpose of this role is to ensure effective programme delivery by providing efficient and timely programme coordination and M&E support, and by taking a leading role in programme advocacy planning and implementation and partnership management and communication.

**MAJOR RESPONSIBILITIES:**

**Programme Management Support**

- Be responsible for monitoring programme implementation progress according to the programme and project implementation plans, project MEAL plans and quality benchmark standards;
- Ensure programme compliance with Save the Children's Quality Framework;
- Produce high quality donor reports and contribute to proposal writing;
- Provide programmatic support to the programme, including different projects, as needed;
- Take a lead on coordinating and consolidating cross-programmatic learning and be responsible for sharing learning across the Education Signature Programme team.

**Advocacy Planning and Implementation**

- Assist Save the Children Rwanda staff to implement the Advancing the Right to Read advocacy strategy, including regular strategic planning on advocacy activities with each of the project managers;
- Create/adapt ARR's advocacy materials in order to respond to particular opportunities for meetings and presentations;
- Cultivate professional relationships and shared understanding of the importance of emergent and early literacy with key policy actors, including decision-makers, key technical staff, and key influential figures;
- Prepare reports on relevant activities and actions taken, including monitoring and evaluation reporting on Advancing the Right to Read's advocacy successes.

## **Partnership Management**

- Function as a focal point for programme communication and manage relations with local NGO partners;
- Ensure capacity strengthening support is provided to partners in accordance with capacity strengthening plans;
- Represent SCI in relevant meetings with development partners and build fruitful working relationships.

## **Communication**

- Function as a focal point for internal and external communication work, including:
- Be responsible for the implementation of the Communications Plan for the Programme;
- Supervise and monitor the Education Signature Programme website, including producing website content;
- Coordinate timely design and production of brochures, posters, case stories and other promotional materials;
- Support the organisation of project and programme events.

## **Other**

- Assist the Education Signature Programme Director with other day-to-day activities.

## **JOB REQUIREMENTS:**

### **Essential**

- University degree in education or relevant social sciences;
- Demonstrated experience (3 years or more) in support of planning, implementation and management of programmes in an international development/NGO context;
- 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 Kinyarwanda, and strong inter-personal 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**

- 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 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](mailto:HR-Rwanda@savethechildren.org) before **23<sup>rd</sup> September 2014**.

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