

POSITIONS 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 60 staff. SCI Rwanda Country Office seeks to hire qualified, committed and experienced national to fill the following position;

Job Title: Signature Programme Intern (2 positions)

Location: Kigali

Contract Length: 3 months

PURPOSE OF POSITIONS:

Reporting to the Rwanda Children's Book Initiative (RCBI) and First Read (FR) Managers, the Education Signature Programme Intern will contribute to the planning and implementation of the RCBI and First Read programs. The purpose of this role is to ensure effective programme delivery by providing efficient and timely programme management assistance as well as programme planning, implementation, monitoring, logistical and communications support

KEY AREAS OF ACCOUNTABILITY:

Programme Planning and Implementation Assistance

- Ensure efficient and timely support to RCBI and/ FR programmes
- Provide hands on support to the different activities, including supporting the organisation and implementation of workshops and training, assisting in translation needs, ensuring that project files are established and maintained, etc.
- Support the documentation of RCBI and/ FR activities and exchanges with key partners
- Assist in the planning of future project interventions through researching existing activities, exploring opportunities and gaps, etc.
- Support the planning and implementation of the programme activities
- Liaise with publishers, illustrators, graphics artists on book development, editing and production
- Perform any other duties assigned by the programme managers

Monitoring, Evaluation, Accountability and Learning (MEAL) support

- Facilitate project learning by examining and documenting programme(s) effectiveness and sharing of learning
- Organise and participate in project evaluation activities including baseline, midline and end line evaluations

- Facilitate programme(s) monitoring activities including monitoring materials distribution to programme beneficiaries
- Facilitate programme accountability and feedback gathering and response mechanisms

Advocacy and Communications Support

- Function as a focal point for programme communications
- Be responsible for internal & external communication work, such as supporting the monthly RCBI meetings, contributing to setting up and maintenance of the website for the Children's Book Forum
- Design and produce brochures, posters, case stories and other promotional materials.
- Produce advocacy materials based on end line findings
- Plan and ensure appropriate printing and dissemination of advocacy materials.
- Contribute to development and uploading of RCBI and/ FR content to SCI social media accounts

Logistical support

- Prepare monthly procurement plans for the programme
- Prepare procurement requests for the programme
- Organise for transportation of programme staff and visitors
- Give any other logistical support for the programme

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 (and their team), 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

JOB REQUIREMENTS:

- Bachelor degree in education, social sciences or Equivalent.
- 1 year work experience, preferably in an NGO set up
- Highly developed relationship building and interpersonal skills
- Highly developed verbal and communication skills
- Ability to liaise with a diverse range of people and stakeholders
- Strong time management and organizational skills
- Ability to work under pressure and to tight deadlines
- High levels of attention to detail and quality
- Computer literacy
- Commitment to Save the Children's mission and values
- Initiative, flexibility and ability to work independently as well as in a team
- High levels of self-motivation and initiative
- Ownership and accountability of own work
- High levels of confidentiality and integrity

Further information & how to apply

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 before **16th February 2015**.

This position is open to Rwandese national only.

Please mention “**Signature Programme Intern**” as subject of your mail.

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