



Job Announcement

Position: Quality Education Trainer – Gasabo (1 position available)

Job Description:

The Wellspring Foundation for Education is launching a new program, Leading Learning for All (LLFA), in public schools in Gasabo District to support school communities to create a more sustainable, enabling and inclusive learning environment for girls and boys.

The position of Quality Education Trainer will play a key role in the program by empowering educational and schools leaders to lead, coordinate and manage teacher professional development and continuous learning at sector and school levels, and helping to foster viable and lasting partnerships between parents and schools.

As part of the program team, our trainers walk alongside educators and leaders in schools as well as parents in school communities in a coaching and mentoring relationship as well as through workshops and discussions. Therefore, a large proportion of the trainer's time will be on active fieldwork in Gasabo public schools. The remainder of the time will be for learning (with peers and managers) and various administrative responsibilities such as planning, preparing and reporting.

The successful candidate will be a great team player, a highly experienced educator with experience in teacher education, and will work successfully as part of a fun-loving cross-cultural team.

Anticipated start date: Mid April 2021

Reports to: Senior Program Manager/Gasabo

Works closely with: Gasabo District Liaison and Education Specialist, Community Involvement Trainers, Quality Education Trainers, Wellspring Communications Officer, Drivers and Operations Team. School Communities.

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

Job Responsibilities:

1. Be an active team player in the implementation of the innovative Gasabo Leading Learning for All Program
2. Support Gasabo teachers to effectively use learner-centered pedagogy.
3. Work alongside the school leaders, Gasabo Sector Education officers and school-based mentors to empower them in leading and coordinating school-based continuous teacher professional development.
4. Review and gain deeper understanding through the Wellspring Quality Education training modules.
5. Contribute to the design and improvement of educational materials used throughout the program



6. Collect accurate data and produce accurate and timely progress reports as well as conduct other relevant administrative tasks.
7. Provide support as required in other program activities, including but not limited to collaborating with our Community Involvement Trainers and Communications Officer.
8. Work well as a team member:
 - a) Building strong relationships with each school and all education stakeholders
 - b) Taking turns to lead meetings and devotions
 - c) Supporting and encouraging fellow colleagues
9. Carry out other reasonably assigned duties, including but not limited to administrative tasks, to contribute actively to the growth and health of the organisation, supporting its vision, mission, core values and strategic priorities

Requirements for the role

Qualifications

1. At least a Bachelor's Degree in Education or another related field from a recognized institution of higher learning (required)

Professional Experience and Skills

2. At least 5 years' experience in teaching (required)
3. Experience in working with school leaders and coordinating teacher education related activities (required)
4. Experience facilitating participatory/interactive training workshops (required)
5. At least 3 years' experience in a leadership position in education (desired)
6. Communicates well in English and Kinyarwanda (oral & written) (required)
7. A good level of IT skills (required)
8. Experience in working with District and Sector Education officers (desired)
9. Experience in inclusive education practices (desired)
10. Experience in working with school parent communities (desired)
11. Demonstrates an understanding of the Asset Based Community Development (ABCD) approach (desired)

Personal and Spiritual Qualities

12. A Christ-centered individual who has the desire to grow in faith (required)
13. Well organized with effective time and task management skills (required)
14. Excellent interpersonal skills: collaboration and clear communication with people from diverse backgrounds, encouraging, sharing ideas, motivating, (required)
15. A problem solver with a positive 'can-do' attitude (required)
16. Ability to think critically and take initiative (desired)
17. A team-player
18. Willingness to travel on a daily basis, sometimes to particularly rural locations



To apply for this position, send:

1. Completed Wellspring 'Employment Application Form' (available to download at the RENCPC website or by email from RWrecruitment@thewellspringfoundation.org)
2. A cover letter explaining why you would like this job and why you are a suitable candidate (**max 1 page** – longer letters will be rejected)
3. A full Curriculum Vitae (CV) including details of 2 professional referees and 1 referee from your place of worship (**max 3 pages** – longer CVs will be rejected)
4. Scanned copies of relevant certificates (notarized certificates will be required once the candidate is selected)
5. A scanned copy of your ID
6. A statement of faith* (**max 1 page** – longer statements will be rejected)

Applications must be submitted by email (including scanned PDF documents) to the Gasabo Senior Program Manager, at this email address: RWrecruitment@thewellspringfoundation.org with 'Gasabo QE Trainer' as the subject (please sign and then scan your documents before sending as PDF attachments by email).

Closing Date for applications: **Friday 12th March 2021, at 5pm**

Please note that interview and selection day will take place at our office in Gasabo District if Government guidelines allow and in line with the Covid-19 preventative measures.

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

- A Police Clearance document
- Notarized academic qualification papers and relevant certificates
- ID

We thank all candidates for their interest in working with the Wellspring Foundation for Education, but due to large numbers of applications, only successfully shortlisted applicants will be contacted.

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