



## **Innovations for Poverty Action (IPA) STARS Associate Manager**

- **Location:** Kigali, Rwanda
- **Deadline to apply:** 5 PM 30<sup>th</sup> August 2022, applications will be reviewed on a rolling basis
- **Length of Commitment:** 1-year renewable
- **Desired start date:** ASAP
- **Reports to:** Research & Policy Manager

**Application materials: All applicants must complete and submit their resume and cover letter to the address indicated below.**

Innovations for Poverty Action was established in Rwanda in 2013 and has 10 active projects spanning across Education, Agriculture, Finance and Health. With 15 full time staff, a network of part-time field numerators of over 300, IPA Rwanda predominantly implements Randomized Control Trails in collaboration with leading Rwandan and international academics, the Government of Rwanda and other development NGOs to evaluate the impact of new development concepts to help inform future government policy and development projects.

### **Project and position summary:**

The STARS Associate Manager will be responsible for the end-to-end management of the STARS program execution including scope, delivery, finance and coordination with embedded staff, and key relationships within the central government and districts. This role will work with MINEDUC and other key partners to support the implementation of a governance structure for government ownership and scalability, oversee the field execution of program interventions for the successful implementation of the STARS program; and build, engage and nurture key government partnerships from national to school levels.

This role administratively reports internally to IPA Rwanda's Research and Policy Manager and will receive day-to-day technical oversight from partners at Georgetown University, including a Primary Investigator.

### **Responsibilities:**

#### **STARS program implementation and management**

- Implement the STARS program interventions through government systems
- Work alongside MINEDUC staff to support intervention design, delivery, and management

- Support work planning and project management to ensure effective and timely implementation of our work
- Coordinate with project personnel, including embedded staff
- Help with transitions, on-boarding of new staff, and maintaining “institutional memory” of project activities
- Keep both the IPA and *gui<sup>2</sup>de* teams apprised of all developments on the project, and serve as key link between the IPA Rwanda office, project staff, and Principal Investigators
- Oversee project financial management, including creation and monitoring of project budgets, and ensure smooth integration of projects into IPA financial systems
- Develop and implement risk and mitigation strategies
- Ensure that project deliverables, such as reports and financial statements, are submitted to donors and partners on time

#### Strategy and Partnerships

- Proactively represent STARS and its implementing partners at IPA, Georgetown University, and within government
- Cultivate new relationships and strengthen existing relationships with key local decision-makers in the education sector and facilitate government ownership of the full-scale STARS program
- Develop a STARS operational manual, communications materials, and training content for project schools, and update them annually based on evaluation findings

#### Technical Design Coordination

- Support improvements to data collection protocols for Comprehensive Assessment, Teacher Management Information System, and School Data Management System as part of the STARS path to scale and support adoption by partner districts
- Ensure quality, consistency and adherence to program and research design, for all technical and programming activities and events
- Coordinate key activities such as the dissemination of STARS to teachers and the operational use of government-collected data
- Coordinate the co-creation and dissemination of analytical work with MINEDUC counterparts

#### **Core Competencies**

- **A roll-up-your-sleeves and ‘get it done’ attitude:** maintains focus, measures progress and outcomes, and ensures accountability
- **Great communicator:** clearly and succinctly conveys information and ideas in a variety of situations, communicating in a focused and compelling way that drives others’ thoughts and actions
- **Entrepreneurial spirit:** takes calculated risks, offers fresh ideas and approaches to create greater value, impact and differentiation

- **Positive approach:** demonstrates a poised, credible, and confident demeanor that reassures others, commands respect, and conveys an image that is consistent with IPA's core values even when faced with difficult situations
- **Quality orientation:** accomplishes work by considering all areas involved, no matter how detailed, shows concern for all aspects of the job, accurately checks processes and tasks, and ensures high quality outputs
- **Data-driven leadership:** is committed to the generation and use of data to inform policy design and tactical decision-making
- **Strategic influence:** Creates and executes strategies that gain commitment to their own ideas and persuades key stakeholders to take actions that will advance shared interest and the achievement of the STARS program goals
- **Cultivating networks and partnerships:** initiates and maintains strategic relationships with stakeholders and potential partners inside and outside the organization who are willing and able to provide the information, ideas, expertise and/or influence needed to achieve program progress and success

#### **Qualifications and Experience:**

- Master's degree preferred in related field, such as development economics, public policy, public health, or education policy
- 5- 7 years' experience in a similar role in the education sectors with at least 3 years of demonstrable experience leading teams
- Experience in managing complex projects or programs
- Good working knowledge of the Rwandan Education system is an added advantage
- Fluent English speaker - Kinyarwanda and French are an added advantage

#### **How to Apply:**

**Interested applicants meeting the requirements should** fill an online application form and attach their Cover Letter, CV and Degree(s) and other required information through the following link: <https://www.poverty-action.org/job/associate-manager-stars>

**APPLICATIONS CLOSE AT 5 PM RWANDA TIME ON September 17<sup>th</sup> 2022. LATE APPLICATIONS WILL NOT BE CONSIDERED. DUE TO THE LARGE VOLUME OF APPLICATIONS, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**