



Job Announcement

Position: Quality Education Trainer – Rubavu (2 positions available)

Job Description:

Wellspring is currently working in the District of Rubavu through our School Development Program (SDP) to support educators, leaders, and the school community in the promotion of quality education. The position of Quality Education Trainer is a crucial part of the implementation of this support. The role involves walking alongside educators and leaders in schools to equip and support them in the delivery of quality education, as part of a team. Almost eighty percent of the trainer's time will be spent on active fieldwork in Rubavu public schools, mostly located in rural parts of Rubavu, in a physically rough environment. The remainder of the time will be spent in focused learning (with peers and management) and fulfilling various administrative responsibilities such as planning and reporting.

Anticipated Start date: April/May 2020

Reporting to: Quality Education Team Leader/ Rubavu

Working closely with: Program Manager Rubavu, Community Involvement Trainers, Quality Education Trainers, School Communities, Drivers and Operations Team. Teachers, school leaders and parents.

Location: Rubavu – with daily work involving travel to schools all across Rubavu District

Job Responsibilities:

1. Attend and complete all Quality Education training modules to the required standard.
2. Implement all Quality Education modules through training and mentoring, workshops, meetings and other program activities in the given schools according to the guidelines, timing and required standards.
3. Collect accurate data and produce accurate and timely progress reports as well as other relevant administrative tasks.
4. Provide the required support in our ECE and other program activities.
5. Actively contribute to the growth and health of the organization; supporting its vision, mission, core values and objectives.
6. Work well as a team member:
 - a. Building strong relationships with each school and all education stakeholders
 - b. Taking turns in leading meetings and devotions
 - c. Supporting and encouraging fellow colleagues
7. Be willing to conduct other work-related duties including administrative tasks as deemed appropriate by the Line Manager.

Requirements for the role

Qualifications

1. Recognized qualification, at least at Bachelor's Degree level, in Education or another relevant field (required)

Experience and Skills

2. At least 3 years' experience in teaching (required)
3. Experience in facilitating participative/interactive training workshops (required)
4. At least 3 years' experience in an education leadership position in education (desired)
5. Communicates well in English and Kinyarwanda (oral & written) (required)
6. A good level of IT skills (required)
7. Demonstrates an understanding of the Asset Based Community Development (ABCD) approach (desired)
8. Experience of special needs education (desired)

Personal and Spiritual Qualities

9. A Christ-centered individual who has the desire to grow in faith (required)
10. Well organized (required)
11. Excellent interpersonal skills: enjoys working with people, encouraging, sharing ideas, motivating, has a positive 'can-do' attitude (required)

To apply, send:

1. Completed Wellspring 'Employment Application Form' (available to download on the RENCP website and as a hard copy at Wellspring offices in both Kigali and in Rubavu)
2. A full Curriculum Vitae (CV) with relevant certificates (notified certificates will be required if a candidate is selected, prior to signing a contract)
3. A copy of Identity Card
4. A cover letter explaining why you would like this job and why you are a suitable candidate (max 1 A4 page – longer letters will be disregarded)
5. A statement of faith*
6. A signed reference letter from your regular place of worship (church)

Applications can be submitted by email (including scanned documents) or in person in a sealed envelope to Senior Program Manager/ Rubavu, at either of our Kigali or Rubavu offices:

- The Wellspring Foundation Office, CLA Site, KG 270 Street, off KG 9 Avenue, Nyarutarama, Kigali. Reception: 0788 475 155
- The Wellspring Foundation Office Rubavu, in Gisenyi Town. Reception: 0789 719 783;
- Or to this email address: RWrecruitment@thewellspringfoundation.org with 'Rubavu QE Trainer' as the subject (please sign and then scan your documents before sending as PDF attachments by email)

Closing Date for applications: **Wednesday 18th March 2020, at 5pm**

Provisional date for interviews: March/April 2020

Please note that interviews will take place at our office in Kigali. All applicants will be sent acknowledgement of their application.

After the interview has taken place and before signing a contract, the successful candidate will submit the following documents:

- A Police Clearance document
- Notified academic qualification papers and relevant certificates

**what is a statement of faith? A statement of faith should describe your Christian faith, your local church involvement, and how you see this as relevant to your involvement with the Wellspring Foundation.*