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| **TITLE:**   **Project Coordinator - Economic Labor Mobility Pathways**  |
| **TEAM/PROGRAMME: Rwanda CO** | **LOCATION: Kigali with frequent travels to fields ( Refugee camps)**  |
| **GRADE**: 3 | **CONTRACT LENGTH: 4 months**  |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** Save the Children International Rwanda in partnership with UNHCR Rwanda Program is starting a short project to help skilled Rwanda-based refugees access the Canadian labor market, thus improving their lives, those of their families, and giving their children a brighter future. The implementation of an Economic Labor Mobility Pathways Project will help eligible refugees in Rwanda secure work and residency permit in a third country – Canada - which presents a durable solution for them and their families.For the successful implementation and Coordination of the activities set by the project, Save the Children is hiring an experienced Project Coordinator. The Project Coordinatorwill be responsible for oversight and management of the **Economic Labor Mobility Pathways Project.**  This will involve overseeing implementation with high quality services. This includes giving refugees advice and information about available jobs in Canada as guided by Save the Children and UNHCR, managing and coordinating refugees interested in the available job opportunities, facilitating trainings for refugees on various aspects related to career development (such as CV writing, how to prepare for an interview, safeguarding, gender and inclusion etc.), providing refugees with interview preparation coaching, effective understanding and communication of all project aspects, ensuring effective and efficient selection process, and on-time reporting to SCI management and donors, etc |
| **SCOPE OF ROLE:** **Reports to:** *Operations Director* **Dotted Line Management***: Head of HR, Admin and IT***Staff reporting to this post:** **Direct:** None  |
| **Key areas of Accountability:**1. **Capacity building & Mobilization:**
* Responsible for providing information/briefings to refugees in Rwanda on the program and available opportunities to attract suitable candidates;
* Train refugees on appropriate topics (e.g. CVs writing) necessary for interviews and other steps in the selection process;
1. **Recruitment Process of refugees**
* Engage relevant stakeholders and partners working with refugees in Rwanda to ensure that the project is well known and everyone understands their role in the process
* Based on available job opportunities in Canada, work on job advertisements and manage the entire process;
* Establish appropriate mechanisms to facilitate refugees from submitting their applications
* Ensure effective collection of applications (hard copies or digital) from the camps and urban areas for further processing;
* Leading the Selection process ( Review of the applications; Provide short-listed candidates with additional information about the opportunity);
* Coordinate background checks for all short-listed candidates to verify education, previous work experience; criminal records, etc ;
* Facilitate the movement of camp-based refugees to Kigali and other parts of the country as appropriate;
* Provide relevant information for the language ability assessment or verification for candidates to be tested and evaluated as may be needed;
* **Facilitate interview scheduling**: provide all information needed, both to the side of refugees or the employer. Ensure the candidates have access to an appropriate location, as well as required equipment and internet connection on the day of the interview;
* Support with mock-interviews as part of preparation for main interviews with employers;
* Lead in arranging logistics for refugees and employers for job interviews;
* Work with relevant institutions including the Government of Rwanda, UNHCR, IOM and others to facilitate the travels and move to Canada;
1. **Reporting**
* Ensure accurate, quality progress and financial reports are submitted to Save the Children’s Management and Donor according to set timelines;
* Ensure that the project spending is inline with the project deliverables
1. **Any other duties that may be required**
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| **BEHAVIOURS (SCI Values in Practice)****Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS AND EXPERIENCE*** Masters and/or postgraduate specialisation in Human Resources or Business Administration (MBA) with specialisation in Human Resources or equivalent experience
* Minimum of 5 years of experience in career guidance and human resources
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| **EXPERIENCE AND SKILLS (Essential &Desireable)*** Ability to plan and organise a substantial workload that includes complex, diverse tasks and responsibilities in both development and emergency contexts;
* Experience in career guidance and capacity building and setting frameworks for development;
* Excellent oral and written communication skills in English (Knowledge of French is a great asset)
* Ability to coach, mentor, delegate appropriately and provide developmental guidance;
* A commitment to the values and principles of Save the Children
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |