



Job opportunity

**Legal Advisor - The African Centre
for School Leadership**
Kigali, Rwanda

Deadline: 19th October 2022

VVOB is an international NGO with programmes and projects in 9 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

VVOB is currently looking for a Legal Advisor for the African Centre for School Leadership who will provide technical and strategic Legal Advice and guidance to the African Centre for School Leadership and its regional partners.

Do you want to take on this challenge? Then continue reading!

VVOB started working with the Ministry of Education to support school leaders since 2003. The first decade focused on managerial skills and tools for school leaders in basic education schools, in view of effective and efficient leadership. As of 2013, a smart combination of multiple cycles of funding from the Belgian government, short-term innovation funding from the UK and a well-targeted boost to ICT innovation and scaling from the Mastercard Foundation made the successful shift of interventions from school management support to school leadership support possible, to strengthen school leaders in their role to improve the quality of teaching at school.

Working in long-term partnership with ministries of education on system change is a fundamental approach of VVOB. In Rwanda, VVOB collaborates with Rwanda Basic Education Board (REB), the University of Rwanda – College of Education (UR-CE) and the National Examination and School Inspection Authority (NESA) and has effectively reached more than 5000 school leaders that participated in continuous professional development programmes on a nationwide scale, resulting in better performing school leaders and an improved culture of teaching and learning in schools.

The recent regional initiative of establishing an African Centre for School Leadership is the culmination of more than a decade of VVOB's focused investment in the professional development of Rwanda's school leaders. The Centre will support governments and governmental agencies in the education sector, to build supportive education leadership systems on the African continent. To achieve its mandate, the centre needs to be established as a recognized legal entity under Rwandan Laws.

For more information on VVOB in Rwanda and our programmes, visit our [website](#).

As **Legal Advisor for the African Centre for School Leadership**, you contribute to the ambition and values of VVOB in Rwanda by being the legal advisor for the Centre. You provide technical and strategic Legal Advice and guidance to the African Centre for School Leadership and its regional partners.

In this position you report to the Country Programmes Manager of VVOB Rwanda.

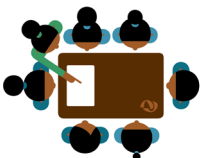
Your Responsibilities:

- As Legal Advisor at VVOB Rwanda and for the African Centre for School Leadership, you are the focal point for legal matters regarding the Centre, its operations in Rwanda and in the region.
- You will take, coordinate and follow up on initiatives to ensure that VVOB Rwanda and the Centre are globally compliant with all applicable laws, in first instance regarding the legal registration status of the Centre, but also on data protection, human resources, sanction laws, etc.
- You will further be the primary point of contact for VVOB's and the Centre's partners for legal questions (e.g, support on contracts with consultants and suppliers, Intellectual Property related questions).
- Where needed, you will involve external legal counselors and manage their involvement. You will work closely with the colleagues at VVOB Rwanda, VVOB Head Office (HR, Finance, Communication, Programmes Teams) and with representatives of all partners of the African Centre for School Leadership.

In this position as Legal Advisor:

- You investigate all options for establishment and legal registration of the African Centre for school leadership and advise the Centre's Steering Committee on the legal structure of the Centre (advantages and disadvantages of different options). You develop a roadmap for the legal requirements that come with setting up the African Centre as a separate legal entity or an entity within an existing Pan-African institution.
- After carrying out a needs analysis, you provide both short- and long-term technical and strategic advice, information, and guidance on applicable laws and regulations on relevant topics (legal registration status, data protection, sanctions laws, contract law), both for VVOB Rwanda as well as for the African Centre for School Leadership. You follow up on new legal developments in these fields.
- You implement and coordinate efforts to ensure that VVOB Rwanda and the Centre is globally compliant with all applicable laws and regulations (focus on data protection, legal registration status, data protection sanctions laws, contract law).
- You support VVOB Rwanda and the Centre in reviewing and negotiating contracts with partners, consultants and suppliers. You develop templates for subrecipient agreements or other agreements. You provide support on reviewing grant agreements with donors.
- You assist the Operations and Finance Department at VVOB Rwanda concerning updates of the VVOB Financial and HR manuals. Based on your knowledge of legal developments, you advise on updates that may be required to set up the African Centre.
- You are the primary point of contact for VVOB Rwanda and the Centre for legal questions of any kind.
- You are in charge of all corporate housekeeping activities (publications in Official Gazettes, updating the Crossroads Bank for Enterprises, (local) registrations).
- You evaluate, contract and manage the needs for external legal advice and coordinate their input and support. Together with the Country Programmes Manager, you will monitor the budget for external legal advice.
- You reach out to legal advisors of relevant partners, institutions and organizations, represent VVOB and the Centre in relevant platforms and proactively look for synergies and complementarities in legal matters.
- You contribute to internal and external knowledge development and learning, by systemizing lessons learned and sharing pro-actively lessons learned between partners and colleagues.

