



Job opportunity

Project Coordinator - Education Advisor

Early Childhood Education

Rwanda

Deadline for applications: 3th December 2021

VVOB is an international NGO with programmes and projects in 10 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

*VVOB is currently looking for a **Project Coordinator-Education Advisor, ECE** for a regional multi-country project (covering Zambia, Rwanda, and Uganda) focusing on play-based emergent literacy and numeracy development (2021- 2025).*

Do you want to take on this challenge? Then continue reading!

VVOB in Rwanda is implementing an Early Childhood Education project 'IT'S PLAY' (Improving Teaching Skills on Playful Learning for Africa's Youngest).

At a time when pre-primary school enrolments in Zambia, Rwanda and Uganda are steadily increasing, and despite many qualitative advances in this field, there also seems to be a tendency towards more academic forms of early childhood education (ECE). Driven by the desire of parents, teachers and administrators to prepare children for primary school early, ECE learners are often taught academic grade 1 skills like reading, writing and mathematics. Such academic forms of early childhood education largely do not take into account the developmental stages of young children, and neither lead to learning nor contribute to the pre-skills children need in order to fare well in Grade 1 of primary. In order to bridge the gap between this desire to prepare children early and more age-appropriate forms of ECE, VVOB's multi-country programme will strengthen Learning Through Play in early childhood education in Rwanda and harness the power of play-based learning to develop emergent literacy and numeracy skills in young children.

For more information on VVOB in Rwanda and our programmes, including IT'S PLAY project, please visit our [website](#).

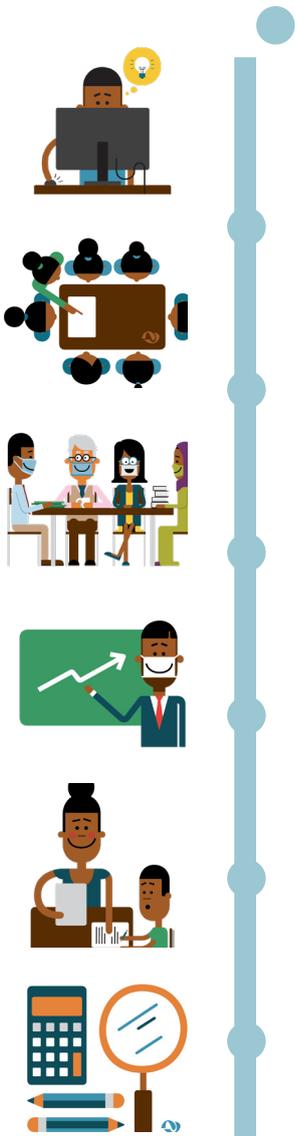
The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

As the project coordinator you contribute to this ambition and these values by coordinating a specific project and ensuring the impact, sustainability, relevance, efficiency, and effectiveness of a certain project.



The Project Coordinator-Education Advisor, ECE reports to the head of the education department (Education Manager) and is part of the education department. Within the specific ITS PLAY project, you are responsible for coordinating (no direct management) all the needed resources for this project (technical and operational). Through the respective line managers, strategic advisors, and other project coordinators, you work closely with all the other functional departments in VVOB Rwanda.

If you're our Project Coordinator-Education Advisor, ECE, your work week at the office will include the following highlights:

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- You have an online meeting with the multi-country (Rwanda, Zambia, Uganda) ITS PLAY team, to jointly work on the project deliverables, giving an update on the development of the professional development trajectories for TTC Tutors and the development of CPD materials for teachers/ Head Teachers.
 - You have a meeting with representatives from the ministry of education, Rwanda Basic Education Board, NESAs and NCDA in Rwanda to present an overview of the ITS PLAY project in Rwanda, to advocate for their close collaboration in the planning, design and development of an institutionalized Teacher Professional Development plan for in-service ECE teachers
 - Lunch! A perfect time to nurture relationships with other education advisors in the VVOB in Rwanda team and to have an informal exchange on best practices.
 - You prepare a presentation to share the first lessons learned and results from programme implementation with VVOB colleagues and international partners during an online Community of Practice meeting.
 - You work on finalizing the facilitation plans for an upcoming ECE workshop for TTC tutors including training materials that demonstrate and develop learning through play skills for the tutors.
 - You have a meeting with the MEL advisor based in Zambia on the development and testing of an observation tool for ECE teachers on emergent numeracy development of young learners. You discuss how e-monitoring tools can be used to track quarterly reach of ITS PLAY in Rwanda.
 - You work on the ITS PLAY project reporting for submission to the donor including the financial and narrative reports.

