

LITERACY, LANGUAGE AND LEARNING INITIATIVE

JOB ANNOUNCEMENT

Education Development Center, Inc (EDC) is recruiting multiple positions for the USAID funded project, the “Literacy, Language and Learning (L3) Initiative”. The L3 program provides professional development to all P1 to P4 teachers in Rwandan schools.

1. KINYARWANDA Instructional Material Developer (2)

Job Type

These positions are full time for a **short –term of 3months** and located in Kigali (Rwanda Education Board-REB).

Duties and Responsibilities

- Report to Kinyarwanda Task Leader.
- Development of an integrated package of audio and print literacy (Kinyarwanda) and numeracy instructional material for P4.
- Revise P1, P2 and P3 integrated package of audio and print literacy (Kinyarwanda) and numeracy instructional material and align with the new Ministry of Education Competence based curriculum, to be implemented in 2016.
- Identify the key skills and competencies to be taught at each grade level and the appropriate sequence for introducing them.
- Identify the instructional strategies to be modelled at each grade level for Kinyarwanda
- Identify the key social messages to be integrated into instructional materials;
- Develop student and teacher print and audio materials keyed to the scope and sequence that model the targeted instructional strategies;
- Formatively evaluate teachers’ and students’ use of the materials in authentic classroom situations;
- Participate in organised workshops with the L3 Technical team.
- Take on other duties as assigned.

Qualifications and Requirements:

- Bachelor Degree in education (preferably primary level and in Literacy) with at least 5 years experience in primary teaching;
- 2 years in curriculum and or learning/teaching materials development;
- Strong oral and written Kinyarwanda and English skills;
- Proven ability to contribute effectively to team work;
- Microsoft office and general computer skills;
- Ability to design creative, but focused learning activities;
- Ability to work under pressure and respect tight deadlines;
- Flexibility and creativity;
- Experience in working in audio/video production is a plus.

2. Desktop Publisher

Job Type

LITERACY, LANGUAGE AND LEARNING INITIATIVE

This position is full time for a **short –term of 6 months** and located in Kigali (Rwanda Education Board-REB)

Duties and Responsibilities

- The desktop publisher reports to the Assistant Technical Director. He/she completes tasks in the following areas:
- Works with instructional materials developers to place content for the print materials in an attractive, well-spaced, easy-to-read visual format
- Selects/prepares appropriate visuals to enhance the early primary learning materials and submits them for validation to the members of the technical teams (this may involve commissioning images from an illustrator, retouching existing images, or, on occasion, designing images)
- Uses Adobe InDesign, Adobe Photoshop, and Adobe Illustrator to integrate the print and visual elements selected for each book into a final version of that book.
- Submits a “PDF flash ready” copy of each book to the L3 assistant technical director
- Ensures electronic archiving of all documents being produced, both draft and final versions (InDesign Packages and PDFs).

Minimal Requirements:

- At least 3 years’ professional experience in desktop publishing
- Mastery of Adobe InDesign, Adobe Photoshop and Adobe Illustrator
- Prior experience in preparing instructional print materials
- Prior experience working with an International NGO
- Fluent in English and Kinyarwanda, both reading and writing
- Clear written and verbal communication abilities
- Ability to work with a large team of materials developers
- Ability to work under pressure and meet tight deadlines
- Hiring preference accorded to Rwandan nationals

EDC is committed to diversity in the workplace. EDC offers a supportive work environment, competitive salary, and an excellent benefits package.

Interested applicants are requested to submit their resumes, education certificate a cover letter, and list of three references (references will not be contacted prior to interview) to Education Development Center, Inc. through: LLLApplications@edc.org, not later than **5th Jun 2015**. **Only the strongest candidates will be contacted.** No telephone inquiries, please.