If you're our Legal Advisor for the African Centre for School Leadership, your work week at the office will include the following highlights:



- You log in to Teams for a presentation to the Technical Working Group of the Centre on the advantages and disadvantages of different options for legal structures of the Centre.
- You check in with the deputy director of the Kenya Education Management Institute to go through a proposed subrecipient agreement to deliver Continuous Professional Development services to school leaders in Kenya.
- Lunch! A perfect way to informally check in with your VVOB colleagues to hear the latest updates about the inception and the foundation phases of the Centre that was contracted through an external consultant.
- You head back to the office for a meeting with VVOB Rwanda's Country Programmes Manager to discuss how best to contract for long and short-term positions within the African Centre for School Leadership and how it relates to funding of a donor that will come to an end in 24 months. You discuss the validity of a contract template under Rwandan law in view of a recent change in that law.
- You write the meeting minutes of your meeting with the deputy director of the Kenya Management Institute and revise the proposed subrecipient agreement that you discussed earlier today.

Who are you?

Qualifications, experience & competencies you bring to our team:

- A Relevant Master's or doctoral degree in Law; additional legal qualifications are a plus;
- At least 5 years' work experience as a lawyer, legal advisor, in-house legal counsel and/or secondment, preferably with:
 - An extensive experience and in-depth knowledge of company law, with a focus on entity establishment; wanted experience in advising on various organisational company structures including advising on the choice of corporate structure, drafting of all the relevant establishment documents, including but not limited to the memorandum, the articles of association, and further internal agreements, if necessary.
 - Experience in corporate housekeeping activities, such as updates of the articles of association, publications in the Official Gazette, preparing the meetings of the GA and meetings of the BOD, drafting minutes, etc.
 - Experience in the broad area of contract law and contract management, including but not limited to commercial contracts (services and goods), experience in international agreements (Mou's, international service agreements, ...) and (sub) grant agreements is a plus.
 - Knowledge of the Rwandan regulations concerning data protection and intellectual property; knowledge or a first encounter with European data protection regulations such as the General Data Protection Regulation (GDPR) and international intellectual property regulations is not a must but a plus;
 - Knowledge and experience in employment law and compliance in HR is a plus;
 - Experience working in an international environment and across various legal jurisdictions on the African continent.
- Experience with working in a multicultural team;
- Willingness to work in different areas of law (generalist position);
- At least two years of experience in a position working closely with external stakeholders, preferably with multiple partners;
- You are authorised to work in Rwanda;
- English proficiency: CEFR level C1. Language skills in additional UN language are a plus.



Competence profile

VVOB Core competences:

Competence	Level
Cooperation	2
Continuous Improvement	2
Result Orientation	2

Role competences:

Competence	Level
Creativity	2
Development oriented	3
360 Empathy	3
Communication Skills	3
Problem Analysis & Judgement	2

Nationality: Rwandan national

Location: Kigali, Rwanda

Start date: as soon as possible



What we're offering:

- A Fixed Term contract in the position of Legal Advisor until 31/12/2023, with the possibility of extension depending on the availability of donor funding.
- An attractive compensations & benefits package
- An exciting job in a growing organization with varied responsibilities and opportunities for professional development

What's next?

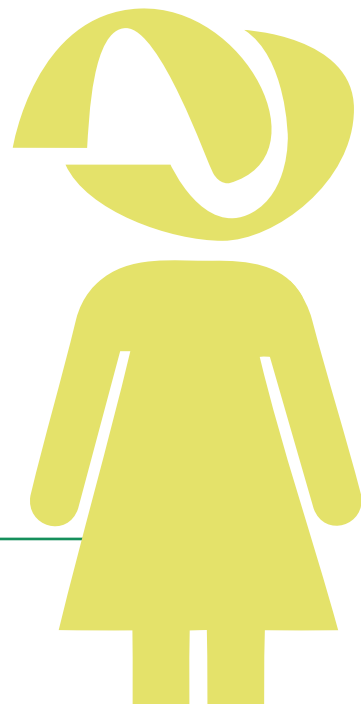
Your motivation letter and a detailed CV are expected to be sent by e-mail no later than **19th October 2022**, to **Marianne.Kiggundu@vjob.org**.

Don't forget to refer to the job title in the subject line of your e-mail.

Shortlisted candidates will take a written test, go through a development centre, and interview process before a final offer.

VVOB firmly believes that quality education can only be achieved if equity is ensured. Qualities of people prevail, regardless of age, gender, ethnicity or disability.

Is this not exactly the job you are looking for? Please have a look at our other vacancies at <https://rwanda.vjob.org/working-vjob-rwanda>





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