

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 seven regions in Rwanda with a current staff complement of approximately 50 staff. SCI Rwanda Country Office seeks to hire a qualified, committed and experienced national to fill the following position.

Position: Part-time Signature Programme Senior Advocacy Specialist

This is a Grade 3 position.

PURPOSE OF POSITION:

Reporting to the Education Signature Programme Director, The Senior Advocacy Specialist will be responsible for ensuring effective implementation of the Education Signature Programme's advocacy work and building in-house advocacy capacity. The role will be on a part-time basis, working 25% of all working days per month. The purpose of this role is to ensure that the programme's advocacy strategy is acted upon and support in the implementation of advocacy activities.

MAJOR RESPONSIBILITIES:

1. Advocacy Support

The position is expected to respond to programmatic advocacy opportunities as they arise, including: Making comments on draft policies and other national documents under review;

- Creating/adapting ARR's advocacy materials in order to respond to particular opportunities for meetings and presentations;
- Attending meetings and giving presentations, when necessary;
- Liaise with programme staff to ensure advocacy activities are implemented according to agreed plans; and
- Prepare reports on relevant activities and actions taken.

2. Advocacy Capacity Building

The position is expected to support the building of in-house advocacy capacity, including:

- Provide regular guidance to programme staff to enable them to effectively communicate their messages;
- Provide mentorship and coaching to the Signature Programme Coordinator on carrying out advocacy activities;
- Lead trainings for Save the Children or partner staff, as requested and possible within given time constraints.

JOB REQUIREMENTS:

Essential

- Masters degree in public policy, education or relevant social sciences;
- Demonstrated experience in the field of advocacy and/or policy development;

- Demonstrable understanding of the policy and implementation environment within the Rwandan Education sector;
- Strong analytical and conceptual skills and the ability to think and plan strategically;
- Excellent communication skills, including fluency in written and spoken English and strong inter-personal and advisory skills, including the demonstrated ability to guide and influence colleagues and partners;
- Understanding of and commitment to SCI mission, values and child rights-based programming approaches;
- Ability to work successfully with minimal administrative support and strong IT skills including Microsoft Office, content management systems and web based communication.

Desirable

- Internationally recognised qualification/s relating to Education and/or Public Policy;
- Expertise and understanding of key issues in the field of literacy, the literate environment and/or early grade reading;
- Experience working within the Education sector of Rwanda
- Experience of developing effective working relationships with senior stakeholders from government agencies, international organisations, donors, academics, and opinion-leaders, including successful advocacy and influencing experience.

REQUIRED SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

Honest, encourages openness and transparency

Interested candidates should send an application letter plus an updated Curriculum Vita in English, including 3 names of professional referees to: HR-Rwanda@savethechildren.org before **12th August 2014**. Please mention "Signature Programme Senior Advocacy Specialist " as subject of your mail.

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