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| **This position is contingent upon donor approval and funding** |
| **JOB TITLE: Book Development Technical Advisor** |
| **TEAM/PROGRAMME: OPERATIONS**  | **LOCATION:** Kigali  |
| **GRADE**: 2  | **CONTRACT LENGTH: 5 years**  |
| **CHILD SAFEGUARDING:** Level 3:  the role 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 in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**Save the Children is seeking a Book Development Technical Advisor for the anticipated five-years USAID-funded Teaching and Learning Materials Supply Chain (TLMSC) program in Rwanda. The Activity aims to strengthen the book supply chain to increase the quantity, quality, affordability, and accessibility of books and other physical and digital reading materials in schools, homes, and communities. By working to improve the capacity and systems of key actors along the book chain, such as the Rwandan Ministry of Education (MINEDUC) and the private sector, while simultaneously strengthening linkages between these actors, this Activity will improve the sustainability of the Rwandan book supply chain. The Book Development Technical Advisor reports directly to the Chief of Party and ensures technical implementation of high impact, proven interventions that meet stated goals and reporting requirements. They will assume the responsibilities of the COP in their absence and coordinate with USAID, key stakeholders, implementing partners and government representatives. They will manage the implementation of key program activities, oversee the work of technical staff, and ensure efficient operational support for the project team.**Position reports to: Chief of Party**  |
| **KEY AREAS OF ACCOUNTABILITY:** * In collaboration with the COP, ensure that the program is delivered according to the contractual requirement with the donor and government i.e. that all activities and deliverables are completed within the agreed timescale and budget, reports are submitted per agreed schedules and any other requirements or criteria are fulfilled.
* Design and regularly update detailed annual work plans and ensure these are used by the team appropriately to monitor progress towards completion and achievement of program objectives.
* Ensure that programmatic and financial reports for donors, government and Save the Children are prepared as required, ensuring these are of the highest quality and submitted in a timely manner to the donor.
* Assist with the preparation and revision of a realistic budget, authorizing and monitoring expenditures in line with the budget, donor guidelines, and Save the Children’s grant management and financial regulations.
* Manage and motivate direct reports to achieve their work plan objectives, and to contribute to the achievement of the overall program goals.
* Maintain good working relationships with government officials, ministries, implementing partners, and the international and local NGO community;
* Work with program staff and Save the Children Technical Advisors based in the country office to identify the technical support needs of the program and ensure this support is provided.
* Monitor country-level activities, identify challenges and develop appropriate reporting and results of project activities to the COP including progress and annual reports.
* Coordinate closely with the SC offices in administrative and HR matters, especially regarding operations and financial matters as they relate to the program.
* Attend and actively participate in periodic program meetings and ensure a summary of progress and challenges are prepared and presented with follow-up actions as required.
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| **SKILLS AND BEHAVIOURS** **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 others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**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
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| **QUALIFICATIONS AND EXPERIENCE****Required Qualifications*** Master’s Degree in education, international development, or other related field is preferred; Bachelor’s Degree is required.
* Minimum of five to seven years of professional experience in managing and implementing education, literacy, and/or supply chain management programs of similar size and scope with a minimum of three years of experience in the region, ideally in Rwanda.
* At least three years of demonstrated experience in managing and supervising a technical team and in project design.
* Demonstrated ability to work effectively with government representatives, private sector entities, local community organizations, donors, and other stakeholders, particularly at the sub-national level.
* In-depth knowledge of USAID approaches and regulations.
* Strengths in inspiring and enabling others through teamwork, training, and capacity development to realize organizational objectives.
* Excellent oral and written communication skills in English.

**Preferred Qualifications*** Experience working with public-private partnerships.
* Knowledge of Kinyarwanda will be considered an asset.
* Familiarity with the political, social, and cultural context of Rwanda.
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