

# **A.I.D PROJECT MANAGEMENT SPECIALIST**

## **POSITION DESCRIPTION**

### **1. 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.

The position is located in the General Development Office of USAID/Rwanda and is under the supervision of the Supervisory General Development Officer (SGDO) or his/her designee.

### **2. MAJOR DUTIES AND RESPONSIBILITIES**

#### **A) Manage Literacy and Early Grade Learning activities**

- Manages significant new early literacy and numeracy project, ensuring that teacher training, materials development, support to English acquisition, capacity development and equity components result in improved learning outcomes in primary schools. Project management will include activity monitoring, financial tracking and reporting, and monitoring and evaluation of performance.
- Manages USAID-supported project to assess early grade learning and math (EGRA/EGMA). Works with GoR to disseminate and learn from EGRA/EGMA results. Works with GoR and partners on development and institutionalization of a Learning Achievement Rwanda System (LARS).
- Manages other early grade learning and education activities as developed.

#### **B) Develop Strong Working Relationships with Relevant Actors**

- Develops and maintains sound working relationships with senior government officials at the Ministry of Education, including the Teacher Service Commission, General Inspectorate, National Curriculum Development Center; National Exams Council, and Kigali Institute of Education.
- Develops and maintains sound working relationships with staff and programs of local and international NGOs, GOR, and donor agencies that are undertaking education and literacy activities. Actively participates in Rwanda Donor Coordination meetings, the emerging Rwanda

Reads campaign, and otherwise helps to coordinate early literacy and numeracy activities for the Education Sector Working Group.

- Attends Education and Literacy-related workshops and conferences in order to gather information, remain current on sector specific issues, and present USAID programs and policies.
- Monitors and coordinates US Department of Agriculture-funded activities in the education sector, including school feeding.
- Liaises with President's Emergency Plan for AIDS Relief (PEPFAR)-funded education programs benefiting people affected by HIV/AIDS. Briefs Health team on relevant education policy issues that might affect the sub-group receiving support under PEPFAR or other programs.

C) Reporting

- Drafts the Education sections of annual USAID reporting documents such as the Operational Plan and Performance Report. Writes concise project status reports for a management level audience. Prepares USAID documents including procurement requisitions and reports for relevant programs as necessary.

D) Analysis

- Identifies and develops opportunities and assesses constraints within the education sector and recommends methods and strategies to reduce or eliminate these constraints. Drafts Scopes of Work and initiates concepts for new projects. Performs in-depth analysis on various topics including, but not exclusively, early grade learning.

3. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

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

b) Prior Work Experience: At least 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.

c) Post Entry Training: On-the-job training will be provided by the supervisor and agency, including USAID project management training.

d) Language Proficiency: Level IV (fluent) ability is required in written and spoken English. Must be able to communicate effectively in formal settings in English at a professional level.

e) Job Knowledge: 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.

f) Supervision Received: The incumbent will work under direct supervision of the Supervisory General Development Officer or his/her designee. Incumbent will be expected to develop action agendas for review by his/her supervisor and to implement plans with minimal supervision.

4. POSITION ELEMENTS:

a. Supervision Received: The incumbent will work under direct supervision of the Supervisory General Development Officer or his/her designee. Incumbent will be expected to develop action agendas for review by his/her supervisor and to implement plans with minimal supervision.

b. Supervision Exercised: The position is non-supervisory.

c. Available Guidelines: GOR laws and regulations; USAID Automated Directives System (ADS) and USAID/Rwanda Mission Orders.

d. Exercise of Judgment: Considerable discretion and tact are needed. The incumbent must demonstrate the ability to prioritize tasks and exercise good judgment when preparing reports and communicating within the Mission, USAID/W, with host government officials and the private sector.

e. Authority to Make Commitments: The incumbent is not authorized to make commitments on behalf of the U.S Government.

f. Nature, Level, and Purpose of Contacts: Contacts within the Government up to the level of Permanent Secretary, rectors of higher education institutions such as the Kigali Institute of Education are required. Contact with technical-level representatives of various donor and multilateral agencies will also be common. Purpose of contacts will be to concisely present relevant USAID activities and plans in the relevant sectors. PowerPoint presentations and oral briefings are expected. Being able to engage with relevant actors, digest and think critically about technical material and tactfully present one's opinion is crucial. Should be able to advance the goals of relevant projects or activities through gaining cooperation and buy-in from Ministry or donor officials.

g. Time Expected to Reach Full Performance Level: Approximately 1 YEAR.