

Job Announcement

Position: Early Childhood Education (ECE) Trainer – Rubavu

Job Description:

Wellspring is currently working in the District of Rubavu through our School Development Program (SDP) to support educators, leaders, and the school community in the promotion of quality education. The position of Early Childhood Education Trainer is a crucial part of the implementation of this. The role involves walking alongside educators, leaders and parents to equip and support them in the delivery of quality education at the early age, working as part of a team. Almost eighty percent of the trainer's time will be spent on active fieldwork in Rubavu public schools, mostly located in rural parts of Rubavu, in a physically rough environment. The remainder of the time will be spent on focused learning (with peers and management) and fulfilling various administrative responsibilities such as planning and reporting.

Anticipated Start date: April/May 2020

Reporting to: Community Involvement Team Leader/ Rubavu

Working closely with: Program Manager Rubavu, Community Involvement Trainers, Quality Education Trainers, School Communities, Drivers and Operations Team. Teachers, school leaders and parents.

Location: Rubavu – with daily work involving travel to schools all across Rubavu District

Job Responsibilities:

1. Attend and complete all Quality Education training modules to the required standard.
2. Contribute to the design of new ECE training modules.
3. Implement all ECE modules through training and mentoring, meetings, workshops and other program activities in the given school communities according to guidelines, timing, and the required standards.
4. Collect accurate data and produce accurate and timely progress reports as well as other relevant administrative tasks.
5. Provide the required support in our Quality Education and Community Involvement activities.
6. Actively contribute to the growth and health of the organization supporting its vision, mission, core values and objectives.
7. Work well as a team member:
 - a. Building strong relationships with each school community and with all education stakeholders.
 - b. Taking turns in leading meetings and devotions.
 - c. Supporting and encouraging fellow colleagues.

8. Be willing to do any other work related duties including administrative tasks as deemed appropriate by the Line Manager.

Requirements for the role:

Qualifications

1. Recognized qualification, at least at Bachelor's Degree level, in Early Childhood Education (ECE), or Education or another relevant field with a Certificate in Early Childhood Education from a recognized institution (required)

Experience and Skills:

2. At least 3 years' experience of teaching, preferably at pre-primary and primary levels (required)
3. At least 2 years' experience of working with ECE/ ECD and local communities (required)
4. Experience in facilitating participative/interactive training workshops (required)
5. Communicates well in English and Kinyarwanda (oral & written) (required)
6. A good level of IT skills (required)
7. At least 3 years' experience in a leadership position in education (desired)
8. Demonstrates an understanding of the Asset Based Community Development (ABCD) approach (desired)
9. Experience of special needs education (desired)

Personal and Spiritual Qualities:

10. A Christ-centered individual who has the desire to grow in faith (required)
11. Well organized (required)
12. Excellent interpersonal skills: enjoys working with people, encouraging, sharing ideas, motivating, has a positive 'can-do' attitude (required)

To apply, send:

1. Completed Wellspring 'Employment Application Form' (available to download at the RENCP website and as a hard copy Wellspring offices in both Kigali and in Rubavu)
2. A full Curriculum Vitae (CV) with relevant certificates (notified certificates will be required if a candidate is selected, prior to signing a contract)
3. A copy of Identity Card
4. A cover letter explaining why you would like this job and why you are a suitable candidate (maximum 1 A4 page – longer letters will be disregarded)
5. A statement of faith*
6. A signed reference letter from your regular place of worship (church)

Applications can be submitted by email (including scanned documents) or in person in a sealed envelope to the Senior Program Manager/ Rubavu, at either of our Kigali or Rubavu offices:

- The Wellspring Foundation Office, CLA Site, KG 270 Street, off KG 9 Avenue, Nyarutarama, Kigali *Reception: 0788 475 155*
- The Wellspring Foundation Office Rubavu, in Gisenyi Town. *Reception: 0789 719 783*
- Or to this email address: RWrecruitment@thewellspringfoundation.org with 'Rubavu ECE Trainer' as the subject (please sign and then scan your documents before sending as PDF attachments by email)

Closing Date for applications: **Wednesday 18th March 2020, at 5pm**

Provisional date for interviews: March/April 2020

Please note that interviews will take place at our office in Kigali. All applicants will be sent acknowledgement of their application.

After the interview has taken place and before signing a contract, the successful candidate will hand in the following documents:

- A Police Clearance document
- Notified academic qualification papers and relevant certificates

**what is a statement of faith? A statement of faith should describe your Christian faith, your local church involvement, and how you see this as relevant to your involvement with the Wellspring Foundation.*