

JOB OPPORTUNITY

Technical Assistant Socioprofessional inclusion

The Association for the Promotion of Education and Training Abroad (APEFE) is a Belgian organisation that contributes to the analysis, planning and development of capacity-building programs and coordinates all forms of knowledge transfer between the French Community of Belgium, Wallonia and developing countries. In Rwanda, APEFE supports the Workforce Development Authority (WDA) in the reform toward a competency-based Technical and Vocational Education and Training (TVET) with the goal of facilitating a better access to a quality TVET, adapted to labour-market needs, particularly in the Southern Province of Rwanda, and to contribute to increase income opportunities for the Rwandan thanks to the acquisition of competences.

It is in this regard that APEFE is looking for an experienced **Technical Assistant Socioprofessional inclusion** to fill up an immediate vacancy.

Job title: Technical Assistant Socioprofessional inclusion

Report to: APEFE Programme Administrator

Location: Kigali with frequent field visits to the Southern Province of Rwanda

Duration: The contract is expected to start from 15th September 2016 for 3 months

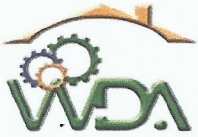
Knowledge and skills:

Serve as **Technical Assistant Socioprofessional Inclusion**. Tasks include:

- Overseeing the implementation of the internship/ industry attachment programme in some TVET Schools;
- Supporting TVET schools in their relation with the private sector;
- Producing visual materials to promote the TVET Reform toward the private sector (leaflet);
- Foster employers' relations through organising events such as meetings and seminars;
- Coaching TVET schools' production units in operationalising their business;
- Overseeing the training of trainers in work readiness and entrepreneurship;
- Collect data and conduct research for Monitoring & Evaluation (M&E) of the Programme;
- Contribute to drafting APEFE Support to TVET Programme final report;
- Perform other tasks within the program's scope of activities, as instructed by the management.

Qualification and experience:

- Bachelor Degree in Economics, Business Administration, Social Sciences, Development Studies, Rural Development studies or Social Work and Social Administration or equivalent from a recognized University/ Institution;
- Have at least 2 years experience in providing technical assistance and/ or advising position in the field of education and/ or labour market;
- Have a proven track record in coaching approach, especially coaching entrepreneurs;
- Previous experience in collecting data and conducting research for monitoring and evaluation;
- Proven track-record of producing reports in various formats;
- Fluency in English and Kinyarwanda, working knowledge of French;
- Excellent written and verbal communication skills;
- Excellent computer skills; experience in layout and design desirable;



How to apply

A resume and a cover letter should be addressed, before **7th September 2016 at 11 a.m.**, to:



A handwritten signature in blue ink, appearing to read 'Agnès Ammeux', is written over a horizontal line.

Ms. Agnès Ammeux
Program Administrator APEFE/Rwanda
KN 7th Road, #39, Nyarugenge, Kigali
Tel: +250 252 571 808

Or by e-mail at: bureau.kigali@apefe.org



Only short-listed candidates will be contacted.

Women are encouraged to apply.