

Job Title: Duty of Care and Safeguarding Officer –Twigire Mumikino Rwanda (Let’s Learn Through Play Rwanda) Early Childhood Care & Education Project	Responsible to: LEGO Project Implementation Lead
Responsible for: Project Assistants, Project assigned International Volunteer Advisors and National Volunteers.	Location & Function: Field based (with frequent field travels)
Job Purpose: To execute LEGO project activities in accordance with the implementation plan and in line with donor (LEGO) expectations and VSO Volunteering for Development Approach	
<p>Responsibilities:</p> <ul style="list-style-type: none"> Accountable for project coordination in all Districts ensuring VSO/Donor are well represented Provide programmatic and management support across all locations Ensure successful implementation of TMR project while coordinating with other related VSO Rwanda projects. Ensure compliance with all security, fraud and VSO code of conduct principles <p>Collaborate with multi-disciplinary implementation and global support teams:</p> <ul style="list-style-type: none"> <u>Finance</u>, to ensure VSO systems and processes support effective budget, financial, grant management and donor reporting in all districts. <u>Technical team</u> to ensure project quality assurance <u>People team</u> to ensure competency based safer recruitment practice, talent and performance management support the required capability to implement large and complex grants <u>Legal</u> to ensure compliance with relevant regulatory and due diligence requirements <u>Internal audit and risk</u> to ensure VSO systems and processes support the identification, mitigation and management of risks across the project portfolio. <p>Programme delivery:</p> <ul style="list-style-type: none"> Responsible for effective planning and coordination of all project activities across assigned districts. Ensure effective engagement of district officials and strategic partners in implementing similar programmes Responsible for documenting lessons learnt and reporting progress to primary actors, district local governments, LEGO partners and other relevant stakeholders. Provide inspiring leadership as a member of the country leadership team. Manage VSO performance contracts with the district and represent VSO in JADF activities. Be responsible for RGB reporting in line with reporting requirements in the province. Contribute to the timely execution of baselines, mid-term reviews and end-line evaluations Establish and maintain mutual partnerships with district local governments of assigned districts, LEGO partners and other relevant stakeholders. 	<p>Essential: Practical experience of working in development and a strong understanding and competence in steering quality and complex programmes/ projects in the field.</p> <p>Knowledge/qualifications:</p> <ul style="list-style-type: none"> University degree in the area of Project management, Business Administration, Social Sciences, Education with at least 3 years of work experience. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3-year project management experience in similar education programmes, incl. financial and budget management Proof of successfully managing field-based programmes and adhering to project security, risk management and duty of care principles to the highest international standards. Understanding of social inclusion, social accountability and resilience principles. <p>Skills/Abilities:</p> <ul style="list-style-type: none"> Excellent communication, writing and presentation skills. Ability to analyze, validate and take well informed decisions while under pressure. Proven leadership ability in creating and managing a high performing diverse team in a cross-cultural context Experience in working and leading partnerships and consortia Data and system management; IT literacy (Microsoft, finance, project management software, Salesforce system) <p>Desirable: Practical experience within a volunteering INGO context and managing a volunteer programme. Experience of working in a global organization with matrix or multiple reporting lines.</p>
<p><i>VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we protect children, young people and vulnerable adults from harm and abide by our safeguarding policy</i></p>	