

VACANCY – ICT/Coding Initiative Assistant.

ALIGHT works with its partners and constituencies to provide opportunities and expertise to refugees, displaced people and host communities – to better survive conflicts and crisis, and to rebuild lives of dignity, health, security and self-sufficiency. ALIGHT presently works in and with partners in seventeen countries globally. ALIGHT has consistently operated in Rwanda since the year 1994, and today has a strong and committed team of over eight hundred personnel who include full time staff, community mobilizers and incentive workers– implementing programs in Primary Health Care, Reproductive Health, HIV and Nutrition; also Water, Sanitation and Hygiene, Shelter and general Infrastructure, Livelihoods/Economic strengthening, and Sexual and Gender Based Violence Prevention/ Protection. Our work in Rwanda currently covers all the refugee locations and their kind Rwandan-host communities. And we are always looking to expand and, jointly with our partners, offer lasting impact with and for the communities we serve! ALIGHT is looking for a qualified, self-driven and committed individual to join its team as **ICT/Coding Initiative Assistant on Fixed Contract**

PRIMARY PURPOSE OF THE POSITION:

The ICT /Coding Assistant primary role is to coordinate all activities around the ALIGHT-run ICT and Coding training centers in either Nyabiheke or Gihembe sites, as assigned. Notably assure all initiative activities are followed-up and implemented according to set work plan. At site level, the position holder serves as the liaison for ALIGHT site leadership, UN and Rwanda’s MINEMA officials, as well as direct project implementing partners – KLAB, UNHCR, and ALIGHT. S/he is also responsible for site specific report drafting and representation of the initiative, working hand in hand, and in consultation with the Site Manager. The position administratively reports to the assigned Site Manager, with technical support from ICT/Coding Initiative Officer (based in Kigali)

PRIMARY DUTIES & RESPONSIBILITIES

- Under the supervision of the Site Manager, ensure implementation of project work plan, progress tracking and reporting
- Close collaboration with assigned KLAB trainers and focal persons to deliver planned training and ICT activities
- Participate in the implementation of the project marketing activities at assigned site level
- Facilitate planning and delivery of effective orientation for coding school students;
- Support in preparation and submission of monthly report and all updates, documentation as may be required
- Lead ALIGHT efforts in nurturing, coordinating coding school governance committee activities, including convening and attending all governance team meetings at assigned site.
- Contribute in story telling around project customs and partners, providing insights on social media contents.
- In collaboration/supervision with/of the Site Manager, assisting in the orientation of partners visiting or working with the coding school (liaise with the camp authorities to facilitate any visit);
- Plan and execute all activities around the ICT center and coding school premises maintenance and upkeep; and assure the security and safety of the center, fittings and equipment, its activities and participants: Using designated forms, track and record

coding school classes attendance (Teachers and students), insure all coding school students are reminded of turning in assignments;

- Report to the site manager about equipment condition, issue reports on any equipment dysfunction, and request repairs and coordinate maintenance.
 - Execute any other tasks as assigned by the supervisor.
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EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED:

- Minimum Diploma in ICT, Information Science Communication, or directly related field; Bachelors preferred.
 - At least two years relevant working, exposure or internship experience in Software development and similar work-settings;
 - Proficiency in Microsoft Office Suite & overall advanced knowledge in computer applications and usage
 - Conversance with Rwanda ICT models, regulations and training approaches a plus.
 - Excellent organizational skills, with solid written and verbal communication skills.
 - Ability to communicate in spoken and written English with aptitude in reporting are mandatory
 - Working knowledge of Kinyarwanda preferred.
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KEY BEHAVIORS & ABILITIES:

- Commitment to personally champion ALIGHT's program vision and mission and inspire others to do the same.
- High level of flexibility and tolerance to ambiguity
- Ability to work under pressure and adapt to situations as required due to changes on the ground
- Collaborative, results-oriented team member
- Ability to work in a sensitive, multi-cultural context as a respectful team player and manager
- Ability to prioritize multiple tasks and meet deadlines in a dynamic environment
- Ability and willingness to be based full time at, and spend long periods of time in remote field areas, working odd hours or days (including sometime over weekends based on students' needs)

Interested and qualified registered nurses should submit 1page Cover letter, and updated CV (maximum three pages) and names, title and contacts of three professional referees, to include most current employer/supervisor (all in/as one document) - via email only to: **RWJobs@wearealight.org** with the POSITION applied for **clearly indicated in the subject line**. The deadline for submission of applications is **May 28th 2021**. Only shortlisted candidates will be contacted.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.