



JOB POSTING – Project Coordinator (3 Positions)

Organization:	Right To Play Rwanda
Department/Division:	Program
Work Location:	Rubavu, Ruhango, and Kayonza-Rwanda
Work Arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department.
Authorized to work in:	Rwanda (Ability to work legally without a work permit or sponsorship in Rwanda)
Target Hiring Range:	Local salary scale applies (Grade 5)
Target Start Date:	April 2025
Contract Duration:	1 Year contract with possibility of renewal based on performance and availability of funding.
Application Closing Date:	31-01-2025

ABOUT US:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

ROLE SUMMARY:

The Project Coordinator (PC) reports directly to the Project Officer (PO) and is responsible for the implementation of Right To Play project activities and providing support and guidance to the community team in



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using RTP tools in the project location. The incumbent is also responsible for preparing sessions and conducting training sessions for caregivers, community leaders and parents. He/ she will develop workplans, timelines and budgets that are in line with ECD project's activities. He/she will work closely with stakeholders at the district levels such as NGOs, local authorities, caregivers and parents to ensure effective delivery of the ECD project's activities. The incumbent will also be responsible for monitoring the project's activities for quality of delivery and effectiveness and also preparing regular and timely reports for the activities. She/ he will represent the organization in meetings, workshop and/or any other duties as assigned to him/her by the supervisor.

WHAT YOU'LL DO:

Job Responsibility #1: Activity planning and implementation (45% of Time):

- Ensures participation of partners, children/young people and stakeholders in the process of project planning and implementation of the proposed activities.
 - Supports teachers, caregivers, and educational supervisors/parent educators in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the Project Officer.
 - Organizes and conducts special events activities, workshops, trainings, play days, awareness sessions, summer camps, recreational days and sports tournaments in coordination with RTP's partners.
 - In coordination with partners, teachers, caregivers, educational supervisors, principles, evaluates events, provides updates of lessons learned and best practices and reports on progress and challenges as they arise.
 - Manages and coordinates the logistical arrangements for training workshops and events.
 - Assesses training needs of caregivers, teachers and partners, recommends suitable intervention, and works with them to develop training schedules.
 - Organizes, conducts, and facilitates training workshops conducted by other program staff and participates in the training as required.
 - Conducts training and, facilitates the training sessions conducted by teacher trainers, evaluates them and reports to the Project Officer.
 - Handles equipment management and distribution in the assigned community. · Handles advance payments and used for the activity implementation.
 - Supports the assessment of needs for facility repairs and upgrades in the community, facilitates the authorized work and ensures that overall work has been completed in accordance with the approved standards.
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Job Responsibility #2: Monitoring and reporting (20% of Time):

- Conducts regular field visits with partners, and government officials to follow up and provide support as needed.



- Conducts regular visits to project implementation sites/schools and provides coaching and mentoring to coaches, Teachers, principals, educational supervisors' youth/Junior leaders and community leaders.
- Participate in workshops/training to partners, caregivers and teachers in the quantitative data collection tools and qualitative monitoring tools and facilitate the data collection.
- Provides narrative, qualitative and quantitative monitoring information/data to support monthly, quarterly and annual reports to update Country Office on project progress.
- Provides activity report for each activity conducted to support quarterly reports.
- Prepares and submits financial reports related to activity implementation and initiates the payment process of transports /other related and services provided by the suppliers related to workshop/trainings, meetings events and tournaments.
- Ensures all documents related to the project are well kept and makes sure internal documents for RTP are not shared outside without authorization.
- Ensures partners, caregivers and teachers are in compliance with RTP Safeguarding Policy.
- Ensures all materials and tools distributed to partners, teachers, caregivers, parent educators, partner schools and community are well kept and utilized for project related activities and not otherwise.

Job Responsibility #3: Establish and maintain partnerships (20% of Time):

- Identifies community needs, participates in the selection of communities and partners to be included in RTP program in the respective Field.
- Represents RTP in the project location and relevant forums and has regular consultations with local partners, stakeholders, and key beneficiaries in the assigned community.
- Support the Project Officer in developing reports for stakeholders and key beneficiaries' meetings in the assigned community.
- Ensures RTP activities are known by local community leaders and assures their involvement where necessary.
- Organizes meetings with relevant stakeholders such as District education officials, Sector education officials, teachers, coaches and parent educators to discuss the project progress and implementations.

Job Responsibility #4: Supervision and guidance (10% of Time)

- Conducts performance assessment of caregivers, teachers, and community facilitators where applicable.
- In collaboration and consultation with partners, Project Officer, the Training Officer, or Thematic Specialists, the project coordinator will ensure teachers' professional development and peer learning approaches through community of practices and/or other existing approaches according to the nature of the project.
- In collaboration and consultation with partners, the Project coordinator identifies the need of coaches and teachers and advocate to project officer and RTP team.
- Identifies and recommends caregivers and teachers for certification, where applicable. Identify gaps in the project implementation in the assigned community and propose solutions to Project Officer



- Participates in country level budget monitoring processes such as reviews of implementation rates as related to their project.

Job Responsibility #5: Other tasks as assigned (5% of Time)

WHAT YOU'LL BRING (ESSENTIAL):

EDUCATION/TRAINING/CERTIFICATION:

Bachelor's degree in social sciences, education, or any related discipline

EXPERIENCE:

- At least 2–5 years of experience working in project implementation. Having experience in early childhood education and community development is an added advantage
- Proven experience in working with communities including parents, caregivers, educators, and local authorities.
- Experience in stakeholder engagement such as NGOs, local authorities and community organizations.
- Ability to develop and deliver training sessions for educators, caregivers, or community members

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to confidently represent oneself and Right To Play
- Effective planning and organizing skills.
- Coaching and feedback skills
- Excellent communication skills both verbal and written.
- Strong development and team building skills

KNOWLEDGE/SKILLS:

- Understanding of education principles and teaching
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet
- Effective report writing
- Understanding of a community-led process
- Understanding of the concept of play-based learning
- Understanding of child rights and child protection

LANGUAGES:

- Fluency in spoken and written English





BONUS IF YOU'LL BRING (NOT ESSENTIAL):

- Knowledge in child and/or adult education
- Knowledge in Sport for Development
- Experience developing and managing budgets

WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits
- Flexible work arrangements (e.g. work from home and flex hours)
- Up to 5 personal learning and development (L&D) days per year
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/200487-project-coordinator-rubavu-ruhango-and-kayonza/883252-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically



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disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at careers@righttoplay.com. All information provided will be treated as confidential and used only to provide an accessible candidate experience.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

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