

SAVE THE CHILDREN INTERNATIONAL JOB DESCRIPTION



Job TITLE: Zero Out of School Children Project Manager	
TEAM/PROGRAMME: Development	LOCATION: Country Office, Kigali
GRADE: 2	POST TYPE: Fulltime job (2Years & 8 Months)
<p>CHILD SAFEGUARDING:</p> <p>Level 3 - the responsibilities of the post require you to have one to one contact with children or young people either frequently (e.g. once a week or more) or intensively (e.g: four days in one month or more) because they work in country programs.</p> <p>Anti-Fraud and Integrity Commitment:</p> <p>The organization maintains a zero-tolerance policy toward fraud, corruption, and unethical behavior. All staff are expected to uphold the highest standards of integrity and accountability, comply with internal policies and procedures, and report any suspected misconduct through the appropriate channels.</p> <p>Please note: The organization does not charge any fees at any stage of the recruitment process (application, interview, offer, or onboarding). Any request for payment should be reported immediately.</p>	
<p>ROLE PURPOSE:</p> <p>The Government of Rwanda, through the Ministry of Education, has signed a framework agreement with “Educate a Child” (EAC) to support the strategy towards zero out-of-school children at primary school level. Save the Children was selected by the Ministry of Education (MINEDUC) to be the implementing partner. The ultimate goal of the project is “Improved access to and retention in equitable primary education for all Rwandan children”. Save the Children, MINEDUC, and their partners (Humanity & Inclusion and NUDOR) will deliver a comprehensive, coordinated intervention to address the gaps and needs relating to out-of-school children and drop-out rates at the primary grade level. Our vision is that no child misses out on primary education in Rwanda. The project will directly contribute to achieving universal primary education in Rwanda by:</p> <ul style="list-style-type: none"> - Strengthening the identification, enrollment, attendance and retention of out-of-school children at the school-level; - Empowering communities and families to promote identification, enrollment, attendance and retention of out-of-school children; and - Strengthening policies, data and feedback management systems on and for out-of-school children <p>The Zero Out of School Children Project will be implemented within a period of five years, from 2023-2028 across the country and intends to enroll and retain 177,119 children at primary grade level.</p> <p>The Project Manager will be responsible for the technical execution of the project, ensuring that the project work plan is effectively implemented, and that the budget is adhered to and monitored. Working closely with the Project Director, the Project Manager will serve as the operational link between project partners for tasks such as monitoring, reporting, representation of the project consortium, and information sharing. The Project Manager will supervise Project Coordinators to ensure the timely and high-quality implementation of activities at the field level. As a member of the Extended Senior Management Team, the Project Manager will ensure the regular sharing of key information regarding the progress of project activities, challenges, and successes at the field level.</p>	
<p>SCOPE OF ROLE :</p> <ul style="list-style-type: none"> • Operational Execution: Oversee and manage the day-to-day operations of the project, ensuring all tasks are completed on time and within budget. 	

SAVE THE CHILDREN INTERNATIONAL JOB DESCRIPTION



- **Team Leadership:** Lead and manage the project team, providing direction, guidance, and support to ensure efficient and effective project implementation.
- **Workplan Development & Implementation:** Coordinate the creation of the work plan and Detailed Implementation Plan (DIP), ensuring they are executed efficiently and on time.
- **Resource Management:** Manage project resources, including personnel, materials, and finances, to ensure smooth execution and that the project stays on track.
- **Financial Oversight:** Review Budget vs. Actual (BVA) reports regularly, ensuring compliance with donor regulations and managing the project budget effectively to prevent over-spending or under-utilization.
- **Reporting:** Produce high-quality and timely reports that document progress, challenges, and achievements, and ensure these are shared with key stakeholders in accordance with project timelines and requirements.

Reports to: The Zero OOSC Project Director

Staff directly reporting to this post: Project Coordinators (3), project Interns (2)

KEY AREAS OF ACCOUNTABILITY:

Key Responsibilities

1. **Develop and Execute the Work Plan:**

- Collaborate with project staff, consortium partners (MINEDUC, HI, NUDOR) and other key stakeholders, to create a detailed project work plan, outlining all activities, timelines, milestones, and resources required.
- Ensure the timely execution of activities according to the work plan, adjusting as necessary based on any changes or delays.
- Monitor progress against the work plan regularly, identifying bottlenecks or delays, and developing solutions to stay on track.

2. **Coordinate Daily Project Activities:**

- Supervise and coordinate all day-to-day project activities to ensure they are implemented in line with project objectives and expected quality standards.
- With the support of the project Director, follow up on the implementation of activities for the match funding and activities implemented by consortium partners
- Prioritize tasks and manage the workflow, ensuring efficient use of resources and staff.
- Act as the central point of contact for any operational issues that arise and quickly resolve them to keep the project running smoothly.

3. **Ensure Project Quality:**

- Maintain high standards of quality in all project activities and deliverables, ensuring they meet both internal save the Children expectations and the donor EAC requirements.
- In collaboration with the project Director, and MEAL Staff, review regularly the outputs and assess whether they align with project goals and performance indicators.
- Through the reports produced by MEAL Team, lead efforts to address any quality issues, ensuring corrective actions are taken promptly.

4. **Track Project Progress:**

- Continuously monitor and track the progress of each project activity against agreed-upon timelines and budgets.
- Prepare and maintain up-to-date status reports to share with the Out Of School Children Steering Committee on the status of ongoing tasks.
- Identify any potential delays or issues that may impact the project timeline and proactively develop solutions.

