



Job Opportunities

Project profile

Project title: Maman Courage

Location of the project: Bugesera District

Closing date: September 1st, 2021

Project duration: One year

Background

Research for Development (RD Rwanda) is located in Rwanda, Kigali City, Gasabo District, Remera Sector; in Nyarutarama, Po Box: 6174 Kigali-Rwanda. Website: www.rd-rwanda.org, email: rdrwanda@gmail.com

RD Rwanda is a non-profit organization (NGO) created towards the end of 2016 with an ambition to promote social welfare through the research on disease control and prevention, Education; health programs, and economic development initiatives.

RD Rwanda started its work by conducting research on different clinical specialties that focus on people exposed to or already infected with HIV/AIDS and other infectious diseases, promote research in collaboration with universities and other research institutions to develop and compete for grants at the national and international level and assist in the publications in scientific journals, initiate workshops on qualitative data collections, analysis, and interpretation with the target of authoring the scientific papers with the Health Institutions on the non-communicable diseases (NCDs) such as the cancer, cardio vascular complications, data sciences and the information, communication and technologies (ICT) etc. RD Rwanda publications are still in the pipelines and will soon be published.

Since its inception, RD Rwanda has focused its activities in the domain of women empowerment, social protection of vulnerable people, especially young mothers, HIV+ women, children with disabilities, etc. It is against this background that RD Rwanda has

secured the funds from 1000 Hügel e.V., Germany to implement the project called “Maman Courage” targeting young girls from 12 years of age, teenage mothers and their children in Bugesera District over a funding period starting on 01 June 2021 and ending on 31 May 2022. RD Rwanda wishes to recruit self-motivated and qualified people of high integrity to fill the following positions:

1. Training Coordinator (1)

Direct supervisor: Project manager

a) Roles and responsibilities

- Perform all the duties assigned by Maman Courage Project Manager;
- Be in charge of the training centre management on a daily basis;
- Be in charge of coordinating all the activities of the centre;
- Train the beneficiaries on personality development (self-confidence, hygiene, personal health, contraception and family planning); run a business: basics of entrepreneurship, communication, marketing, balance sheets; training for self-employment (capacity building, empowerment, bookkeeping, account management, maths and English, negotiation skills, calculation of costs and prices);
- Prepare course material and activities;
- Help beneficiaries improve their skills via individual and group sessions;
- Check and assess beneficiaries ‘work’;
- Identify students with special requirements and create individualized plans;
- Determine exam and assignment grades;
- Provide feedback based on workload and classroom behavior;
- Keep a record of students’ attendance and grades;
- Manage crises and resolve conflict;
- Collaborate with Maman Courage Project Manager and RD Rwanda staff and administrators to foster a good student experience;
- Report the training reports and beneficiary progress reports to the Project Manager.

b) Basic Requirements

- Having a bachelor’s degree from a recognized university;
- At least 1 year teaching experience in relevant job description;
- Good communication skills (both verbal and written) and strong interpersonal skills;
- Being conversant with English (both written and spoken);

- Ability to prioritize and meet deadline;
- Ability to lead a classroom ;
- Ability to build a good rapport and interact well with students, create a learning environment, good at lesson plan design, able to use varied teaching strategies, able to assess, able to identify student needs and maintain a professional appearance;
- Strong leadership skills;
- Good organizational skills.

2. **Sewing Trainer (1)**

Direct supervisor: Training coordinator

a) **Roles and responsibilities**

- Perform all the duties assigned by Maman Courage Project Manager;
- Teach sewing to students;
- Provide instruction and demonstration of basics, use of basic patterns for bags, cushion covers and clothing items, means for mending damaged clothing/accessories and other alterations and making new clothes for children and adults, basic use, care and maintenance of sewing machine, production of sown products, such as school uniforms, high-visibility waistcoats etc. for sale and to generate income;
- Prepare course material and activities;
- Help beneficiaries improve their skills via individual and group sessions;
- Check and assess beneficiaries 'work;
- Identify students with special requirements and create individualized plans;
- Determine exam and assignment grades;
- Provide feedback based on workload and classroom behavior;
- Keep a record of students' attendance and grades;
- Manage classroom crises and resolve conflict;
- Collaborate with the Training Coordinator, Maman Courage Project Manager and RD Rwanda staff and administrators to foster a good student experience;
- Prepare the training reports and beneficiary progress reports.

b) **Basic Requirements**

- Hold at least a certificate from a sewing training centre or any other recognized institution in relevant job description;

- At least 1 year training experience in relevant job description;
- Experience and proven high-level skills in sewing machine, repair of clothing, and use of patterns for making new clothing items;
- Good communication skills and strong interpersonal skills;
- Ability to prioritize and meet deadline;
- Ability to lead a classroom ;
- Ability to build a good rapport and interact well with students, create a learning environment, good at lesson plan design, able to use varied teaching strategies, able to assess, able to identify student needs and maintain a professional appearance;
- Understanding of basic English;
- Female candidates are encouraged to apply for this post which is in line with the gender agenda and vision of the organization.

3. **Day Care Educator (1)**

Direct supervisor: Training Coordinator

a) Roles and responsibilities

- Supervising and monitoring the safety and welfare of children while their mothers are studying;
- Helping children keep good hygiene;
- Providing care for children, such as setting schedules and routines, and cleaning rooms and toys;
- Preparing and organizing mealtimes and snacks for children;
- Developing and encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.;
- Maintaining a safe workplace by monitoring children for health, behavioural, and emotional issues and reporting concerns to staff and parents;
- Helping children discover new interests by introducing them to different hobbies;
- Ensuring children are learning positive behaviours and providing guidance or approved discipline, as needed;
- Keeping records relating to child care;
- Working with parents to help children progress towards educational and behavioural goals;

- Organizing games for children;
- Keeping the training centre clean and tidy.

b) Basic Requirements

- A bachelor's degree from a well-known university;
- Decisiveness, patience, and stamina to chase after, lift, or carry children;
- Exceptional communication, teaching, and interpersonal skills;
- Strong understanding of stages of childhood development;
- Attentiveness to the needs and safety of children.

Intellectual property

Any concept, handout, guideline or other material developed during the contract and used in a matter of this training will be considered as a property of RD Rwanda.

How to apply?

All interested and qualified candidates who fulfil the requirements set here-in should submit an updated résumé, degrees and/or certificates and a Copy of National Identity accompanied with a cover letter addressed to the Director of Administration and Finance of RD Rwanda in one document to the email address: rdrwanda@gmail.com not later than September 1st, 2021 at 5:00 pm local time.

Only shortlisted candidates will be contacted for interview.



Pascal Uwimana
Director of Administration and Finance

Kigali, on 25 August 2021