



**JOB TITLE:** Community Engagement Coordinator

**Umuhuza background**

Umuhuza is a National NGO that strives to create a culture of peace across Rwanda through peaceful conflict management. The organisation has been working since 2005 in Ngororero and Gicumbi Districts and Kigali City on a community outreach programme, focussing on educating parents of young children to promote improved childhood development and create peaceful citizens. Presently, from January 2016, the organisation is expanding to work with Save the Children International (SCI) on School - Community Partnerships Education(SCOPE) project funded by USAID. It is in light of this expansion that the organisation requires the additional Staff.

**ROLE PURPOSE:** Umuhuza is seeking a **Community Engagement Coordinator** for a USAID-funded school community partnerships education project, which aims to support the Rwandan Education Board to create and roll-out a school-community partnership model to complement improved reading and writing instruction delivered in schools. The Community Engagement Coordinator will be responsible for raising awareness and mobilizing community support around project activities, especially amongst local leaders, Itorero Commission and Urugerero Youth, nurture partnerships between communities and schools and provide technical support to Literacy Champions.

**SCOPE OF ROLE:**

**Reports to:** Technical Advisor , SCOPE with dotted line accountability to Program Manager, UMUHUZA

**Staff directly reporting to this post:** Project Officers x 2

**KEY AREAS OF ACCOUNTABILITY:**

**Designing, Planning and Development materials:**

- Collaborate with SCOPE team to develop literacy social behaviour change communications campaign messages and materials
- Liaise with Urunana in the development and piloting of a radio programme focusing on delivering the content of Reading Awareness Workshops
- Facilitate the establishment of relationships with mobile technology partner to pilot SMS system of literacy promotion messaging
- Support in the organization of national literacy events
- Develop monthly, quarterly and annually work plans and reports for both internally and externally.

**System Strengthening, Capacity Building :**

- Ensure effective collaboration with the Itorero Commission to institutionalize “Community Literacy Volunteers” as an option within the *Urugerero* (National Youth Service) system, using the platform of Rwanda Reads to provide capacity support, monitoring and implementation support for the roll out of this programme nationwide
- Coordinate and facilitate the training of ‘Literacy Champions’ to support out-of-school activities relating to reading, including reading clubs, reading buddies and reading festivals
- Lead the process of awareness creation with local authorities and work with them to integrate literacy messages into *umuganda* and to support other activities as the community level.
- Facilitate the identification of options for Government mechanisms to support home visits to promote home-based literacy activities.
- In collaboration with other partners, support the inclusion of school-community partnerships for literacy promotion in District *imihigo* (performance contracts).
- Lead the piloting of reading clubs at community level
- Facilitate the organization of literacy festivals at community level
- Coordinate and facilitate training to SGACs on reading club monitoring and general oversight
- Coordinate efforts by SGACs to identify Literacy Champions within the communities.
- Support the RCBI unit to organize training on local book production
- Collaborate with the RCBI and RPBU on options for increasing access to purchasing of low-cost books in areas of implementation

**Innovations:**

- Collaborate with relevant partners in the development of strategies for fathers’ engagement in supporting children’s literacy skills development
- Collaborate with relevant gender-focused stakeholders on building the capacity of women to assume leadership roles within SGACs.

- Develop and implement effective collaboration with RLS on community library systems.

**Monitoring, Accountability and Learning:**

- Leads all processes related to monitoring and reporting on key community engagement activities including documentation of key achievements, lessons learnt and dissemination of these
- Ensure effective collaboration with SGACs to promote linkages between in-school and out-of-school activities in relation to literacy promotion activities.

**Child Safeguarding**

- Understand the provisions of the Child Safeguarding Policy, Code of Conduct and Local/Country Procedures and conduct oneself in accordance with the rules of the Child Safeguarding Policy, in personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure that all project activities carried out are considered in relation to prevention of sexual exploitation and abuse and handling of serious complaints in line with the child safeguarding policy.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general and be vigilant about observing possible child abuse/harm in their personal and professional lives.

**General:**

- Comply with Umuhuza policies and practice with respect to child protection, code of conduct and other relevant policies and procedures.
- Coordinate with the Communications Specialist and other project staff to ensure compliance with USAID’s marking and branding guidelines and all REB/MINEDUC policies on all materials developed
- Perform other duties, as assigned by supervisors.

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

**Mutual Respect:**

- Treats all people(beneficiaries ,colleagues, partners, ....) with dignity and respect
- Actively consults and listens closely to team members, fellow staff, and partners
- Handles conflicts in a constructive and supportive manner
- Seeks first to understand others’ needs, ideas and suggestions

**Honesty and Integrity:**

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

**Justice :**

- Considers whether decisions and actions will advance justice, peace, and solidarity
- Uses resources justly, equitably, and efficiently
- Inclusiveness/gender

**Solidarity:**

- 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.

**Commitment:**

- Committing to Umuhuza's mission for his/her selves and the team, takes responsibility for his/her own personal commitment and encourages the team to do the same
- Future orientated, thinks strategically and on a global scale

**QUALIFICATIONS AND EXPERIENCE**

- University degree (Master’s degree preferred) in education, development/social studies or related disciplines
- Experience in working with local communities, local NGOs/CBOs
- Experience working with the local education system including working with DEOs, SEOs, Head Teachers, SGACs, and other school management authorities
- Experience in program mapping and formative research

- Proven ability to forge connections between different organizations/departments and to develop smooth lines of communication between them
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure
- Good attention to detail, strong analytical and problem solving skills
- Good computer skills
- At least five years of relevant experience
- Proven ability to handle challenging work load
- Cross-cultural experience, understanding and sensitivity;
- Excellent interpersonal and written and oral communication skills including strong communication (written and spoken) in Kinyarwanda and in English
- Commitment to Umuhuza values and being a Rwandan Nationality

If you meet all the above criteria, please submit your hard copy of degrees and CV together with a cover letter including telephone and email contact and details of three referees (one of whom should be your current or most recent employer) to **Umuhuza Kigali office near to MINAGRI Kacyiru Sector/ Kamatamu cell, Uruhongore Village/ PO Box 2030 Kigali, KG 571 ST**

**Please note that :**

The deadline for the submission your application is 29<sup>th</sup> February 2016 at 5:30pm

The applications which do not meet the specified minimum requirements or are received after the closing date will be rejected.

Only short listed candidates will be contacted.

This announcement is available to [www.umuhuza.org](http://www.umuhuza.org) and [www.rencp.org](http://www.rencp.org)