

<b>Job Description:</b> Project Quality Delivery Manager (PQDM)	<b>Responsible to:</b> Project Implementation Lead (PIL TMR)
<b>Responsible for:</b> Managing 5 Provincial Coordinators within 5 provinces and holding overall monitoring quality implementation of TMR delivered by International and National Volunteers	<b>Location:</b> Kigali with extensive travel through the districts and provinces
<p><b>Job Purpose:</b> Manage the quality implementation of the 4year TMR ECCE Project in Rwanda complying with the donor (LEGO) requirements and VSO Volunteering for Development Approach while continuously adhering to strategic focus for planned inception, implementation, and approaches. The Manager will manage a dedicated team of provincial coordinators responsible for the day to day implementation of the Project, stakeholder, engage rigorous partnership management at provincial, district and sector and ensure safeguarding, duty of care and mitigate fraud.</p>	
<p><b>Responsibilities:</b></p> <p><b>Programme Delivery</b></p> <ul style="list-style-type: none"> <li>• Lead TMR implementation and successful delivery of the project in Rwanda</li> <li>• Ensure timely delivery through respective phases (1-3) and the planned budget in compliance with VSO procedures, donor, and government regulations</li> <li>• Provide technical and programmatic leadership to the Provincial Coordinators to support quality program delivery; work with the project support team to induct, orient and provide on-going support to volunteers and others.</li> <li>• Quality assurance of the project implementation, lead on risk management and donor reporting.</li> <li>• Support PIL in the development and yearly adaptation of the country-specific Theory of Change, workplans, M&amp;E plans, advocacy plans, partner engagement</li> <li>• Strengthen mutual collaboration between stakeholders, VSO, volunteers and CSOs to strengthen project delivery and learning exchange.</li> <li>• Apply VSO people first principles to ensure that staff, volunteers, partners, and school communities are engaged in development, planning, implementation, review and learning processes.</li> </ul> <p><b>Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Project Team Lead, multi- disciplinary country and support teams to share learning and innovations and contribute to programme design</li> </ul> <p><b>Budgeting and Forecasting:</b></p> <ul style="list-style-type: none"> <li>• Develop realistic budgets, ensuring compliance with donor requirements and that resources (volunteers, staff, and materials) are allocated appropriately and achieve value for money, including full participation in the annual budget process.</li> <li>• Ensure effective project management and expenditure within agreed budgets</li> <li>• Ensure VSO's financial and procurement requirements are adhered to by project teams and partners.</li> </ul> <p><b>Monitoring and Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Work with the M&amp;E officer and support in the design and delivery of appropriate M&amp;E mechanisms - in line with the logframe/measurement results framework-lead on documentation of learning, progress, good practices, and impact of the project.</li> </ul>	<p><b>Skills, Knowledge and Experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A relevant degree or equivalent in Project Management, Education, social work, development studies with knowledge and experience of management of Child centered Education development project.</li> <li>• Excellent understanding and significant experience of the project management.</li> <li>• Substantial experience in coordinating and delivering complex Education development programmes and teams, preferably with experience of working with partners and donors.</li> <li>• Experience of coaching and building the capacity of others to enhance quality delivery.</li> <li>• Experience of financial management, including building a budget, monitoring, and managing expenditure. Previous experience of having compiled financial reports.</li> <li>• Excellent verbal and written communication skills and experience of compiling donor reports.</li> <li>• Experience and knowledge of the country of operation.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Practical experience gained within a volunteering/NGO context and working within an international team.</li> <li>• Strong representation and influencing skills to maintain excellent relations with partners, civil society platforms, internal and external stakeholders.</li> </ul>
<p><b>VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy.</b></p>	