



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 180 staff.

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

Position:	ECD Intern
Place of Work:	Kigali Country Office
Reports to:	ECD Programme Manager
Staff directly reporting to this post:	None
Time frame:	4 Months
Tentative start date:	ASAP

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

KEY AREAS OF ACCOUNTABILITY:

MAJOR RESPONSIBILITIES:

Programme Planning and Implementation Assistance

- Ensure efficient and timely support to ECD 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 ECD activities and exchanges with key partners
- Assist in the planning of future project interventions through researching existing activities, exploring opportunities and gaps in ECD programme, etc.
- Support the planning and implementation of the programme activities
- Liaise with publishers, illustrators, booksellers graphics artists on book development, editing and production

- Assists in the book validation exercise.
- 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 ECD meetings,
- Assist in designing and producing brochures, posters, case stories and other promotional materials.
- Assist in producing advocacy materials based on end line findings
- Plan and ensure appropriate printing and dissemination of advocacy materials.
- Contribute to development and uploading of ECD 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

QUALIFICATIONS AND EXPERIENCE:

- Bachelor degree in education, social sciences or Equivalent.
- 1 year work experience

SKILLS AND ABILITIES

- 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

PERSONAL BEHAVIOURS AND ATTRIBUTES

- 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

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for assets available for her /his use
- Holds self-accountable for any financial document in his/her possession

Ambition:

- Sets ambitious and challenging goals for themselves and take responsibility for their own personal development
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, managers, 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
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

CHILD SAFEGUARING POLICY:

Any employee, consultant, contractor or the supplier undertaking an activity on behalf of SCI must sign the Child Safeguarding - **Declaration of Acceptance Form** and comply with the SCIs Child Safeguarding Policy which is a statement of SCI's commitment to preventing abuse and protecting children with whom it comes into contact.

- This extends not only to children with whom SCI and its partners work directly, but also includes children whom staff are responsible for. SCI believes that the situation of children must be improved through the promotion of their rights supported and demonstrated by all members of staff. Save the Children International's Code of Conduct sets out the standards which all staff members must adhere to.

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 13th January 2017.

Please mention **ECD INTERN** as subject of your mail.

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