

JOB DESCRIPTION FOR TECHNICAL LEAD

Organization Background: Education Development Center (EDC) is one of the world's leading non-profit research and development firms. Established in 1958, EDC's work spans the globe, joining research with practice to meet today's and tomorrow's challenges in education, health promotion, technology, human rights, and the environment. EDC's services include research, training and technical assistance, and educational materials, with activities ranging from seed projects to large-scale national and international initiatives. While the issues we confront are complex, all that we do is united by one simple conviction: Learning is the liberating force in human development.

Project Background: This is a 2-year project, funded by *Mastercard Foundation*, that will support and work closely with Rwanda Polytechnic (RP) and Rwanda TVET Board (RTB) to help strengthen existing e-learning initiatives by focusing on transferable employability skills, trade-based technical skills, as well as remote support to students during their internships and/or industrial attachment.

Summary of Position: The Technical Lead will be responsible for overseeing and ensuring high technical quality of the overall technical activities of the project from the conceptualization of e-learning materials to their production or creation to the roll out or implementation of the e-learning materials in schools with trainers and students at IPRCs and TVET schools.

This position reports to the Deputy Chief of Party and is based in Kigali.

Essential functions include (but are not limited to):

- Lead and ensure that all the project goals are met through activities implementation.
- Lead the Project activities plan development (*annual plan, quarterly plan and monthly plan*) and implementation.
- Oversee, coordinate, and ensure the quality of the materials content development process as well as the production of all digital materials whether internally developed, produced by a project partner, or outsourced to video production, illustration, or audio recording companies.
- Lead the design and implementation of the development process of e-learning materials and on their integration in RP/RTB training approaches, in collaboration with Rwanda Polytechnic /Rwanda TVET Board.
- Oversee the entire process to follow up with and support trainers in the use of e-learning materials across all participating schools and IPRCs, helping ensure quality implementation, strengthening implementation, documenting lessons learned, and informing further development of e-learning materials.
- Lead the revision and improvement of previous e-learning materials based on school test results.
- Model and foster close collaboration with project partners and focal technical teams in Rwanda Polytechnic (RP) and Rwanda TVET Board (RTB) for the advancement of all project components.
- Engage effectively with various project departments, such as Monitoring and Evaluation and Outreach and Communications to ensure relevant and timeline data collection and communications.

- Identify leverage opportunities from other departments and project partners on the production and rollout of e-learning materials and capacity building of RP/RTB.
- Identify issues and risks related to project implementation on time, and suggest mitigation strategies or appropriate adjustments to the Project leadership.
- Establish and maintain effective reporting and internal communication
- Ensure timely and accurate reports that meet donor requirements.

Qualifications and Requirements:

- Bachelor's Degree in education or related field
- A minimum of 5 years of experience leading technical work involving the development of education materials
- Strong coordination and organizational skills
- Experience working with a team
- Experience working with youth
- Clear communicator, fluent in both English and Kinyarwanda
- Able to work effectively in groups

Application process: Interested candidates should submit their application via email ryp@edc.org addressed to the EDC Country Director, including a CV and Cover letter, not later than October 1st, 2021 midnight.

Please note that only shortlisted candidates will be contacted.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women and persons with disabilities are encouraged to apply.