***This position is contingent upon donor approval and funding***

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| **TITLE:**  Market Systems Development Technical Advisor |
| **PROGRAMME** | **LOCATION: Kigali** |
| **GRADE**: 2 | **CONTRACT LENGTH: N/A** |
| **CHILD SAFEGUARDING:** 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:** Save the Children is seeking a Market Systems Development Technical Advisor for the three-year USAID-funded Teaching and Learning Materials (TLM) Market Systems in Rwanda. The Activity aims to strengthen the book supply chain to increase the quantity, quality, affordability, and accessibility of books and other physical and digital reading materials in schools, homes, and communities. By working to improve the capacity and systems of key actors along the book chain, such as the Rwandan Ministry of Education (MINEDUC) and the private sector, while simultaneously strengthening linkages between these actors, this Activity will improve the sustainability of the Rwandan book supply chain. The Market Systems Development Technical Advisor reports directly to the Chief of Party (COP) and ensures technical implementation of high impact, proven interventions that meet stated goals and reporting requirements. The MSD Advisor will work closely with the Book Chain Advisor to identify and address inefficiencies in markets within the Book Supply Chain in Rwanda.In the event of a major humanitarian emergency, the role holder might work outside the normal job description and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** N/A**Staff directly reporting to this post: NA** |
| **KEY AREAS OF ACCOUNTABILITY:** * In collaboration with the COP, ensure that the program is delivered according to the contractual requirement with the donor and government i.e. that all activities and deliverables are completed within the agreed timescale and budget, reports are submitted per agreed schedules and any other requirements or criteria are fulfilled.
* Identify root causes and inefficiencies in the selected markets to inform implementation
* Support the Rwanda Children’s Book Organization (RCBO) and the Rwanda Education Board (REB) Curriculum Teaching and Learning Resources Department (CTLRD) to establish around book access points nationwide and provide in-depth analysis to ensure sustainability and scalability.
* Provide technical support to agencies under the Ministry of Education and its implementing partners.
* Support Book Chain stakeholders to develop strategies to secure markets and grow to meet the market demand.
* Maintain good working relationships with government officials, ministries, implementing partners, book sector actors, and the international and local NGO community.
* Coordinate closely with the SC offices in administrative and HR matters, especially regarding operations and financial matters as they relate to the program.
* Attend and actively participate in periodic program meetings and ensure a summary of progress and challenges are documented and presented with follow-up actions as required.

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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
* Always acts in the best interests of children
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| **QUALIFICATIONS, EXPERIENCE AND SKILLS*** Master’s Degree in education, international development, marketing, entrepreneurship and other related field or other related field is preferred; Bachelor’s Degree is required.
* Minimum of five of professional experience in marketing, business development, and/or access to finance in a relevant field; with a minimum of three years of work experience in the region, ideally in Rwanda.
* At least three years of demonstrated experience in managing and supervising a team.
* Demonstrated ability to work effectively with private sector entities, particularly at the sub-national level.
* Good understanding of enterprise development including financing, sales, and marketing with teaching and learning materials.
* Understanding of USAID approaches to private sector development.
* Experience coaching, mentoring and strengthening the capacity of private sector entities to identify market opportunities, produce high-quality TLM and/or manage the growth and development of their business.
* Experience conducting market research and implementing advertising strategies based on study results.
* Strengths in inspiring and enabling others through teamwork, training, and capacity development to realize organizational objectives.
* Excellent oral and written communication skills in English.
* Experience working with public-private partnerships.
* Knowledge of Kinyarwanda will be considered an asset.
* Familiarity with the political, social, and cultural context of Rwanda.
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| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |