

FH ASSOCIATION RWANDA (Food for the Hungry)
PO BOX 911 Kigali, Rwanda

VACANCY ANNOUNCEMENT
EARLY CHILDHOOD DEVELOPMENT (ECD) SPECIALIST

ABOUT FH

FH Association (Food for the Hungry) is an International Christian, Relief and Development organization with a vision “**All forms of Poverty ended worldwide**” and a mission; “**Together we follow God’s call responding to human suffering and graduating communities from extreme poverty**”. FH Rwanda operates in Kamonyi, Ruhango, Muhanga, Gatsibo and Nyagatare districts and is looking forward to expanding its interventions in Ngororero district. Our Head Office is located at Umuyenzi Piazza, 2nd Floor, Kisimenti – Remera.

We are seeking to hire a qualified, dedicated and experienced Rwandan National for the “**Early Childhood Development (ECD) Specialist**” position to support our Program interventions. The position holder shall be based in Kigali Office with frequent travels to the field.

PURPOSE OF THE POSITION

The Early Childhood Development (ECD) Specialist will provide effective capacities and technical guidance in the design, implementation, monitoring and evaluation for the ECD component in FH programs that include: the strategic planning, increasing funding portfolio through proposal development, networking and fundraising. He/She has the responsibility to provide technical support, quality improvement, represent FH in ECD national level technical working groups and in resource mobilization for this sector.

MAIN KEY RESULTS

Program development and technical support (40%)

- Lead, implement, monitor and evaluate Early Childhood Development (ECD) related strategies (especially child and mother nutrition) and other matters to ensure that CFCT approach is embedded in ECD programs
- Design innovated projects with an emphasis on nutrition, peace building around ECD and scale them up to increase local and external program income as well as to reach more vulnerable children and their families;
- Lead in development of contextual analyses of ECD issues affecting the country and particularly the target groups;
- Raise ECD related matters and evidence based advocacy targeting Government staff and community leaders to increase their knowledge, funding capacity in best practices and gender related issues in ECD.
- Participate in budget processes and periodic budget reviews for ECD related activities and oversee ECD budgets and expenditures to ensure their alignment with the required standards
- Prepare monthly, quarterly and annual work plans and donor reports as per agreed formats;
- Design and coordinate market assessments, feasibility studies, baseline and end of project evaluations;
- Organize regular team meetings, making sure they are participatory and end up with agreed action points aimed at continuous improvement of FH’s ECD programs.
- Train staff on ECD Country Program, also train partners including parents (moral duty bearers) and principle duty bearers on better child rearing practices (nutrition, family planning, social and emotional care for children including children with special needs)

- Facilitate the implementation of communication for behavior improvement to mitigate poor understanding of the importance of communities including duty bearers towards Early Childhood Development and to protect children at the ECD centers and beyond

Resource Mobilization (30%)

- Support the Program Manager in identifying needs, providing necessary information for resource development and securing donor funding in accordance with budget targets and maintaining a diversity of future funding options for the office;
- Support FH Rwanda's resource development efforts through needs assessments and designing of ECD project concepts and proposals, including log frames, budgets and supporting documentation;
- Lead in the development of country fundraising strategy for ECD sector;
- Support the Program Manager in resolving diverse and occasionally complex problems related to funding and donor relationship management.

External Relations (30%)

- Liaise with other development organizations as well as the government to build partnership/alliances and come up with innovative and comprehensive interventions for ECD including both nutrition, peace building and hardware components.
- Ensure FH Rwanda is well represented in major ECD networks/platforms at Community, national and regional Levels and in donor meetings.
- Strengthen linkages and foster working relations with civil society organizations, government representatives, private sector and community-based organizations in this ECD sector;
- Select intervention sites, expansion areas and (new) program partners based in consultation with the Program Manager;
- Initiate and manage existing partnerships.

JOB REQUIREMENTS

- Postgraduate degree in children and mother Nutrition, Early Childhood Development, Education, Development studies or related fields
- At least 8 years working experience in early childhood development, nutrition, participatory approaches, community mobilization for development, project management or similar position.
- Working experience in a similar role and experience in working with bilateral organizations or INGOs would be an added advantage.
- Demonstrable experience in fundraising through donor networking, development of concept notes and proposals;

OTHER ESSENTIAL REQUIREMENTS

- Vibrant Personal Relationship with Christ
- Knowledge and experience working with other cultures
- Good skills in proposal development and reporting
- Knowledge in Early child education, nutrition as well as on human right based approach to development
- Technical knowledge in nutrition, education, social protection, gender issues and environment
- Experience with working with local governments, donors and local communities;
- Diplomacy, tactical and negotiating skills;
- Proven experience in managing donor relationships including private donors
- Ability to represent FH in high-level meetings with donors, local Churches and local government.
- Have analytical and problem-solving skills
- Computer proficiency: MS Word, Excel, Access, e-mail, internet

HOW TO APPLY

Interested and qualified candidates should fill in the Job Application Form and attach their cover letter and updated CV/Resume with three professional referees (including email address and day telephone contacts), not later than **11th June 2021** using the following link: <http://41.216.97.161/fhrjobs/>

Note:

- Only short listed candidates will be contacted
- If any issues are experienced, please contact us separately at rwanada@fh.org
- The filling of this position is subject to Contingency Fund

FH Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

Done at Kigali on 27th May 2021