5. **Risk Management:**

- Identify operational risks (such as resource shortages, logistical challenges, or community resistance) early in the process.
- Develop and implement mitigation strategies to minimize the impact of identified risks.
- Update regularly the risk register on AMS and escalate significant risks to the Project Director as necessary.

6. **Manage Resources Effectively:**

- Ensure the proper allocation and utilization of project resources (human resources, materials, equipment, etc.) to meet project needs.
- In collaboration with the supply chain, oversee procurement processes to acquire necessary materials or services, ensuring compliance with project guidelines and donor policies.

SAVE THE CHILDREN INTERNATIONAL JOB DESCRIPTION



- Ensure the procurement plan is developed and updated on time, regularly assess the resource requirements for upcoming activities and adjust resource allocation as needed.
- Review and approve the requests in PRO-SAVE
- 7. Monitor Budget and Expenses:**
 - Monitor the project budget to ensure funds are being used effectively and efficiently.
 - Review and approve payments
 - Regularly review the Budget vs. Actual (BVA) reports and ensure expenses are within approved limits, providing explanations for variances.
 - Adjust operational spending as necessary to avoid cost overruns or resource shortages.
- 8. Provide Operational Guidance and Support:**
 - Offer day-to-day support to project coordinators and team members, ensuring they have the resources, training, and guidance needed to perform their roles effectively.
 - Collaborate with Waliku, MEAL and project Team to ensure the data management and tracking individual attendance of learners and follow up on absenteeism.
 - Facilitate regular team meetings to check on progress, address issues, and ensure that tasks are aligned with the overall objectives.
 - Act as a problem-solver when operational challenges arise, ensuring timely resolutions.
- 9. Ensure Compliance with Donor Requirements:**
 - Ensure that all project activities comply with donor guidelines and regulations, including financial, reporting, and operational procedures.
 - Work with the Project Director, Finance, Awards and Compliance teams to ensure that all project documentation is in line with donor expectations and requirements.
- 10. Reporting and Documentation:**
 - Prepare and submit regular reports that document progress and milestones achieved
 - Prepare and maintain up-to-date status reports to share with Save the Children SMT, SCUS, MINEDUC and EAC on the status of ongoing tasks.
 - Ensure the donor semi annual reports are prepare on time and with quality.
 - Ensure proper documentation of project activities, including meeting notes, and lessons learned, for accountability and future reference.

Child Safeguarding

- Understand the provisions of the Child Safeguarding Policy, Code of Conduct and Local/Country Procedures and conduct oneself in accordance with the rules of the Child Safeguarding Policy, in personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure that all project activities carried out are considered in relation to prevention of sexual exploitation and abuse and handling of serious complaints in line with the child safeguarding policy.
- Run background checks for all consultants both local and international. All consultants must complete a background record check (BRC) prior to the start of their consultancy irrespective of any direct contact with children or their data. For requesting BRCs, please find the instructions at: <https://savechildrenusa.sharepoint.com/lc/Pages/Request-a-Background-Check.aspx>.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general and be vigilant about observing possible child abuse/harm in their personal and professional lives.

General:

- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Coordinate with the Communications Specialist and other project staff to ensure compliance with EAC's marking and branding guidelines and all MINEDUC policies on all materials developed.
- Review and approve timesheets for staff line managed and follow up with other project managers to ensure that they review and approve staff timesheets on time.
- Perform other duties, as assigned by the Project Director

SAVE THE CHILDREN INTERNATIONAL JOB DESCRIPTION



SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the broader team and partners accountable to deliver on their responsibilities.

Ambition:

- Sets ambitious and challenging goals for themselves and take responsibility for their own personal development.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, managers, members and external partners and supporters.
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency.
- Commitment to Save the Children values.

QUALIFICATIONS AND EXPERIENCE

- Master's degree in education (Med); Project Management (MBA) or related discipline with at least 5 years of experience in technical and management roles in education improvement programs.
- Experience working in basic education with expertise in two or more of the following areas: teachers capacity strengthening, inclusive education, social behaviour change communication, fighting drop out, and teaching and learning materials development.
- Demonstrated experience in providing technical leadership to basic education activities in Rwanda
- Demonstrated experience in implementing the multi-year and country-wide projects
- Ability and experience in managing big budget and manage field staff
- Commitment to inclusive programming that encourages full participation of individuals regardless of gender, disability status or other marginalized status.
- Proven ability to forge connections between different organizations/institutions and to develop smooth lines of communication between them.
- Ability to motivate staff and work collaboratively with colleagues, providing support and advice as necessary.
- Experience in working with children, community members, local leaders and school leaders.
- Experience in working with Government Institutions

SKILLS AND ABILITIES

- Highly developed relationship building and interpersonal skills.
- Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities.
- Ability to liaise with a diverse range of people, stakeholders and beneficiaries.
- Excellent oral and written communication skills in English and Kinyarwanda, as well as presentation skills.
- Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure.
- Ability to manage work-related pressure and to adapt to tight deadlines.
- Attention to detail, strong analytical, problem-solving, financial skills and public speaking skills.

SAVE THE CHILDREN INTERNATIONAL
JOB DESCRIPTION



- Strong time management and organizational skills.
- Advanced skills in computer literacy, including preparing and presenting high-level presentations.

PERSONAL BEHAVIOURS AND ATTRIBUTES

- Commitment to Save the Children’s mission and values.
- Initiative, flexibility and ability to work independently as well as in a team.
- High levels of self-motivation and initiative.
- Ownership and accountability of own work.
- High levels of confidentiality and integrity.

Date of issue: November 2025

Proposed Start Time: January 2026