

Terms of Reference:

TVET Partnership Coordinator

TVET Quality Management (TQUM) Project

1. Description

- Title: TVET Partnership Coordinator
- Location: Rwanda Polytechnic Single Project Implementation Unit, Kigali, Rwanda
- Organisation: Korea Tech University & CANDLE Consulting
- Supervisor: Project Leader - TQUM
- Duration: 6 Months (Renewable)

2. Background

Rwanda has achieved rapid and steady development for the past two decades. However, the unemployment rate has been high, and most of those in employment have still worked in poor conditions. The majority of youth has been less capacitated to meet the demand of labour markets. These challenges have been likely to come from the quality in Technical Vocational Education and Training (TVET), especially including inadequate curricula in relation to labour market demands, ineffective quality assurance and insufficient number of qualified teachers. In these regards, the Government of Rwanda (GoR) has made significant efforts to improve equitable access to relevant, high-quality and demand-driven TVET programmes, through its Education Sector Strategic Plan (ESSP) and related strategies.

To implement the ESSP and strategies, TVET Quality Management (TQUM) Project is established under the strong partnership between the GoR and KOICA (Korea International Cooperation Agency). The main objective of the TQUM is to provide high quality and relevant TVET in order to produce competent graduates to meet labour market demands in Rwanda. The main components of the TQUM are (a) to strengthen TVET competency-based curriculum development framework, (b) to enhance TVET competency-based training and assessment implementation framework and (c) to improve capacities of human resources in curriculum, training and assessment. The total budget of the TQUM is USD 9,000,000, and the implementation period is up to December 2024.

3. Duties and Accountabilities

Partnership Coordinator will be a member of the TQUM project. Under supervision and leadership of Project Leader, she or he perform a leading role in partnership management and administrative duties for the TQUM project. Duties and accountabilities will include, but not be limited to, the followings:

Partnership management for the TQUM project

- Planning, coordinating and managing effective partnership with stakeholders, including GoR counterparts, TVET institutions, development partners, industries, implementers and the internal team members, with respects to the TQUM project.
- Developing and managing the TQUM partnership tools for internal and/or external communication.

Administrative, financial and logistical management

- Managing any logistical and administrative tasks for the TQUM activities.
- Ensuring liaison with the internal team members and/or stakeholders, regarding the TQUM schedules, information, documents and/or tasks.
- Properly assisting in accounting tasks of the TQUM financial management.
- Assisting in coordination and implementation of the TQUM action plans

Document Management

- Professionally filing and managing both soft and hard documents for the project.
- Receiving and dispatching both letters and e-mails for the project.
- Assisting in any documentation works, such as writing official letters and reading documents in Kinyarwanda.

Schedule Management for the project

- Manage and arrange the schedules of the project team.
- Prepare and support the arrangement of the meetings, missions, workshops, travels and other events for the project activities.
- Receive and orient the visitors for the project managers

4. Selection Criteria

Education

- At least, Bachelor's degree or equivalent degree in public administration, business management, development studies, accounting or related fields is essential.
- TVET Trainer Certificate, Senior TVET Trainer Certificate and/or TVET School Management and Leadership Certificate are significant advantages.
- Certificates related to TVET, monitoring & evaluation and/or project management are advantages.

Experience

- A minimum of three (3) years of professional experience is essential.
- Verifiable experience working for international development partners is essential.
- Verifiable experience working for TVET institutions and/or projects is essential.
- Verifiable experience working in East African countries, especially including Rwanda, is an advantage.
- Verifiable experience working with multi-stakeholders, such as GoR, development partners, TVET institutions, industries and/or private companies is an advantage.

Skills and Attitude

- Excellent skills in developing and managing partnership with multi-stakeholders, including GoR, development partners, TVET institutions, industries and/or private companies, are essential.
- Excellent skills in effective communications using ICT tools with the internal and external stakeholders are essential.
- Good skills in financial monitoring for project implementation are significant advantages.
- Proficiency in English with excellent written and spoken communication is essential.
- Excellent computer literacy, especially for the MS Word, Excel and Power Point, is essential.
- Abilities to work in complex environments with multiple tasks, competing priorities, and short deadlines are desirable.
- Excellent and timely reporting skills are essential.
- Collaboration and cooperation skills to stakeholders, including but not limited to government officers, Development Partners, school managers, facilitators and the internal team, are essential.
- Compliance with standards, protocols, regulations and hierarchy in the GoR and the TQUM is desirable.
- Service-oriented skills with enthusiastic attitude to join the TQUM is desirable.

- Ability to undertake field visits is desirable.

5. Application Procedures

Interested candidates are required to submit the following documents:

- The C.V. (must be written within three (3) pages in English otherwise the application will be disqualified.)
- The Cover Letter (must be written within one (1) page in English otherwise the application will be disqualified.)
- The copies of degree certificates and related certificates in the relevant field. (otherwise, the application will be disqualified.)

The schedule of the application procedures is the following:

- Application Closing Date: 31 October 2021 (the candidates that do not meet the date will be disqualified.)
- Written Exam Date: 5 November 2021 (the candidates that do not show up will be disqualified.)
- Oral Exam Date: 11 November 2021 (the candidates that do not show up will be disqualified.)
- Tentative Contract Date: 15 November 2021

Please note that only successful candidates will be contacted for the qualified candidates.

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