



Program Manager Kigali, Rwanda

Position Overview

Educate! is currently seeking an outstanding people and project manager with experience in the education sector in Rwanda to join our growing team in Rwanda as the Program Manager. As Program Manager you'll be in charge of a 5-person team who will train and support teachers across over 150 schools in Rwanda, ensuring that the program is delivered as designed and managing program goals, budget, and all-around implementation to achieve maximum impact on youth.

Educate!'s model was launched in Uganda in 2009, and since then we have worked to build the most innovative, sustainable, scalable and cost-effective model possible. In 2016 we launched in 100+ schools in Rwanda, working closely with the Rwandan Education Board to support roll-out of the entrepreneurship subject in the new competency-based curriculum. In 2018 we'll be working in 700 schools in Uganda, launching our program in Kenya, and expanding in Rwanda to work with more than 150 new schools. **Reporting to the Country Director, our new Program Manager in Rwanda will oversee program launch in those schools and empower our team to deliver the highest quality program across all schools.**

The right person for this opportunity is passionate about our mission and excels in managing people, projects, and budget to achieve program goals. You should have experience teaching or training, be driven to contribute to the education sector, and be excited to create program resources by documenting existing procedures.

Sound like you? Apply [here](#).

About Educate!

[Educate!](#) works to transform education in Africa to teach youth to solve poverty for themselves and their communities.

Educate! provides youth with skills training in leadership, entrepreneurship and workforce readiness along with mentorship to start real businesses at school. Our model is delivered through practically-trained teachers and youth mentors. Educate!'s goal is to make this practical, skills-based model part of national education systems.

In 2017 we're working in 100 schools in Rwanda and more than 500 secondary schools in Uganda, reaching over 120,000 students, and in 2018 we'll be in more than 150 schools in Rwanda and 700 in Uganda, while also launching our program in Kenya. Our model was proven to have massive impact in a randomized controlled trial. Graduates earned DOUBLE the income of a control group and had a



64% increase in business creation. Our graduates change their lives and their communities, [such as Lillian Aero](#) who employs over 100 AIDS-affected women.

In 2012 Educate! partnered with Uganda's government to integrate curriculum and a student business club structure into Uganda's entrepreneurship course nationally, and in 2015 we began serving as a technical advisor to Rwanda on their national curriculum reform.

Educate!'s team includes 100 staff and over 140 volunteer youth mentors. We have been backed by top foundations such as MasterCard, Big Bang Philanthropy, Mulago, Echoing Green, Ashoka and Global Innovation Fund. Educate! won the [2015 WISE Awards](#), and was featured by [Forbes 30 under 30](#), Clinton Global Initiative and [The Brookings Institution](#).

Educate!'s vision is to reach one million students annually across 10 countries in Africa by 2024.

Performance Objectives

Program Management and Quality Assurance

- Oversee launch of Educate!'s program in over 150 new schools in 2018
- Set and manage to program goals to ensure that the program is executed efficiently and effectively to create maximum impact
- Build and execute systems to maintain quality assurance, ensuring that the program is being delivered as designed

Financial Management

- Manage program budget in line with our philosophy of maximizing impact for every franc that we spend
- Promptly and efficiently check and approve expenditures in the field, maintaining compliance with financial procedures

Performance Management

- Manage a team of three Program Coordinators, our Innovations Coordinator, and one Program Officer as they implement the Educate! Exchange program at over 150 schools across the country

Program Procedures

- Lead creation and updates of program procedures and staff handbooks, making sure that program procedures are accurately and effectively documented
- Review and edit proposed changes to ensure that they are accurate, well-stated, and user-friendly

Qualifications

- Bachelor's degree, with a minimum of 3 years professional experience (4-5 years preferred).
- Familiarity with and experience in the education sector in Rwanda
- At least 1 year of training or teaching experience
- Excellent manager, motivator, and coach



- Comfortable managing a budget and using Excel; demonstrated project management experience; program management experience preferred but not required
- Fluent in English and Kinyarwanda, with strong writing skills in both
- Rwandan nationals only
- Fits our Five Cultural Tenets (see What is Educate! About? below); Learn more by looking at [Educate!'s culture deck here](#)

Terms

- This position will be based in Kigali, but will require visits to rural districts and schools
- Salary is commensurate with qualifications and experience.
- **Benefits & perks include a generous vacation policy and health insurance.**

Why You Will Brag About Working At Educate!

- We've got the [impact](#).
- Educate! is designed for scale. We quadrupled operations in 2014, going from 54 to more than 200 schools served. We carefully measure our outcomes, and — here's the best part — we are maintaining quality at four times the size.
- We believe in local leadership — 96% of our staff is African.
- Our model has gone nationwide in Uganda — Educate!'s model is now incorporated into the national curriculum and exams, impacting many thousands more students than we can reach directly.
- Educate is a well-oiled learning machine. We built our model by methodically testing hundreds of assumptions and we are constantly experimenting, evaluating, and improving.
- We're honored that luminaries and leaders like Oliver Wonekha, the Ugandan Ambassador to the US, and Ann Veneman, a former Secretary of Agriculture and head of Unicef, believe in us enough to have joined our advisory board.

Application Process

Intrigued? Please visit [here](#) to apply. You will be asked to upload a resume, and your response to the following questions:

- Why Educate!? Why this role? Tell us what excites you about it and how it fits into your career goals.
- As Program Manager, you would be responsible for ensuring program quality in more than 150 schools where the program is being implemented by your team of 3-5 staff. Tell us about two actions you would take on a regular basis to ensure program quality.
- Briefly summarize your teaching or training experience. If you had to share one piece of advice about how to teach or train effectively, what would it be and why?

Preferred application deadline is October 25th. After that we will continue to accept applications on a rolling basis, with the goal of filling the position ASAP.

What Is Educate! About?

We're ambitious. Are you? Educate! is growing fast, so new opportunities are opening up and expanding all the time. We're inspired by people with drive, and we love to help them reach their full potential. We expect everyone at Educate! to contribute above and beyond their job description, grow



their skills, and advance their careers, and we are committed to supporting our staff members on that journey.

1. **We Put Youth First** - The youth we serve come first. Always. In everything. That means we wake up thinking of ways we can serve youth even better and get the highest impact out of every dollar that we spend. It means Educate! doesn't own a single vehicle, because we'd rather take the bus if it means one more student can participate. It means making every decision like the future depends on it — because if we get our way, it does.
2. **We Are Always Learning** - When you work at Educate!, educating *yourself* is part of your job too. We encourage every employee to find the best book on management; share the latest article on graphic design; bring in your favorite college mentor; or meet the researcher pushing the edge of the field. We are always thirsty for knowledge and love to share.
3. **We Only Solve a Problem Once** - We are allergic to band-aids so we love the person who brings the new system to solve the problem for good, even problems we haven't recognized yet.
4. **We Are Flexible** - We thrive on change — we're driving it. We are growing every day, so we have to adapt quickly to meet new challenges, and our team keeps up.
5. **We Exceed Expectations** - We assume we can achieve the impossible because we already have, year after year. We want our staff to create your own challenges, ask the toughest questions, and dream scary big!

Every person at Educate! — from interns to the executive director — is evaluated by how they live up to these five cultural tenets. They are at the core of how we achieve our mission and why we work as well as we do.

Educate is committed to providing an inclusive and welcoming environment for all who interact in our community. In creating this environment, we encourage people from a variety of cultures, backgrounds and life experiences to join our diverse team.