

JOB POSTING – Education Officer, Rwanda

Organization:	Right to Play – Rwanda
Department/Division:	Programs
Work location:	Kigali, Rwanda
Authorized to work in:	Rwanda (Eligible to work legally without requiring sponsorship or work permit)
Target Start Date:	January 2023
Contract Duration:	1 Year contract with possibility of renewal based on performance and availability of funding.
Closing Date:	Open until position is filled

BACKGROUND:

Right To Play (RTP) is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we help 2.3 million children to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across Africa, Asia, Europe, the Middle East and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Education Officer reports directly to the Program Manager and is working to integrate Right To Play’s methodologies in academic and co-curricular curriculum of District and national boards/agencies. The incumbent supports the Program Manager in the coordination of Education programming in country as needed. He/she provides solutions to promote activity based learning and other effective tools for enhancing knowledge and skills among children and youth in Right To Play’s existing and prospective project locations. In collaboration with the MEL team, the Education Officer is also responsible for undertaking analysis of results related to education from Right To Play’s interventions, and additionally brings innovative knowledge to organization’s approaches.

PRIMARY RESPONSIBILITIES:

1.	<p>Integration of play-based learning in local and international education</p> <ul style="list-style-type: none"> • Develops and promotes support-materials for incorporating activity-based learning methods for teachers. • Acts as the focal point for integrating RTP's methodology in curricula and/or teacher training practices of local and/or national education systems. • Develops tools for effective skills and knowledge delivery for partner schools, in coordination with Training officers. • Coordinates with training focal points in country and at HQ to assess needs of teachers and teaching methodologies in order to design trainings for education departments, Education District Officers, and teachers. • Works closely with Ministry of Education technical bodies, namely Rwanda Basic Education Board, National Examination and School Inspection Authority, University of Rwanda-College of Education and other key partners to integrate RTP's methodology into curriculum, text books and class room teaching. • Coordinates with the Program Manager and HQ team on the development of education and training materials. 	40%
2.	<p>Program management and coordination</p> <ul style="list-style-type: none"> • Designs, plans, implements projects in aspects related to enhanced learning and education. • Ensures the use of integrated learning activities in schools where RTP is implementing activities. • Ensures the program is implemented according to approved activity plans and budgets. • Supports the development of the program reports. • With regard to education related indicators, supports Monitoring, Evaluation and Learning Officer in monitoring and evaluating the outcomes from RTP's activities with children and youth and trainings to partner organizations; circulates the findings and suggests best practices. • Undertakes field visits to interact with children, youth, coaches, teachers, education officials and project staff, and identifies best practices and recommendations for sharing with Program team. • Suggests solutions to expand and deepen RTP's approaches at all levels. 	35%
3.	<p>Advocacy and strengthening/developing partnerships</p> <ul style="list-style-type: none"> • Develops strong relationships with existing and potential partners in education sector to promote RTP's approach and results. 	20%



	<ul style="list-style-type: none"> • Develops memorandum of understanding with implementing and strategic partners and oversees implementation accordingly. • Promotes knowledge of RTP mandate and values through responsible representation of RTP amongst all stakeholders and potential partners involved in education work. • Represents RTP at various platforms. 	
4.	Performs other duties as assigned.	5%

I. MINIMUM QUALIFICATIONS (Must have)

(A) EDUCATION/TRAINING/CERTIFICATION

Master’s degree in social work, development, education or related discipline.

(B) EXPERIENCE

5 years’ experience in planning, managing, and monitoring education programs including coordinating with various stakeholders specially teachers and education institutions and writing project proposals and reports.

(C) COMPETENCIES /PERSONAL ATTRIBUTES

- Strong coordination and communication skills at all levels
- Ability to work independently with minimal supervision
- Ability to adapt to a changing environment and be flexible
- Ability to work well under pressure and meet tight deadlines
- Ability to set priorities and act accordingly
- Ability to exercise discretion and good judgment
- A strong team player, cooperative and participatory
- Ability to initiate and deliver proactive, cost-effective and creative solutions
- Problem solving skills
- Comfortable in initiating and fostering relationships with new/multiple stakeholders

(D) TECHNICAL SKILLS

- Ability to develop curriculum in teacher training programs
- Good understanding of curriculum development and teacher training
- Excellent computer skills including Microsoft Word, Excel, and PowerPoint
- Excellent report and proposal writing skills



(E) LANGUAGES

Fluency in spoken and written English and local language(s). French is also required for Francophone countries.

II. DESIRED QUALIFICATIONS (An Asset)

Sound knowledge of education system in the local country.

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including personal learning and development days.

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) to upload your resume and cover letter in English not later than **4th December 2022 at 5pm CAT**.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory reference check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.