

The Flemish Association for Development Cooperation and Technical Assistance (VVOB) in Rwanda is recruiting an

## Education Manager

in the programmes

*“Umusemburo w'Ireme ry'Uburezi – Leading, Teaching and Learning Together” (2017-2021)*

### Background

VVOB, THE FLEMISH ASSOCIATION FOR DEVELOPMENT COOPERATION AND TECHNICAL ASSISTANCE (VVOB) IS A BELGIAN NON-PROFIT ORGANISATION THAT FOCUSES ON IMPROVING THE QUALITY OF EDUCATION.

In cooperation with Rwanda Education Board (REB), the University of Rwanda – College of Education (URCE) and affiliated Teacher Training Colleges (TTC), VVOB started in 2017 with a new multi-year programme on *Leading, Teaching and Learning Together* (2017-2021). The cooperation programme aims to improve the quality of primary education through improvement of the professional development of school leaders and induction of newly qualified teachers.

At the same time, VVOB aims to expand this programme in Secondary Education and explores other opportunities for strengthening their support to the Rwandan Government.

In this context, VVOB is currently looking for an Education Manager to lead the Education Advisory work. The Education Manager has delegated responsibility over all matters related to technical educational advice of VVOBs country programmes. (S)he reports directly to the Programme Manager (PM).

### Job description

The Education Manager acts as a *Leader and role model, Technical expert and quality caretaker, a Networker* and an *Innovator*. S/he is proactive, takes actions and initiatives whenever necessary to ensure the implementation of high quality education programmes at the VVOB Rwanda office.

More specifically, (S)he:

- **Acts in the role of team leader** and provides direction, instruction and guidance to Result Coordinators and Education Advisors; Ensures effective integration of programme activities with overall programme objectives and guides development across the different result areas of the programmes.
- **Provides authoritative advice/guidance** in development, implementation and evaluation of professional development trajectories of direct beneficiaries of the programmes; Assesses programme effectiveness and advises the PM on progress.
- **Secures cooperation and support** from VVOBs programme partners, i.e. MINEDUC, UR, REB and URCE, as well as at decentralized levels and with external Development Partners; Promotes VVOBs capacity as a reliable partner with national and international counterparts and partners, including donors; Ensures coordination of sectoral activities with VVOBs country programmes; Advocates on behalf of VVOBs goals.

- **Innovates VVOBs country programmes** through identifying opportunities within the education sector in Rwanda and areas for improvement; Recommends new initiatives, designs programme portfolios and develops new programme modalities and concepts; Advises both the Programme Manager and Operations and Finance Manager on systems and procedures within VVOB Rwanda.

The Education Manager performs any other duties assigned by the Programme Manager in line with the position holder's capacities.

The **full Job Description** for this position can be found in **annex** of this vacancy announcement.

<b>Profile</b>
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**Knowledge and experience:**

- Master's degree in education, human sciences, management or equivalent through experience;
- Minimum 5 years of experience in programme management in the education sector in Rwanda (strategy, planning and coordination);
- In depth knowledge of the Rwandan Education Sector, in particular with MINEDUC, REB and/or URCE;
- Working experience in an international (NGO) environment;
- Knowledge of PCM, change management, organizational and institutional capacity development, knowledge management and coaching;
- Experience with or knowledge of advocacy and communication strategies;
- Experience with and knowledge of conducting research is a plus;
- Experience with working in a multicultural team;
- Able and willing to travel in - country and abroad for short periods of time;
- Able to work under pressure.

**Nationality:** Rwandan Citizen

**Language:**

- Fluent in English, with excellent writing and editing skills;
- Fluent in Kinyarwanda;
- French (additional asset).

**Competences:**

- VVOB core competences:
  - Result orientation
  - Continuous improvement
  - Collaboration
- Competencies for TA & management staff:
  - Communication skills: listening, speaking & writing
  - Reliability
  - 360° empathy
  - Creativity
  - Problem analysis & judgement
- Additional competencies for management staff:

- Coaching & guiding
- Delegation
- Strategic networking & partnership building

**Location:** Kigali, Rwanda

Start date: as soon as possible

**We offer:**

- A dynamic working environment in an international context;
- An exciting job with varied responsibilities;
- Professional development opportunities;
- A competitive salary;
- Good primary and secondary benefits (medical insurance package with family coverage, contribution to children school fees, 25 annual leave days,...).

**Procedure:**

Submit a motivation letter and your C.V. by **Friday 28 July 2017** to Mrs. Jeanne d'Arc Usanase [Jeanne.Usanase@vjob.be](mailto:Jeanne.Usanase@vjob.be)

**More info:**

For more info you can contact Mrs. Jeanne d'Arc Usanase [Jeanne.Usanase@vjob.be](mailto:Jeanne.Usanase@vjob.be)

## Annex

### Job Description Education Manager

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#### POSITION IN THE ORGANIZATION

The Education Manager reports directly to the Programme Manager (PM) and, in her/his absence, and in coordination with the Operations and Finance Manager (OFM), takes over PM responsibilities with VVOB Headquarters. (S)he leads the Education Advisory work and as such oversees the work of all Result Coordinators and Education Advisors. Other collaboration lines are shown in the organigram.

#### Purpose of the function

The Education Manager has delegated responsibility over all matters related to technical educational advice of VVOB's country programmes.

As such, the Lead Education Advisor:

- **Acts in the role of team leader** and provides direction, instruction and guidance to the Result Coordinators and Education Advisors; Ensures effective integration of programme activities with overall programme objectives and guides development across the different result areas of the programmes.
- **Provides authoritative advice/guidance** in development, implementation and evaluation of professional development trajectories of direct beneficiaries of the programmes; Assesses programme effectiveness and advises the PM on progress.
- **Secures cooperation and support** from VVOBs programme partners, i.e. MINEDUC, UR, REB and URCE, as well as at decentralized levels and with external Development Partners; Promotes VVOB's capacity as a reliable partner with national and international counterparts and partners, including donors; Ensures coordination of sectoral activities with VVOB's country programmes; Advocates on behalf of VVOB's goals.
- **Innovates VVOB's country programmes** through identifying opportunities within the education sector in Rwanda and areas for improvement; Recommends new initiatives, designs programme portfolios and develops new programme modalities and concepts; Advises both the PM and OFM on systems and procedures within VVOB Rwanda.

To achieve this, the Education Manager acts as a *Leader and role model*, *Technical expert and quality caretaker*, a *Networker* and an *Innovator*. S/he is proactive, takes actions and initiatives whenever necessary to ensure the implementation of high quality education programmes at the VVOB Rwanda office.

### **Result areas:**

**As a leader and role model, the Education Manager provides direction, instruction and guidance to the result coordinators and education advisors and supports the Programme Manager in guiding the VVOB programmes in order to achieve organizational and programmes' results. Tasks include:**

- Ensuring effective integration of programme activities with overall programme objectives through regular consultations with Result Coordinators and Education Advisors;
- Supporting the Programme Manager in the preparation of internal and external technical meetings and in the implementation of planning, monitoring, evaluation, research and sharing (in close collaboration with the MEAL Advisor);
- Supporting the Programme Manager in programme design and policy development for the programmes.

**As a technical expert and quality caretaker, the Education Manager provides authoritative advice/guidance in development, implementation and evaluation of professional development trajectories of direct beneficiaries of the programmes. Tasks include:**

- Overseeing alignment of *development* of professional development trajectories of different target groups of direct beneficiaries, i.e. alignment of development of CPD courses (by URCE and VVOB) and *design* of additional CPD support (by REB and VVOB);
- Overseeing alignment of *implementation* of professional development trajectories of different target groups of direct beneficiaries, i.e. CPD trajectories of Head Teachers, Sector Education Officers, TTC tutors (as trainers), Mentor Teachers, etc.;
- Assessing programme effectiveness in close and regular consultation with Result Coordinators and Education Advisors and advising the PM on progress;
- Assisting the Programme Manager and MEAL advisor in collecting, systemizing, interpreting and communicating relevant data on processes to steer the programme, reporting to the donor and providing input for organizational development purposes, including knowledge management.

**As a networker, the Education Manager secures cooperation and support from VVOB's programme partners, i.e. MINEDUC, REB and URCE, as well as at decentralized levels and with external Development Partners and donors. Tasks include:**

- Representing the programmes to partners and relevant stakeholders in sector meetings (e.g. in Education Sector Working Group and Rwanda Education NGO Coordination Platform);
- Actively engaging in networking with partners, stakeholders and potential donors in function of programme results and organizational goals;
- Developing and overseeing the implementation of a pro-active networking and advocacy strategy for VVOB Rwanda to promote VVOB's capacity as a reliable partner with national and international counterparts and partners, including donors.
- Contributing to internal and external communication and knowledge management.

**As an innovator, the Education Manager innovates VVOB's country programmes through identifying opportunities within the education sector in Rwanda and areas for improvement. Tasks include:**

- Systematic mapping and analysis of opportunities for improvement of current programmes and for new initiatives;
- Design of programme portfolios and developing new programme modalities and concepts;

- Contributing to the development of grant proposals for potential donors.

**The Education Manager performs any other duty assigned by the Programme Manager in line with the position holder's capacities.**

## **PROFILE**

### **Knowledge and experience:**

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**Location:** Kigali, Rwanda