



## Job offer in Humanity & Inclusion Inclusive Education Officer

**Job Title:** Inclusive Education Officer (1 Job Vacancy)

**Organization:** Federation Handicap International (Humanity & Inclusion)

**Duty station:** Kigali with frequent travelling to districts.

**Reports to:** Project Manager

### **HISTORICAL BACKGROUND OF THE PROGRAM**

Handicap International Federation (operating under the name Humanity & Inclusion) is an independent and impartial aid and development organization working in situations of poverty and exclusion, conflict and disaster. We work alongside disabled and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

HI started working in Rwanda since 1994. In partnership with the Civil Society Organizations and public institutions, HI sought to promote and support policies and initiatives of the public levels and the civil society aiming at preventing causes of vulnerability and disability and striving for the protection and inclusion of vulnerable persons.

**Key Duties and Responsibilities:** Under the supervision of the EXACTE Project Manager and indirect coordination with HI Operations Manager, the Inclusive Education Officer:

### **Implement, facilitate and follow-up, on a daily basis, the project activities in accordance with the project implementation plans**

- Facilitate disability assessment and referral of children with disabilities;
- Provide technical support for the development and implementation of each Schools' inclusive education action plans
- Participate in the identification of class inclusive learning materials to be provided to each school.
- Facilitate capacity strengthening activities through provision of training for teachers, sector and district education staff
- Support schools in the process of including identified out of school children with disabilities, in supporting their retention and the improvement of their learning outcomes;

### **Ensure planning and field coordination of project activities with internal and external stakeholders**

- Participate in the monthly HI activity planning meetings;
- Develop monthly and weekly field activity plans;
- Participate in the development of project activity tools;
- Coordinate field activities with HI logistics department, other HI technical teams, implementing partners and school community stakeholders;
- Ensure regular coordination meeting with implementing partners field, district staff and school community stakeholders and represent HI.

## **Participate in the data collection and MEAL activities of the project**

- Regularly update beneficiaries' data and ensure it is properly disaggregated;
- Produce weekly activity reports and contribute in the development of project reports using HI Rwanda MEAL templates;
- Maintain complete documentation for each activity following the recommendations and template of the project manager;
- Contribute to the development of the Project Managers' activity reports;
- Participate in project review workshops;
- Participate in assessments and facilitate project evaluations at field level;
- Facilitate participation of stakeholders and beneficiaries in monitoring and evaluation of activities;
- Ensure that field data collection is timely compiled and shared with the project manager.

## **Respect of HI Identity, rules and policies**

In coordination with the Human Resources Manager and the Project Manager:

- Know, understand, apply and respect HI code of conduct and ethics, HI mandate and values, HI rules and operating procedure, HI policies (child protection policy, policy and mechanism for the prevention of and fight against bribery, the protection of beneficiaries from sexual exploitation and abuse policy) and make sure they are known, understood, applied and respected by its team;
- Know, understand, apply and respect HI security rules and make sure they are known, understood and applied by her/his team.

## **Qualifications, Skills and Experience**

- The ideal candidate for the Humanity & Inclusion, Inclusive Education Officer job should preferably have a Bachelor's degree in Special Needs Education or Education combined with relevant experience working with children with disabilities;
- Having a Bachelor's degree with post graduate diplomas or certificates in Special Needs Education is an added advantage;
- Two years of professional experience in an NGO at officer level;
- At least 2 years of professional experience in Education;
- Experience in training Adults in sign Language and/or Braille;
- Experience in the fields of inclusion / accessibility of services / services to persons with disabilities.

## **Competencies**

- Proven project activity implementation skills in collaboration with stakeholders
- Capacity building, training and coaching skills
- Perfect fluency in written and oral English and Kinyarwanda. Working knowledge of French is an added advantage
- Strong report writing skills
- Familiar with MS Office (Word, Excel, PowerPoint) and internet
- Fluently spoken local languages will be an added advantage
- Knowledge of project cycle and related tools and methodologies
- Knowledge of the Education and Disability Sectors in Uganda

## **Personal Qualities:**

- Ability to work under high pressure;
- Strong interpersonal and intercultural skills





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## **Personal Qualities:**

- Ability to work under high pressure;
- Strong interpersonal and intercultural skills

- Strong communication and networking skills
- Strong interest in the fields related to HI mandate
- Strong team player and ability to work independently

### **Condition:**

Starting Date: As soon as possible

Length of contract: Till 31/10/2023

### **HOW TO APPLY**

The application package must include a resume (CV), a covering letter with 3 professional reference (contacts) and copies of diploma(s) to be addressed to the HI Country Director, no later than Friday **25th October 2022 at midnight** to the address below: [recrutement@rwanda.hi.org](mailto:recrutement@rwanda.hi.org) with subject: IEO-EXACTE-2022-10.

### **About our Organisation values and principles**

Humanity & Inclusion (HI) is a solidarity organization international committed to the rights of persons with disabilities, of people in a situation of vulnerability, and in general for human rights. Respect and the dignity of people concerned and beneficiaries of the actions and communities are at the heart of the staff and collaborators of HI, in all contexts of intervention.

Our code of conduct is a key element to the implementation of the institutional policies that set out the fundamental principles in the protection of our beneficiaries - especially the most vulnerable - against any form of abuse be of power, harassment, sexual exploitation and abuse, by our own staff. These policies include, but are not limited to:

- **Protection of Beneficiaries against Exploitation and Abuse Sexual**
- **Child Protection**
- **Fight against Fraud and Corruption.**

All our representatives are expected to conduct themselves in a manner consistent with our code of conduct. **Any violations of those policy will be treated seriously.**

**N.B:** In respect of the law into force, persons with disabilities will be given a priority if they prove professional competences as equally as other candidates in tests and interviews.

Female candidates are encouraged to apply.

**Only Short-listed Candidates will be contacted.**

Done at Kigali, 12<sup>th</sup> October 2022

Country Manager  
Mélanie KESER

