

LITERACY, LANGUAGE AND LEARNING INITIATIVE

JOB ANNOUNCEMENT

Education Development Center, Inc (EDC) is recruiting position for the USAID funded project, the “Literacy, Language and Learning (L3) Initiative”. The L3 program provides professional development to all P1 to P4 teachers in Rwandan schools.

Title: School Base Mentors Program Task Leader

The incumbent serves as the EDC School Based Mentoring Task Leader responsible for overseeing the implementation of a dynamic school-based mentoring program (SBMP). The School Based Mentoring Task Leader contributes to improving the quality of teaching and learning (Result 1) by ensuring the implementation of a high quality, ongoing teacher training program in effective literacy and numeracy instruction delivered via a national school-based mentoring program. This position reports to Technical Director. This position is located in: Kigali.

Essential functions include [but are not limited to]:

- Developing relationships with Ministry authorities at the national /district level, as well as with local and international NGOs working in the area of mentorship and/or literacy/numeracy instruction
- Coordinate/Communicate with IEE and VSO on the development of Mentor supports and the implementation of the mentoring program nation wide
- Serve as L3 program representative/liaison on School-based mentoring task force/working group
- Work with Ministry counterparts and other technical partners to clarify the roles and responsibilities of national mentors and school based mentors and to identify the essential skills and competencies required to be an effective mentors
- Oversee the development, in collaboration with Ministry counterparts, VSO specialists and other technical partners, of self-directed video modules to support the implementation of a literacy/numeracy focused school-based mentoring program (modules on mentoring/coaching skills and on effective school-based mentoring programs)
- Work with L3 Initiative Literacy/Numeracy Task Leaders as well as Instructional Materials develop an outline story/board for the various literacy/numeracy self-directed video modules
- Work with VSO Video production specialists to produce the various literacy/numeracy self-directed video modules, based on the outlines/story boards developed with L3 initiative staff
- Field test training materials with National mentors and school-based mentors
- During national rollout of L3 initiative, work with Ministry counterparts and other technical partners to put in place an ongoing training program for national mentors and school based mentors
- Develop and implement an SMS-based support and monitoring program for NMs and SBMs
- Monitor quality of SBMP via regular TTC, district and school visits
- Develop monthly and weekly work plans to achieve results of project implementation plan
- Participate in the evaluation of the SBM program
- Conduct these and other tasks in support of the L3 goals.

Qualifications and Requirements

- Undergraduate degree in education-related field; at least 3 years experience in a similar position
- Excellent oral and written communication (English and Kinyarwanda) and interpersonal skills

LITERACY, LANGUAGE AND LEARNING INITIATIVE

- Experience leading the design of training programs and the development of support materials for mentoring/coaching program
- Demonstrated experience and technical expertise relevant to mentoring programs
- Proven experience in leading - and contributing to the work of - a technical team; ability to motivate colleagues and encourage them to produce quality work
- Proven experience developing and fostering effective and collaborative partnerships with Ministry authorities at the national level, as well as local and international NGO partners
- Ability to work under and respect tight deadlines

Application and contact details:

Interested qualified candidates are requested to submit their resumes to LLLApplications@edc.org by **November 18th, 2013 at 17h:00 Kigali Time.**