

JOB ANNOUNCEMENT

JOB FAMILY : Technical/Education
POSITION TITLE : Capacity Building Specialist
GRADE : Seven (7)
REPORTS TO : Project Director, Rwanda MCOP Project
CLASSIFICATION : Local position
LOCATION : FHI 360/Rwanda, Kigali Office

ABOUT FHI 360:

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology – creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories. We are currently seeking qualified candidates for the position of **Capacity Building Specialist**.

PROJECT DESCRIPTION

The USAID-funded Rwanda Mentorship Community of Practice (MCOP) will scale a pilot program to equip all of Rwanda's school-based mentors with the support they need to provide effective assistance to basic education teachers. Through the cost-effective use of ICTs, MCOP will connect mentors with teaching materials, good practices, and a community of peers, strengthening not only their pedagogical and subject knowledge but also their professional identity and self-confidence. MCOP will also work with the Rwanda Education Board (REB) to expand the MCOP model to other educators and to institutionalize project activities within REB.

JOB SUMMARY/RESPONSIBILITIES

The Capacity Building Specialist will be responsible for the institutionalization of MCOP within REB. S/he will work closely with REB staff to co-create and implement a capacity building plan for shifting administrative and technical responsibilities for maintaining and promoting MCOP to REB. The Specialist will also work with other institutions, such as the University of Rwanda College of Education (URCE), as needed for developing capacity to expand MCOP to new educator populations. Specific duties include:

1. Co-create a capacity building plan with REB to build the technical, pedagogical, and administrative departments of REB Teacher Development and Training (TDM) and Information Technology (IT) departments
2. Conduct customized workshops and training sessions for specific staff, and introductory workshops for all REB staff
3. Build capacity at REB in site analytics, community promotion; technical troubleshooting; library taxonomies; and multimedia content development
4. Draft a reference manual on all of the topics listed above



5. Work with other education institutions, such as URCE, as needed to develop capacity to launch and maintain the MCOP model for other educator groups

QUALIFICATIONS

- Master's degree in Management studies or Education, Instructional Technology, Organizational Behavior, Organizational Change, or a related field with experience of 3-5 years in capacity development program(s)
Or
- Bachelor's degree in Management studies or Education, Instructional Technology, Organizational Behavior, Organizational Change, or a related field with experience of 5-8 years in capacity development program(s)
- Demonstrated experience designing capacity building/institutional development plans with partner organizations
- Demonstrated experience developing the capacity of education institutions
- Demonstrated experience developing training curricula, instructional manuals, workshop agendas, training exercises

Interested candidates are requested to:

1. Submit their application no later than **15, 2015** at **16h00** to the address below :

FHI 360
Rwanda Country Office
Immeuble près de St Paul et Eglise Ste Famille
PO.BOX: 3149, Kigali/Rwanda

Or send it on email below:

Rwanda.info@fhi360.org

2. Join with the application letter, the curriculum vitae (CV), copies of certified degrees
3. Include contact information (telephone) and three professional referees.

Note:

1. Only short-listed candidates will be invited for a test and/or an interview.
2. **Please send copies only:** no application's document will be retrieved to the applicants once it has been received by FHI 360.

Kigali, July 3, 2015



Claver Yisa

Project Director, Rwanda MCOP Project
FHI 360 Rwanda

