

# Link Community Development



## Job Description – School Improvement Project Officer – Rwanda

5<sup>th</sup> July 2017

**Organisation:** Link Community Development in partnership with Health Poverty Action

Link Community Development is a family of organisations working to transform education for children and communities across impoverished rural areas of Ethiopia, Ghana, Malawi, Rwanda and Uganda through innovative, low-cost and replicable models.

**Project:** Rwandan Girls' Education and Advancement Programme 2 (REAP2)

REAP 2 will improve the life chances of marginalised girls in 28 poor and rural schools in Nyaruguru District. By improving retention, enrolment, quality, governance and budgeting of education, the project will support girls in particular (as well as boys) to complete a level of education and transition to the next stage of education, to TVET, or employment / livelihood opportunities.

### **Job purpose:**

Based in Health Poverty Action's Huye District office, the School Improvement Project Officer will lead and build capacity to deliver a 'School Performance Review and Gender Audit' process in 28 schools in Nyaruguru District. The aim is to enable school stakeholders to develop and achieve evidence-based School Improvement Plans which improve the quality of education with a particular focus on improving learning outcomes for girls.

**Reporting to:** REAP 2 Project Manager, Health Poverty Action

### **Key areas of responsibility:**

- In partnership with MINEDUC, Rwanda Ministry of Gender and Family Promotion, and Nyaruguru District, develop indicators and tools to measure School Performance.
- Train staff and conduct School Performance Review data collection, processing and analysis, and produce individual School Performance Reports.
- Conduct leadership training and support head teachers to co-facilitate community conferences or "School Performance Appraisal Meetings" (SPAM) for stakeholders to develop a School Improvement Plan (SIP) based on School Performance Reports.
- Support schools to use a gender lens to focus on improving girls' education issues.
- Build school capacity to monitor progress towards the targets set on their SIPs and to revise the targets iteratively based on an annual review.
- Support the school and community to review and monitor School Business spending.
- Build the capacity of the Nyaruguru District Education Office to utilise School Performance data to inform district planning and resource allocation.

### **Person Specification:**

- Strong knowledge of the Rwandan education sector with a focus on school improvement processes, opportunities and challenges.
- Demonstrated track record of bringing about improvements in primary school leadership, management and learning outcomes.

- Experience working in partnership with senior-level government counterparts, particularly in MINEDUC, District Education Offices, Sector Education Officers and the Rwanda Ministry of Gender and Family Promotion.
- Experience developing and using performance indicators and data to bring about improvements in the education sector.
- Strong understanding of gender analysis and the unique challenges girls face in primary school completion and transition.
- Experience of successfully engaging communities to improve services, particularly in education.
- Excellent spoken and written English and Kinyarwanda.

**Application Process:**

Applicants should submit a cover letter outlining how they meet each of the criteria in the Person Specification and a CV. Submissions must be made by email with the subject line “School Improvement Project Officer” to Kate Sykes [kate@lcd.org.uk](mailto:kate@lcd.org.uk) by 5pm on 21<sup>st</sup> July 2017. Only shortlisted candidates will be contacted.