



USAID | RWANDA

FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT: 048-13

OPEN TO: All interested Candidates.

POSITION: A.I.D Project Management Specialist (Basic Education), FSN-11

OPENING DATE: July 19, 2013

CLOSING DATE: August 2, 2013 at 12:00 pm

WORK HOURS: Full-time; 40 hours/week.

BASIC SALARY AND ALLOWANCES PER YEAR: 17,545,013 to 27,506,614 FRW (FSN-11, Steps 1-14)

USAID/Rwanda is seeking an Ordinarily Resident citizen or individual with the required work permit for employment as A.I.D Project Management Specialist (Basic Education). USAID/Rwanda offers an Equal Employment Opportunity (regardless of age, sex, race, handicaps, national origin, etc).

BASIC FUNCTION OF POSITION

The Basic Education Specialist will manage a broad spectrum of activities surrounding USAID/Rwanda's significant new early literacy and numeracy project. S/he is responsible for not only project monitoring and reporting, but for policy dialogue with Ministry, development partners and other education stakeholders. With these other stakeholders, s/he will develop and help advance activities that promote reading and improved learning in Rwanda's primary schools. Technical knowledge of literacy and early learning, technical-level contacts within the Ministry of Education and other education stakeholders, and an ability to independently analyze activities in the education sector, identify opportunities and constraints, and propose a course of action is critical to this position.

A copy of the complete position description listing all duties and responsibilities is available at the USAID/Rwanda Website: www.usaid.gov/rw

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. A Master's degree in a discipline related to education, international development, or other relevant field is required.

2. Four years of progressively responsible experience in development assistance or early grade learning is required. Experience within U.S Government or other donor agencies is also required and should include analysis, the presentation of data, and demonstrated organizational skills.
3. Proficiency in written/spoken English is required. The incumbent must be able to communicate effectively in formal settings in English at a professional level.
4. Understanding of Host Government social, political and cultural characteristics and how to interact with key decision makers in the area of education. A thorough knowledge of the host country's development prospects, practices and actors in the education sector is required. A strong computer literacy in word processing and data collection applications (WORD, EXCEL, etc) is also required.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. If the selected applicant does not fill all the position requirements, he/she may be started at training level. **ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612) from this website: www.usaid.gov/rw
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office (or Executive Office)
USAID/Rwanda, B.P. 2848 Kigali or E-mail: Kigali@usaid.gov

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605 or 2693,

CLOSING DATE FOR THIS POSITION: August 2, 2013 at 12:00 pm

CId: EXO