

## UMUHUZA - Vacancy Announcement

Umuhuza is a National NGO that strives to create a culture of peace across Rwanda through peaceful conflict management. The organisation has been working since 2005 in Ngororero District and Kigali City on a community outreach programme, focussing on educating parents of young children to promote improved childhood development and create peaceful citizens. Presently, the organisation is expanding to work with Save the Children International (SCI) on a literacy promotion project in Gicumbi District beginning January 2013 and First Read project in Ngororero from January 2014. It is in light of this expansion that the organisation requires the additional Staff.

**Position:** Monitoring and Evaluation, Accountability and Learning Officer "MEAL"(2 post)

**Place of Work:** one post at Gicumbi and another one at Ngororero with frequent travel to Kigali

### Key Responsibilities.

- Compile and analyze quantitative and qualitative program data and contribute into subsequent reporting at the program level;
- Using appropriate software (SPSS, STATA, MS Excel, Atlas.ti or NVivo, analyze quantitative and qualitative programme evaluation data and drafting evaluation report for review by relevant staff at Umuhuza and SCIBe involved in monitoring and reporting upon key learning questions;
- Document good practices, lessons learned and feedback captured from programme participants to influence and guide the design and implementation of our programmes;
- Under close support of hierarchical supervision, develop and administer performance-monitoring tools to track child focused program indicators in line with the program implementation plan.
- Collect and process data on program activities as specified in the detail program implementation plan.
- Compile progress reports for management purposes in line with the implementation plan,
- Umuhuza and donor requirements.
- In collaboration with the Executive Secretary and SCI MEAL team, make research schedules and ensure effective child focused research.
- Constantly verify that information on databases remains correct and secure and provide support to enumerators in the collection of data, as needed.
- Identify capacity gaps and work with the Senior programme officer and SCI MEAL team to build the capacity of the literacy signature program staff to ensure smooth implementation of quality MEAL systems and effective participatory evaluations,
- In close collaboration with Save the Children, contribute to the development of the MEAL (Monitoring, Evaluation, Accountability, and Learning) plan and ensure its effective implementation
- Be the focal point for MEAL between Umuhuza and SCI

### Qualifications & Experience

- University degree in statistics, computer science with education, education or relevant social sciences;
- Experience working in education with relevant MEAL skills;
- Four years of MEAL experience working in planning, monitoring and evaluation, and research in an NGO;
- Proven experience of undertaking evaluations/research or leading evaluation/research teams;
- Proven experience with quantitative and qualitative data collection and analysis;
- Ability to lead and drive the organization towards more action research focused and child-centred integrated programming by using participation and listening to beneficiaries, including children, as one of the main mechanisms for programme implementation;

- Experience using data analysis packages such as SAS or SPSS and database management systems, preferably Access;
- Knowledge of programming skills to import paper-questionnaire into Tablets or personal data assistants (PDA)
- Good technical writing skills and fluency in English, proficiency in Kinyarwanda is also required
- Having Valid driving license, class A.

**Position:** Practitioners (4posts )

**Place of Work:** Ngororero, with frequent travel to Kigali

**Reports to:** Project Officer

### **Key Responsibility.**

- Carry out data collection for the baseline of the First read component in Ngororero;
- Sensitize key stakeholders in community about the First read component;
- Set up accountability and complaints handling mechanisms, under the guidance of the Umuhuza accountability focal person and accountability and quality control advisor;
- Carry out parents' training activities as per project detailed implementation plan;
- Provide ongoing advice and work with volunteers in the implementation of the learning from the training sessions;
- Prepare and submit monthly, quarterly work plans and reports in accordance with the agreed schedules with Project Officer ;
- Highlight early to his/her supervisor any potential constraints to implementation of project, including over or under-spends so that action can be taken to address this;
- Identify and document key lessons learned from the project, including success stories;
- Ensure that implementation remains in line with activity plans and report any challenge or needs identified in the community.

### **Requirements**

High school Diploma;

Ability to develop constructive relationships with a wide range of partners such as children, parents, communities and local authorities;

Proven experience in community facilitation in early childhood;

Proven ability to conduct activities in line with project plan , budgets and timelines;

Willingness to be self sufficient with regard to transport;

Ability to communicate effectively in Kinyarwanda and to be able to communicate in English and French will be advantages;

To be able to work either in Hindiro or in Muhororo Sector.

Have computer skills

**Position:** Project office (1 post )

**Place of Work:** Ngororero, with frequent travel to Kigali

**Reports to:** Program Manager

### **Key Responsibility**

- Mainstream the First Read project within Ngororero education priorities, ensuring that it is well captured in District/Sector performance contracts;
- Sensitization and collaboration of key stakeholders (District, Sector education officers, parents) on the First read project;
- Participate in District and sector education meetings representing First read project;

- Facilitate the regular process of assessment of First read project in Hindiro and Muhororo Sectors;
- Highlight early to Programme manager any potential constraints to implementation of project including any new actor engaged in first read in Ngororero District · Setting up of accountability and complaints handling mechanisms, under the guidance of Umuhuza policy and procedures;
- Ensuring parents' training activities are carried out as per project detailed implementation plan;
- Provision of ongoing advice and support to Parents and practitioners in the implementation of the learning from the training sessions;
- Identification and documentation of key lessons learned from the project, including success stories;
- Familiarity with current Windows operating systems (as applicable) and proficiency in required software, including currently supported versions of Windows applications such as Word, Excel.
- Supervise the monitoring component of the project against agreed project targets and indicators;

### **Requirements**

- University degree in education or social sciences;
- Very good knowledge of the education system and policy in Rwanda;
- Ability to develop constructive relationships with a wide range of partners, including children, parents, communities and local authorities;
- Proven experience in dealing with JADFs and District authorities;
- Good experience in facilitating training sessions;
- Proven ability to deliver projects in line with proposals, budgets and timelines;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing;
- Proven experience of 5 years working with the community and NGOs
- Strong capacity and creativity in leading and facilitating participatory methodologies to meaningfully engage beneficiaries and receiving their feedback, including parents;
- Proven ability to handle challenging workload;
- Possession of a motorcycle license "class A".

**Position:** Driver(1)

**Place of Work:** Gicumbi, with frequent travel to Kigali

**Reports to:** Senior Programme Officer

### **Key Responsibility**

The driver will be responsible for the safe transport of UMUHUZA staff and ensuring the vehicle is properly maintained and kept in good repair. The driver reports on the state of the vehicle to the supervisor.

### **Qualifications & Experience**

- Minimum of 5 years driving experience preferably with NGO;
- Completed Secondary Education or Vocational training;
- Valid driving license, class B;
- Knowledge of Rwanda traffic laws;
- Good Kinyarwanda and / or English communication skills

**Position:** Community Facilitators (2)

**Place of Work:** Gicumbi, with frequent travel to Kigali

**Reports to:** Senior Program Officer

### **Key Responsibility**

- Carry out data collection for the baseline of the Literacy ' Training component in Gicumbi;
- Sensitize key stakeholders at sector and community level about the Literacy' Training component;

- Set up accountability and complaints handling mechanisms, under the guidance of the Umuhuza;
- Carry out parents' training activities as per project detailed implementation plan
- Provide ongoing advice and support to animators in the implementation of the learning from the training sessions;
- Prepare and submit monthly, quarterly work plans and reports in accordance with the agreed schedules with Senior Program officer;
- Monitor progress of the project against agreed project targets and indicators;
- Highlight early to Senior Programme Officer any potential constraints to implementation of project, including over or under-spends so that action can be taken to address this;
- Identify and document key lessons learned from the project, including success stories;

### **Qualifications & Experience**

- High school Diploma in education or social sciences with at least 3 years of experience in social and education field;
- Having background in educations and ability to develop constructive relationships within the communities
- Proven experience in facilitating training sessions;
- Ability to communicate effectively in Kinyarwanda and English: orally and in writing;
- Having a valid driving licence, class A.
- Having computer skills

If you meet all the above criteria, please submit your hard copy of degrees and CV together with a cover letter including telephone and email contact and details of three referees (one of whom should be your current or most recent employer) to **Umuhuza Kigali office near to MINAGRI.**

### **Please note that :**

- The deadline for the submission your application is **27<sup>th</sup> February 2015 at 5:30pm**
- Only short listed candidates will be contacted.
- This announcement is available to [www.umuhuza.org](http://www.umuhuza.org) and [www.rencp.org](http://www.rencp.org)