



ECD Field Officer, Burera

Job Description

Who we are:

Help a Child (Red een Kind) is an international, Christian Organization headquartered in the Netherlands, operating in Rwanda since 2008 with the mission to provide a future for children in need, their family and their entire community. Help a Child has identified Early Childhood Development (ECD) as a priority area in its long-term strategy 2018-2024, and 2025-2035. Consequently, HaC Rwanda has been deeply engaged in this educational sector, both at the community level through local partners and nationally by supporting Rwanda Education Board (REB) and Teacher Training Colleges (TTCs).

HaC Rwanda is actively pursuing funding opportunities to further expand its ECD initiatives. In this regards, HaC Rwanda has been instrumental in implementing ECD programs, contributing significantly to the development of ECD centers and capacity building for ECD teachers, caregivers, parents, and communities at large. Through a successful tender process initiated by UNICEF in 2023, Help a Child will implement an ECD program “Niga Neza Nkina project” in Burera District for a duration of 18 months, starting from April 15th 2024, aiming to improve learning through play in school and community-based ECD centers.

Job Title/position:

Early Childhood Development (ECD) Capacity Building Officer for Niga Neza Nkina in Burera District

Job Description:

The ECD Field Officer will be the main person responsible for implementation of the Niga Neza Nkina (N3) project activities funded by UNICEF on a day-to-day basis in Burera district. S/he will build relationships with all involved stakeholders and coordinate their participation in project activities so that targets are achieved on time. S/he will also be accountable for requesting and reporting on use of funds and activities executed for the project. The Field Officer will use his/her expertise in early childhood development and play-based education to build the capacity of ECD teachers, parents, management committee members, and the community at large to deliver high quality, holistic play-based ECD services. For all aspects of the project, the Field Officer is expected to identify challenges observed at field level and promptly share any concerns with HaC Rwanda's Kigali-based management team so that solutions can be found in a swift manner. The Field Officer will be HaC's representative within Burera District and as such is expected to raise the visibility and reputation of HaC as an ECD-expert partner through effective networking and turning the rehabilitated ECD centers into positive examples for the neighboring community.

Location:

Burera District, Rwanda

Detailed Responsibilities:

- **Enhancing School Readiness:** The ECD Capacity Building Officer will lead efforts to establish safe, playful, and nurturing environments for young children in both school and community-based ECD facilities. This includes facilitating the implementation of strategies to improve school readiness among children transitioning to primary school.
- **Building Capacity:** The Officer will provide training and support to teachers, caregivers, local education officials, and school leaders on implementing Learning through Play (LTP) methodologies. This involves equipping stakeholders with the necessary skills and knowledge to effectively incorporate play-based learning techniques into their educational practices.
- **Facilitating ECD and Primary Schools Clustering:** The Officer will play a key role in establishing connections between community-based ECD centers and public primary schools. This collaborative effort aims to maximize government support in providing materials, funding, and

salary payments for teachers/caregivers, thereby ensuring the sustainability and quality of the program.

- Regular Monitoring and Reporting: The Officer will be responsible for conducting regular monitoring activities to assess the progress and impact of the intervention. This includes documenting lessons learned, compiling data, and preparing reports to be submitted to Help a Child country office.

Qualifications:

- Bachelor's degree in Education, Early Childhood Development, or a related field
- Minimum 5 years teaching experience with at least 3 years at the lower primary level
- Minimum 2 years experience working for an NGO on direct project implementation
- Minimum of 3 years of experience in ECD programming or capacity building initiatives
- Strong understanding of play-based learning methodologies and their application in early childhood education
- Specialized early childhood education training
- Experience acting as a peer mentor (Previous role as REB mentor is preferred)
- Demonstrated success facilitating trainings
- Excellent communication and facilitation skills, with the ability to engage diverse stakeholders
- Proven experience in project monitoring, data collection, and reporting
- Previous involvement with community-based ECD centers
- Competent with Microsoft Office programs
- Valid driver's license Class A or B
- Fluency in English and Kinyarwanda; knowledge of French is an advantage
- Experience working on donor funded (especially UNICEF) projects would be a plus

Skills and Competencies

- Pedagogical Expertise: Proficient in diverse teaching methodologies and strategies, with a strong understanding of pedagogical principles.

Passionate about ECE and knowledgeable about children's play-based learning.

- Leadership and Motivation: Capable of leading and motivating teams, with proven leadership skills guiding fellow teachers toward improved teaching practices.
- Interpersonal Skills: Strong interpersonal and relationship-building skills, including the ability to network with high-level donors and government authorities.
- Data Management: Skill, interest, or previous experience in data collection, entry, and analysis.
- Teaching Methodologies: Skilled at utilizing play-based, student-centered, and active teaching methods for pre-primary, lower primary, and adult learners.
- Constructive Feedback: Able to provide feedback in a supportive manner, fostering a positive and collaborative learning environment.
- Communication Skills: Excellent English and Kinyarwanda oral and writing skills. Effective communicator capable of articulating ideas clearly and providing constructive feedback to teachers.
- Adaptability: Demonstrated ability to adapt teaching approaches to diverse learning styles and challenges within the Rwandan educational context.
- Mentorship: Experience in mentoring and coaching teachers, promoting a collaborative and supportive learning environment.
- Continuous Learning: Commitment to ongoing professional development and staying abreast of current educational trends.

Benefits and Perks:

- This position offers an exciting opportunity to contribute to the improvement of early childhood education outcomes in Rwanda and make a meaningful impact on the lives of children and communities.

Help a Child promotes equal Opportunity and Inclusive Workplace:

Help a Child Rwanda is an equal opportunity employer and is committed to promoting diversity and inclusion in the workplace. We encourage applications from qualified individuals regardless of gender identity, and we particularly welcome applications from candidates residing in Burera District.

Application Process:

Interested candidates are invited to submit their CV, a cover letter detailing their relevant experience, to vacancies@hacrwanda.org by 30 April 2024.

Please include "ECD Field Officer" in the subject line. **ECD Field Officer,
Burera**

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