

VSO Rwanda

JOB DESCRIPTION

<b>Job title:</b>	<b>Technical Advisor – Inclusive Education</b>	<b>Responsible to:</b>	Head of Programmes
<b>Service duration:</b>	Open-ended contingent upon continued funding and performance	<b>Duty Station/Location:</b>	Kigali
<b>Role purpose:</b>	To provide technical leadership and guidance for the development and implementation of inclusive education strategy, with a focus on technical leadership of inclusion of marginalised children, particularly leading the implementation of the Building Learning Foundations Disability Intervention. The post holder will work closely with head of programs, to ensure quality of design and delivering of inclusive education programmes and actively contribute to business development, resource mobilisation and external engagement toward VSO Rwanda’s goals to ensure that all children have access to inclusive education services, especially children with special needs.		

<b>Responsibilities:</b>	<b>Skills, Knowledge &amp; Experience Required:</b>
<p><b>Team Leadership and Quality Assurance:</b></p> <p>For the Building Learning Foundations (BLF) Disability Intervention and as directed for other project:</p> <ul style="list-style-type: none"> <li>• Provide strategic and technical inputs in designing and implementation of the project ensuring alignment with inclusive education principles (e.g. Universal Design for Learning principles).</li> <li>• Facilitate interactive technical training for international and national volunteers and project staff Develop extensive, well-structured, and clear written guidance and tools for project staff, volunteers and primary stakeholders in line with quality standards.</li> <li>• Facilitate effective integration and coordination of the BLF Disability Intervention with the wider BLF programme and effective programmatic linkages between VSO’s other education projects</li> <li>• Periodically travel to project sites to coach and mentor project staff and volunteers, and engage with primary stakeholders and partners, both to support the programme implementation as well as to ensure quality programme delivery.</li> <li>• Lead donor management and reporting requirements as directed.</li> <li>• In collaboration with M&amp;E Advisor effectively support and manage the delivery of the volunteers, the project manager, and officers through setting and monitoring of KPIs and ensuring on project delivery meets the expected standards.</li> <li>• Provide quality assurance through the review of project outputs, key milestones, M&amp;E plans, including quarterly and annual reports, documentation and other requirements.</li> <li>• Support programme and project budgeting in collaboration with the project Managers, procurement and finance functions.</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Education degree preferably with school level teaching experience at the start of career.</li> <li>• At least 10 years’ work experience working the field of education including in the INGO or donor environment and excellent experience of development and implementation of education projects and/or programmes.</li> <li>• Demonstrable technical expertise in education beyond an academic setting particularly in the areas of provision for children with special educational needs, inclusive and learner-centred teaching methodology, school leadership, education management, research and policy, girl’s education and inclusive education in general.</li> <li>• Proven knowledge and experience of Education quality improvement programmes with sound programmatic understanding of special education needs, pre-primary, primary education, and its equity elements.</li> <li>• Broadly well-informed about the education development sector in Rwanda.</li> <li>• Demonstrated analytical skills for strategic thinking, policy engagement, and programme delivery.</li> <li>• Knowledge, experience and skills for planning and facilitating high-quality, interactive training programmes and review meetings.</li> <li>• Knowledge, experience and skills for delivery of coaching and mentoring.</li> </ul>

**Inclusive education Strategy development:**

- As a technical advisor (TA) responsible of inclusion of children with disabilities, initiate development of inclusive education thematic strategy in collaboration with other TAs by considering VSO's Global inclusive education pathways and guidance.
- Develop key inclusive education strategic standards and key performance indicators to inform programmes/projects formulation, implementation, review and learning.
- Put in place relevant inclusive education programme targets including the plan to achieve it by coordinating the required advice and support within the wider global team.
- Collaborate and engage with other key functions in the country office and with the global team to coordinate efforts, to mobilise different resources, enhance feasibility and promote knowledge management in the area of inclusive education, especially in relation to the BLF Disability Intervention.

**Partnership and Networking:**

- Develop external engagement approached with key stakeholders in inclusive education to enhance advocacy and reach great impact, especially in relation the BLF Disability Intervention
- Increase VSO Rwanda's visibility with line Ministry, and donors, and other actors in inclusive education sector.
- Represent VSO in education sector working groups and promote VSO's approaches to inclusion of children with disabilities and learning from n BLF Disability Intervention.

**Business Development and Resource Mobilisation:**

- Lead and collaborate with other technical advisors on the development of technically sound concept notes and project proposals for the inclusive education sector and achieve a stable pipeline for program growth.
- Lead on and collaborate with the business development team to come up with feasible funding strategy for the education program.
- Play a crucial role in fundraising processes for inclusive education sector.
- Strengthen formal and informal relationships and networking with relevant civil society organisations donor organisations, professional associations to explore and effectively responds to funding opportunities.

**Knowledge development, Evidence Generation:**

For the Building Learning Foundations (BLF) Disability Intervention and as directed for other projects:

- Lead the generation of knowledge products, publications and documentation of the programme including preparation of project briefs and evidence to support the programme direction.

- Demonstrated experience in managing and working with teams of multi-disciplinary professions and cultures.
- Excellent communication (written and oral) and interpersonal skills, particularly in a cross-cultural environment able to work with a diverse support team and volunteers.
- Sound level of programme delivery experience.
- A good understanding of Universal Design for Learning (UDL) framework.

**Desirable:**

- Active participant in technical working groups and well informed of Education thematic areas including, but not limited to, special education needs, education in emergency, and pre-primary and primary education.
- Already established professional relationship with education sector such as, Districts, REB and MINEDUC.
- Well-established business development and resource mobilisation experience with proven track record of achievement.
- Proven record of high-level strategic engagement with donors, academia, development partners and government institutions.
- Technical knowledge of M&E.
- Significant level of understanding of the country context in VSO Rwanda target locations.
- Budget and grants development and management skills.
- Experience of using Washington Group of Questions to identify children's disabilities and designing whole school approach to inclusion of children with disabilities.

**Ability to demonstrate:**

- Excellent advisory skills for the education sector and able to achieve positive change in education delivery teams.
- Communication - Excellent verbal and written communications and report writing skills.
- Representation and negotiation skills – ability to negotiate difficult deals and maintain relations with stakeholders.
- Planning and Time Management – Excellent in prioritising tasks, time management, effective while working under pressure with tight deadlines

- Provide leadership in documenting and scaling up promising practices in education with special focus on integration of children with disabilities.
- Engage with research and knowledge generating institutions to ensure VSO's developmental added value is recognised widely.
- Engage in relevant policy fora at national and international level to connect VSO's programme delivery outcomes to build up the evidence base for relevant policy and its implementation.
- Take part in the VSO global education community of practice (COP) and share lessons and learnings with the community of practice members and inclusive education practice area team.
- Contribute to VSO's global evidence and learning exercises.

**Other Duties**

- Actively contribute towards the development and effective implementation of VSO-RWANDA Country Strategy Plan and work closely and collaboratively to assist VSO-RWANDA in delivering its objectives.
- Fulfill other appropriate level responsibilities as defined by the Country Office from time to time.

- Advanced computer skills in MS Office word, outlook and excel.
- Flexibility to adapt, positive attitude towards change, and constructive and creative approach to problem solving.
- Strong team player.
- Commitment to VSO's values.

***VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy***