



## Job Description

**Title of Assignment:** Technical assistance to the Rwanda Basic Education Board to strengthen operations of the upgraded Teacher Management Information System (TMIS)

**Job Title:** Consultant

**Work Location:** Kigali, Rwanda

**Duration:** 6 Months

**Start date: From** As soon as possible

**Reports to:** Research and Policy Manager or delegate

Innovations for Poverty Action (IPA) is an international research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA has been engaging with Rwanda's Ministry of Education and Rwanda Education Board since 2013, a collaborative partnership underpinned by a Memorandum of Understanding. In early 2019 the Cabinet of the Government of Rwanda approved the decision for the Rwanda Basic Education Board to take a coordinating role in the recruitment and placement of teachers across the country. IPA has been requested for technical assistance to support the Teacher Management and Staffing Unit to implement the centralization of teacher recruitment and placement and to operationalize Teacher management Information system (TMIS).

Through that collaboration with the Ministry and Development partners (WB and UNICEF), IPA has started the process of upgrading and operationalizing the Teacher Management Information System (TMIS) in February 2022. A lot of work has been done and TMIS is operational at all levels. It is therefore important to keep strengthening the usage and maintenance of TMIS, provide technical assistance to the users and add any other additional modules based on the user demands and REB needs.

In that regard- IPA is seeking a highly motivated and competent consultant to support the ministry to strengthen data and the systems.

**Responsibilities include:**

- Ensure the maintenance of the upgraded TMIS database and portal.
- Ensure the fully operational of all updated modules (post management, teacher transfer, teacher registration, suspension & termination, placement list approval process and teacher CPDs modules ) in TMIS;
- Provide technical support to all users (REB, MINECOFIN, District, School officials) on a daily basis;
- Develop and share technical document of the upgraded TMIS based on the template from the Ministry of Education;
- Improve and develop the whole user manual and training materials to all users;
- Incorporate all the important operational reports and make it accessible to all users;
- Improve and update the TMIS dashboard and make it accessible to all users;
- Plan and implement the integration of TMIS with other systems;
- With the request of REB, develop and incorporate additional modules (Teacher licensing, teacher performance & promotion & categorization and teacher incentives);
- With all guidance and inputs from MINEDUC and REB staff, elaborate codes that would fix any identified issues/gaps on the upgraded modules;
- Organize and facilitate the workshops to ensure that the knowledge on the upgraded modules is shared to the users;
- Ensure effective communication and collaboration with TMIS focal persons from REB, MINEDUC and IPA;
- Elaborate and share the needs to ensure the strong system infrastructure, security and data protection.

**Qualifications:**

- Bachelors' or Master's degree in related fields, such as Software engineering and data management;
- Up to three years of software development experience mainly having worked on the Management Information System with government agencies and international organizations;
- Capable of organizing and facilitating training on information and data management systems and the use of ICT;
- Knowledge of the Rwandan Education system is an asset;
- Strong written and oral communication skills and complete fluency in English is required;

- Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies required; developing country experience required;
- Full stack software developer and fluent in using advanced programming language and Database Management Systems; Preferred technologies (React Js, Node Js, Angular, MySQL, MS SQL server & MongoDB);
- Quantitative skills; working knowledge of Stata or R is a plus;
- An analytical mind, ability to interpret and organize data;
- Resourcefulness in coming up with solutions to new challenges, especially, in software and programming.
- Flexible and proactive work ethic with a demonstrated interest in the vision and mission of IPA.

**Additional Desired Qualifications:**

- Experience with electronic data collection platforms.
- Demonstrated ability to work with donors and/or partner organizations.
- Experience with presenting research findings at public forums, including to non-research focused audiences, is preferred.
- Add recommendation letter from the same service rendered.
- Mention expected daily rate tax inclusive. (Note the tax rate is 15%)

**How to apply:**

**Interested applicants meeting the requirements should** be submitted to the following email: [RWA\\_proposals@poverty-action.org](mailto:RWA_proposals@poverty-action.org) remember to attach the letter of expression of the interest, CV, and Degree(s).

***APPLICATIONS CLOSE AT 5 PM RWANDA TIME ON 28<sup>th</sup> February 2023 LATE APPLICATIONS WILL NOT BE CONSIDERED. DUE TO THE LARGE VOLUME OF APPLICATIONS, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.***