

VVOB- education for development in Rwanda is recruiting a

## Coordinator Online Learning

### Background

VVOB- EDUCATION FOR DEVELOPMENT, 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 a multi-year programme on Leading, Teaching and Learning Together (2017-2021). The cooperation programme aims to improve the quality of primary and secondary education through strengthening the existing education system in Rwanda, with a focus on improvement of the professional development of school leaders and induction of new teachers.

In this context, VVOB is currently looking for a **Coordinator Online Learning** to strengthen our team. (S)he works in a team of Education Advisors and reports directly to the Programme Manager.

### Job description

The Coordinator Online Learning is an education expert with specialisation in online and distance education. The coordinator will oversee the development, implementation and M&E of the online and technology-enhanced components of a Diploma Course on Effective School Leadership, a Certificate Course on Educational Mentoring and Coaching and a Certificate Course on Mentoring, Coaching and Communities of Practice for STEM (Sciences, Technology, Engineering and Maths), in close collaboration with REB and URCE. The coordinator will also support the introduction of ICT in Communities of Practice (CoP) of Head Teachers and teachers.

As a **specialist in online learning and technology-enhanced learning**, the Coordinator Online Learning will play an instrumental role in:

- Developing CPD courses on School Leadership and Teacher Development in blended format, including providing technical support, building the course in a user-friendly and inclusive design, identifying and developing OERs and integrating learning analytics.
- Conducting needs assessments and feasibility studies about e-readiness, infrastructure and e-tutoring.
- Organizing capacity development trajectories for lecturers in online tutoring skills.
- Introducing online tools to foster peer learning in Professional Learning Communities (PLCs).
- Developing Apps for M&E of CoPs.

As an **education specialist**, the Coordinator Online Learning:

- Provides technical advice, guidance and support on technology in education and online learning, consistent with objectives, including exit strategies and tailored to the organizational characteristics of REB and URCE;

- Takes up a variety of roles in the capacity development process of the partners according to the needs of the partner and specific situations and phases of the programmes;
- Builds and maintains strong partnerships with our strategic and operational partners, closely working together with URCE, REB and other development partners.

As a **Quality Caretaker**, the Coordinator Online Learning:

- Guarantees coherence with VVOB's definition of quality education and VVOB's education portfolio, including gender equity;
- Ensures compliance with VVOB's financial policies and guidelines including adherence with accounting principles and requirements and efficient and responsible use of resources;
- Contributes to monitoring, evaluating and reporting on the programme, including gender equity, in close collaboration with the partners;
- Contributes to internal and external knowledge development by systemizing lessons learned and sharing pro-actively lessons learned between partners, colleagues and other VVOB country teams.
- Keeps abreast with policy trends, new developments and latest research and thinking in education and international development by external and internal networking and shares new insights with partners and VVOB colleagues;

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

## Profile

### **Knowledge and experience:**

#### ***Essential:***

- Bachelor's Degree in Education with specialisation in online learning or equivalent by experience
- Min. 3 years of experience in online course design and facilitation
- Proven experience with Moodle or similar online learning platform
- Practical experience with developing online learning content
- Practical experience with using ICTs for education
- An in-depth understanding of the Rwandan education system
- Awareness of latest developments and research in the education sector in general and online learning and technology in education in particular

#### ***Preferable:***

- Master's Degree in education or related field is an asset.
- Experience with working in a multicultural team.

**Nationality:** Rwandan

#### **Languages:**

- Fluent in English, with excellent writing and editing skills
- Fluent in Kinyarwanda

**Competences:**

- VVOB core competences:
  - Result orientation
  - Continuous improvement
  - Cooperation
- Function specific competences
  - Analytical and synthesizing skills
  - Creativity
  - Excellent verbal and written communication skills
  - 360° Empathy
  - Reliability
  - Development oriented

**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 and benefits package;

**How to apply:**

Electronic application Only. Please submit a **motivation letter and a current CV** addressed to VVOB Programme Manager at [recruitment.rwanda@vovob.org](mailto:recruitment.rwanda@vovob.org). Not later than **Tuesday December 3, 2019 at 5PM**. Only shortlisted candidates will be contacted.

**More info:**

For more information contact [recruitment.rwanda@vovob.org](mailto:recruitment.rwanda@vovob.org).