Still on board? You might just be the person we need... Read on for the specifics.

1. You ensure good project management, including amongst others: annual work plans, project budgeting, monitoring, document management and a timely realization of key milestones and final project outcomes.
2. You technically advise, guide, motivate and support colleagues to contribute to project results.
3. You identify and communicate needed project-related information towards a wide range of stakeholders (internal and external partners, donors, VVOB regionally and globally)
4. You offer ECE technical advice, guidance, and support in relation to capacity development trajectories and project results.

As the Project Coordinator-Education Advisor ECE, you will also perform any other duty assigned by supervisors in line with the position holder's capacities.

Competency profile

VVOB Core competences: (Level 1 = Basic; Level 2 = Intermediate; Level 3 = advanced)

Competence	Level
Cooperation	2
Continuous Improvement	2
Result Orientation	3

Role competences:

Competence	Level
Reliability	2
Giving Direction	2
Communication skills	3
Agility	2
Vision building	2



Who are you?

Your expertise and experience:

- You have master's degree in early childhood education, social sciences or education, or equivalent experience.
- Experience in project coordination and project management (planning, budgeting, monitoring and report writing),
- Experience working to strengthen government systems and structures (preferable).
- At least 5 years working experience in formal early childhood education systems.
- At least 2 years working experience in the international development sector.
- Experience with change management and capacity development processes in the context of educational systems
- Theoretical and practical knowledge of play-based methodologies in early childhood education.
- Knowledge of and experience with emergent skills development in ECE (emergent numeracy is a plus)
- Knowledge of and experience with developing and implementing professional development trajectories for a wide range of education stakeholders (TTC tutors, educational leaders, school leaders, and government partners).
- Excellent command of the English language (verbal and written) Good command of Kinyarwanda, the medium of instruction in ECE in Rwanda;
- Excellent computer skills in a full range of software, including: MS Office (Word, Excel, Outlook, PowerPoint), Adobe Photoshop and/or other graphics programs, digital mediums and social media tools.
- Experience with working in a multicultural team.
- Able and willing to travel frequently for short periods of time.

Nationality: Rwandan national

Location: Kigali, Rwanda

Start date: as soon as possible



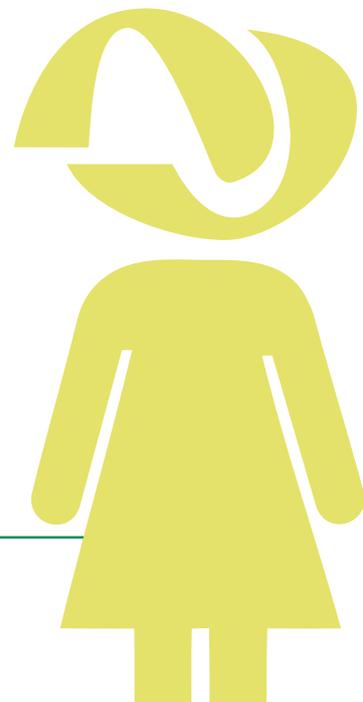
What we're offering:

- A dynamic working environment in an international context
- An exciting job with varied responsibilities
- Professional development opportunities
- A competitive salary and benefits package

What's next?

Only Electronic applications will be considered. Submit a motivation letter clearly telling us why you are suitable for this position, and a current CV addressed to VVOB Country Programmes Manager to recruitment.rwanda@vvob.org no later than 3th December 2021 at 5PM (Rwanda time).

More info: For more information, please contact recruitment.rwanda@vvob.org





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