

Project Coordinator

Teacher Capacity Building (TCB) Project.

Kigali, Rwanda

Overview

Pharo Foundation (“the Foundation”) is a mission-driven, non-profit organisation that designs, funds, and operates economic development programmes to achieve its vision of a vibrant, productive, and self-reliant Africa. Over the next decade, our goal is to create maximum impact towards three critical missions:

1. *Empowering the next generation:* Our education mission is to ensure that all students have an opportunity to access a high-quality, affordable education, and become productive citizens of a rapidly-changing world.
2. *Eliminating barriers to employment and productivity:* Our productivity mission is to identify and eliminate health, financial, and structural barriers to employment and productivity for working people.
3. *Solving water scarcity:* Our water mission is to ensure that people and communities across Africa have access to a safe and affordable source of water.

The Foundation also owns Pharo Ventures which is the *for-profit* arm of its operations with sustainable businesses in Ethiopia and Somaliland geared towards job creation and economic empowerment.

We are a diverse, multicultural, and passionate organisation, with over 700 employees in Ethiopia, Kenya, Rwanda, and Somaliland. Our headquarters are in Nairobi, Kenya, and we have a liaison office in London, UK.

Opportunity

We are seeking a Project Coordinator to oversee the effective implementation of the Teacher Capacity Building (TCB) project, ensuring alignment with the project’s goals and objectives. The role involves managing a team of 13 mentors, coordinating activities across 42 schools, and collaborating with stakeholders to enhance the professional capacity of teachers and improve learning outcomes for 20,000 students.

Reporting directly to the Head of Education in Rwanda, the Project Coordinator will work closely with the mentors in different schools to improve the quality of teaching and learning and the learning outcomes. In this exciting role, the ideal candidate will have an opportunity to leverage their experience in teaching, mentorship, teacher training and project management to help increase access to quality education in Rwanda.

Key relationships

Role:	Project Coordinator- TCB Project
Location:	Kigali, Rwanda
Reporting to:	Head of Education
Direct Reports:	Mentors

Nature of Work: 20% Office and 80% Field work

Functional relationships: School Principal, Communications Coordinator, Senior Finance Officer, Senior People and Culture Officer, Senior Procurement and Logistics Officer and Key stakeholders

Duties and responsibilities

Project Management:

- Plan, execute, and monitor project activities to ensure timely delivery of goals.
- Develop and maintain detailed work plans, schedules, and progress reports.
- Manage the project's budget in collaboration with the finance team, ensuring cost-effectiveness and transparency.

Team Leadership:

- Supervise and provide leadership to a team of 13 mentors.
- Conduct regular team meetings to review progress, address challenges, and set priorities.
- Ensure mentors receive adequate training, tools, and support to perform their roles effectively.

Stakeholder Engagement:

- Act as the primary liaison between the project team and stakeholders, including government officials, NGOs, and educational institutions.
- Organize workshops, forums, and collaborative meetings to foster stakeholder alignment and participation.

Mentorship Program Coordination:

- Oversee the school-based mentorship program, including model lessons, co-planning, and co-teaching activities.
- Develop and monitor individual professional development plans for teachers based on mentorship data.
- Co-mentor with the mentors

Monitoring and Evaluation:

- Collaborate with the Research and Evaluation (RE) team to collect and analyze data on teacher performance and student learning outcomes.
- Use insights from data to refine project strategies and interventions.
- Prepare and present progress reports to the Head of Education and other stakeholders.

ICT Integration:

- Support the integration of ICT tools and platforms for teacher development and training.
- Ensure mentors and teachers use digital resources proficiently for continuous professional growth.

Risk Management:

- Identify potential risks to project implementation and develop mitigation strategies.
- Address challenges related to teacher retention, attendance, and engagement proactively.

Training Development and Delivery:

- Develop comprehensive training manuals tailored to the needs of certified and uncertified teachers.
- Plan and deliver training sessions to build teacher capacity and improve instructional practices.

Qualifications and requirements

- Bachelor's degree in education.
- At least 3 years of experience in project coordination in education-focused initiatives.
- Proven experience in managing teams, coordinating large-scale projects, and teaching at the pre-school or lower primary school levels in Rwanda.

- Strong understanding of teacher capacity-building, learner-centered strategies for pre-school and primary school, and Rwanda's basic education systems.
- Demonstrable relations with key stakeholders like MINEDUC, REB, NESAC etc
- Proficiency in using ICT tools for training and reporting.
- Excellent communication, leadership, and organizational skills.

Personal attributes

- Ability to lead and inspire a diverse team.
- Strong analytical and problem-solving skills.
- Excellent stakeholder engagement and relationship-building abilities.
- Attention to detail and a commitment to achieving high-quality outcomes.
- Adaptability and resilience in managing project challenges.
- Expertise in modern learner-centered pedagogy for pre and primary school levels.

Application procedure

We will review completed applications on a rolling basis. In the event that we identify an outstanding candidate early in the process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply as early as possible. Due to the high volume of applications, we regret that we will only contact shortlisted candidates.

- You are required to attach a detailed CV and cover letter.
- Closing date: January 31, 2025
- Click on this Link to apply: <https://a.peoplehum.com/a7s9w>

Equal Opportunity Employer:

We are committed to diversity and inclusivity in our workplace. All qualified applicants will receive consideration for employment without regard to race, religion, gender, or disability.