

## **Job Description: Technical Program Assistant**

**Organization Background:** Education Development Center (EDC) is one of the world's leading non-profit research and development firms. Established in 1958, EDC's work spans the globe, joining research with practice to meet today's and tomorrow's challenges in education, health promotion, technology, human rights, and the environment. EDC's services include research, training and technical assistance, and educational materials, with activities ranging from seed projects to large-scale national and international initiatives. While the issues we confront are complex, all that we do is united by one simple conviction: Learning is the liberating force in human development.

**Project Background:** The USAID Rwanda Umurimo Kuri Bose (UKB), over the course the next two years, will prepare over 1,500 youth with and without disabilities to enter wage and self-employment. UKB will work with a network of Disabled Person's Organizations (DPOs) in 12 districts in Rwanda to deliver work readiness training to youth, prepare employers to better host youth in workplaces, and to build linkages between youth, communities, and employers to lead to a more inclusive workforce development system. EDC is seeking to hire a technical programs assistant and encourage applicants who are persons with disabilities to apply.

**Summary:** The UKB Technical Program Assistant is responsible for the following:

- 1.) Provide assistance in the implementation and building DPO/Implementing Partner (IP) capacity in monitoring the youth leadership and accompaniment program
- 2.) Provide assistance in the maintenance and training of users on EDC's M&E systems

The Technical Programs Assistant reports to the Program Manager. This position is located in **Kigali**.

### **Essential functions include [but are not limited to]:**

DPO/IP capacity building and management – 100%

- Provide input in the planning and implementation of DPO/IP activities
- Work closely with EDC and major subawardees partners AKA and UPHLS on action planning and managing tasks based on agreed upon timelines developed quarterly
- Provide support to DPOs and IPs in monitoring activities under EDC's WRN/BYOB package, including: work readiness training, work-based learning, and youth leadership and accompaniment program, such as youth leader training and accompaniment meetings;
- In coordination with AKA and IPs, provide a plan for monthly site visits for EDC

- Provide support in adapting materials including but not limited to manuals, guides, and for ToTs
- With the Monitoring and Evaluation (M&E) department, maintain a live database of youth leaders and alumni youth leaders organized by district;
- Assist in developing a quarterly infographic for UKB activity reporting
- Assist in organizing project events in compliance with the Government of Rwanda and EDC COVID-19 guidelines
- Provide input in documenting program innovations, successes, challenges and recommendations for learning purposes;
- Assist in updating social media accounts with regard to program activities under UKB
- Participate in all required UKB meetings, trainings and workshops.
- Provide support to M&E as needed

#### **Qualifications and Requirements:**

- Bachelor's Degree in any of the following field: Social Sciences, Education and ICT;
- Strong facilitation, planning communication skills – verbal and written in both Kinyarwanda and English
- A minimum of two-year work experiences in delivering youth development and employment interventions, preparing and delivering trainings program
- Experiences working with CSOs including Disabled People's Organizations (DPOs) and local government;
- Should possess ICT skills in following MS Word, Excel, PowerPoint and any other relevant software;
- Being an Akazi Kanoze Trainer or Master Trainer is a plus;

**Application process:** Interested candidates should submit their application including a CV and Cover letter via email [ryp@edc.org](mailto:ryp@edc.org) and addressed to the EDC Country Director, not later than February 15, 2021 midnight.

Please note that only shortlisted candidates will be contacted

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment for professional growth, competitive salary and excellent benefits. Women and Persons with disabilities are encouraged to apply.