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| **TITLE:** District Officer – Early Childhood Development **(ECD**) | |
| **TEAM/PROJECT:** Education | **LOCATION:** TBD |
| **GRADE**:4 | **CONTRACT LENGTH:** 4 years |
| **CHILD SAFEGUARDING: (select only one)**  Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The Project Officer-Early Childhood Development will be responsible for implementing designated Early Childhood development interventions or the EOF outcomes-based programme in the Eastern Province of Rwanda in collaboration with Project team, stakeholders (Internal/external), partners under the guidance of the technical line manager. The Project Officer will collaborate with Project Manager and other counterpart officers to ensure integrations and SCI program synergies.  The project officer will oversee all of the project’s interventions in community based ECDs on implementation and delivery to ensure effectively owned and managed project support system and provide effective and regular professional support to the respective teams from different institutions within the project targeted areas.  He/she will report on the progress of activities on weekly, monthly and quarterly basis to the line manager. | |
| **SCOPE OF ROLE:**  **Reports to:** Project Manager  **Staff reporting to this post**: None  **Staffs directly interacting with this post**: ECD Project Manager, Other ECD Officers, ZOOSC District Officers | |
| **KEY AREAS OF ACCOUNTABILITY**  **Operational Responsibilities**   * Prepare detailed action plans and ensure that Program is implemented in accordance with the work plans with the involvement of partners and concerned stakeholders at all levels * Lead the design of the caregivers training plan for ECD program * Sensitize key stakeholders at District and sector/Cell level about early learning and the Emergent Literacy and Math Initiative * Support established accountability and complaints handling mechanisms, under the guidance of the SC Rwanda accountability focal person * Sensitize key stakeholders at District and sector and cell level at Advancing School Readiness in Rwanda, * Provide ongoing advice and support to Local and District Authorities, Parents Groups, and caregivers in community based ECDs and school leaders from the nearby school to enable them to fulfil their respective roles in implementation of the project. * Conduct regular visits to the community based ECDs, providing mentoring to teachers on the implementation of early literacy and math concepts and practice in community based ECDs. * Prepare and submit weekly and monthly work plans and reports in accordance with the agreed schedules with Project Manager. * Initiate and follow-up procurement and distribution of required supplies, in line with Save the Children procedures and in collaboration with the Project Manager, Admin and Logistics. * Monitor progress of the project against agreed project targets and indicators. * Highlight early to Project Manager any potential constraints to implementation of project; * Identify and document key lessons learned from the project, including success stories; * Represent Save the Children in relevant Sector and District meetings (and national meetings when requested by Project Manager) * Prepare detailed action plans and ensure that Program is implemented in accordance with the work plans with the involvement of partners and concerned stakeholders at all levels * Liaise directly with community leaders, NCDA staff at district level and local authorities, as well as other agencies operating in targeted project sites regularly to ensure coordination and effective implementation of activities * Ensure timely procurement, development, distribution and utilization of teaching and learning materials to use in ECD centers. * Identifying project related training gaps in community based ECDs, planning, implementation, ensuring quality of the training and write training reports. | |

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| **BEHAVIOURS (Values in Practice**) **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values. * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. * widely shares their personal vision for Save the Children, engages and motivates others. * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters. * values diversity, sees it as a source of competitive strength. * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions. * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity. |
| **Qualifications**   * Bachelor’s degree/Diploma in education preferably Early Childhood Education. |
| **Qualification and Experience**  **Essential**  · University degree in education or social sciences.  · Experience working with NGOs.  · Good knowledge of principles and practice of Early Childhood Development, experience working in the ECD field preferred.  · Ability to develop constructive relationships with a wide range of partners, including children, communities and local authorities.  · Proven ability to deliver projects in line with proposals, budgets and timelines.  · Experience of facilitating participatory planning and monitoring.  · Strong analytical skills and creativity.  · Ability to self-manage and to work effectively with very limited supervision (willingness to work alone in a Sector without office back up support);  · Willingness to be self-sufficient with regard to transport.  · Ability to communicate effectively in Kinyarwanda and English: Orally and in writing  **Desirable**   * Computer skills * Reporting skills * Knowledge on Early Childhood Education * Communication skills * Interpersonal skills * TOT skills |

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| * SCI common approaches especially ready to learn * Basic pedagogical skills on Early childhood Education |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Adult Safeguarding.**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy, all employees are also expected to carry out their duties in accordance with SCI protection from sexual exploitation abuse. |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **Diversity, Equity, and Inclusion**  At SCI, we uphold the principle of equal rights and opportunities for all our employees. In our commitment to fostering a more inclusive workplace and addressing gender gaps, we have implemented additional efforts aimed at supporting female qualified candidates: -   * Maternity leave (6 months) * Annual Leave 30 working days |