



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 thirteen districts in Rwanda with a current staff complement of approximately 134 staff.

SC Rwanda Country Office seeks to hire qualified, committed and experienced **national** to fill the following position:

Position:	Advocacy and Knowledge Management Specialist
Place of Work:	Kigali with frequent travels to the field
Reports to:	RCBI Manager
Staff directly reporting to this post:	None
Time frame:	Open
Tentative start date:	25 th April 2016

CHILD SAFEGUARDING

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

ROLE BACKGROUND:

Save the Children in Rwanda is currently running a programme titled Advancing the Right to Read whose goal is to ensure that all children leave school able to read by working with them, their families and schools from birth through early primary, focusing on improving learning outcomes and early grade literacy. Advancing the Right to Read is a Save the Children Education Signature Programme founded on the belief that reading is the foundation for every aspect of children's learning and the first nine years of a child's life are critical to mastering their skills and nurturing their love of reading, paving the way for children's on-going learning success. Advancing the Right to Read seeks to support the Government of Rwanda to bring together parents, communities and schools to achieve this goal and achieve systemic change.

ROLE PURPOSE: The Advocacy and Knowledge Management Specialist will be responsible for ensuring effective implementation of the Child Participation in Education's advocacy strategy and the MEAL system, providing oversight and support to the strategic direction of the programme, and leading a comprehensive child-led research study.

Key areas for MEAL include a) Development and implementation of the project Monitoring, Evaluation, Accountability and Learning (MEAL) systems; b) Compilation and analysis of program data and learning; c) provision of technical assistance in designing and implementing studies, research, surveys and evaluations, d) set-up and implement accountability to beneficiaries mechanisms, monitor programme quality, raise red flags and support programme learning.

KEY AREAS OF ACCOUNTABILITY:

Advocacy

- Develop and regularly review the Child Participation in Education advocacy strategy and update as necessary to adjust to changes in the external environment;
- Cultivate professional relationships and shared understanding of the importance of child participation with key policy actors, including decision-makers, key technical staff, and key influential figures;
- Identify and respond to new programmatic advocacy opportunities as they arise;
- Provide comments on draft Education policies and other national documents under review in line with the Child Participation advocacy strategy;
- Create/adapt advocacy materials in order to respond to particular opportunities;
- Represent the Child Participation in Education project at external meetings and present on the programme, when necessary;
- Liaise with staff to ensure advocacy activities are implemented according to agreed plans;
- Prepare reports on relevant activities and actions taken;
- Ensure the voices of children are represented in advocacy work;
- Lead trainings for Save the Children or partner staff, as requested and possible.

Monitoring, Evaluation, Accountability and Learning (MEAL) and Knowledge Management

- Working alongside the MEAL team, identify strategies to effectively monitor and evaluate the programme's advocacy activities;
- Use evidence from programming to inform advocacy and programme development work;
- Ensure child participation and accountability to beneficiaries is meaningfully considered in advocacy and programme development work;
- Draw on learning from existing programming to inform new programme development decisions.

Child Safeguarding

- Ensure adherence to the established Child Safeguarding mechanisms and procedures in all activities, including child risk assessments for every activity including children before commencement;

- Ensure compliance to Save the Children's Child Safeguarding Policy standards, including ensuring that staff interacting with this position effectively provide programme beneficiaries with ongoing, age-appropriate verbal or written information in relevant languages about Save the Children's Child Safeguarding Policy and Code of Conduct.

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

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

- University degree (Master's degree preferred) in public policy or relevant social sciences;
- Demonstrated experience (3-5 years) in the field of advocacy, policy, education or children's rights programming in Rwanda;
- Demonstrated **w**orking experience in planning, monitoring, evaluation, research, and accountability in an NGO or research setting;
- Strong communications skills (both written and verbal) at a level appropriate for internal advocacy and training, including the ability to tailor oral and written communications to different audiences.
- A professional qualification at post graduate level or equivalent in education or child rights, participatory practice or a related subject
- Broad understanding of rights and development issues, international relations and the international humanitarian systems;
- Experience of supporting children's participation in a developing country context and familiarity with education issues in Rwanda.

- Kinyarwanda and/or French communication skills. Experience of innovation and creativity to foster and promote practice exchange, including web-based learning and forums.
- Ability to review policy and practice on children's participation and to summarize and communicate this in ways that are accessible to a range of audiences and cultures.
- Experience in programme data management, use of data management electronic devices such as Tablets or Personal Data Assistants (PDAs) is highly desirable
- Proven experience with robust quantitative and qualitative data collection and analysis;
- Experience conducting interviews with young people, children, and communities
- Ability to support or lead under guidance and drive the organization towards more action-research focused and child-centred integrated programming by using participation and listening to beneficiaries, including children, as one of the main mechanisms for programme implementation;
- Strong capacity and creativity in leading and facilitating participatory methodologies to meaningfully engage beneficiaries and receiving their feedback, including children.

Desirable

- A professional qualification at post graduate level or equivalent in public policy, childhood studies, youth work, child rights, participatory practice or a related subject.
- Understanding of the policy and implementation environment within the Rwandan Education sector;
- Experience of supporting and understanding of key issues in the field of children's participation in Rwanda and familiarity with the issues of children's right to education within the context
- Broad understanding of rights and development issues, international relations and the international humanitarian systems.
- Kinyarwanda and/or French communication skills.

Interested candidates should send an application letter plus updated Curriculum Vitae in English, including 3 names of professional referees to HR-Rwanda@savethechildren.org. The deadline for receiving applications is 5th April 2016.

Please mention **Advocacy and Knowledge Management Specialist** as subject of your mail.

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