



## Innovations for Poverty-Action (IPA)

### Job Description

**Job Title:** CAMIS Outreach Coordinator

**Division/Department:** Embedded Evidence Lab

**Work Location:** Kigali

**Length of contract:** 1 year with the possibility of extension

**Reports to:** Senior Research and Policy Associate

#### **Essential Duties and Responsibilities:**

The CAMIS Outreach Coordinator will be embedded in the National Examination and School Inspection Authority (NESA). S/he will involve strategic collaboration and technical support, including initiating, implementing awareness strategies and appropriate support to CAMIS uses as well as elaborating recommendations toward improving the CAMIS System. A strong background in data analysis, digital information and articulating technical information in an understandable and engaging manner are essential. The CAMIS Outreach coordinator will be supported by a technical team of IPA staff and NESA under the embedded evidence lab and will be based at NESA four days per week, with the remaining one day per week being spent at IPA.

#### **Responsibilities include:**

- Elaborate on the CAMIS Stakeholders engagement and communication strategies to ensure that all CAMIS users are sensitized.
- Organizing and coordinating CAMIS Users' trainings.
- Monitoring and following up the implementation CAMIS related action points/recommendations.
- Preparing regular reports and proposing recommendations to improve the use of CAMIS
- Conducting CAMIS Users' satisfaction survey
- Coordinating District CAMIS Support Staff
- Support in the elaboration of the CAMIS Users' manuals
- Participate and act as the secretary of the CAMIS taskforce and all other necessary CAMIS meetings.
- Communicating in due time system issues and changes
- Participate in CAIMS related budget and planning activities.
- Elaborate the system compliance documentations.

#### **Requirements**

- Problem Solving: Ability to address issues and concerns raised by users and stakeholders effectively.

- Ability to manage and coordinate diverse teams across stakeholders, including academic researchers, field staff, government and private sector partners.
- Strong problem-solving and analytical skills.
- In-depth knowledge of system architecture, networking, and software applications.
- Familiarity with project management and resource allocation.
- Experience with security protocols and data protection measures.
- Strong written and oral communication skills and complete fluency in English is required.
- Cultural sensitivity and demonstrated ability to work successfully with diverse constituencies required; developing country experience required.
- Flexible and proactive work ethic with a demonstrated interest in the vision and mission of IPA.

**Education and/or Work Experience Requirements:**

- Master's or bachelor's degree in information Technology, Economics, Statistics, Computer Science, Data Science, Public policy, Education Policy, mass communication or a closely related field.
- Up to five (5) years' working experience working in similar or related positions with government agencies or international organizations.
- Strong understanding of the Rwanda Education System is an asset
- Strong Communication Skills: Ability to explain complex concepts in simple, engaging ways for diverse audiences.
- Event Planning: Strong organizational skills to coordinate workshops, webinars, training sessions, and other outreach activities.
- Project Management: Ability to manage multiple outreach initiatives simultaneously, meeting deadlines and objectives.

IF YOU MEET ALL THE REQUIREMENTS OF THE JOB DESCRIPTION,  
PLEASE APPLY BY SUBMITTING YOUR CV AND ACADEMIC CERTIFICATES. COMPLETE YOUR  
APPLICATION AT THIS LINK:

[https://poverty-action.formstack.com/forms/iparw\\_camis\\_outreach\\_coordinator\\_job\\_application\\_may\\_2025](https://poverty-action.formstack.com/forms/iparw_camis_outreach_coordinator_job_application_may_2025)

APPLICATIONS WILL BE CONSIDERED ON A ROLLING BASIS, ALL APPLICATIONS SUBMITTED  
PRIOR TO **5 PM RWANDA TIME Saturday on 10<sup>th</sup> June 2025** WILL BE CONSIDERED.  
APPLICATIONS AFTER THIS TIME WILL NOT BE CONSIDERED. DUE TO THE VOLUME OF  
APPLICATIONS ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED.