

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE



JOB TITLE: Zero Out of School Children (ZOOSC) Project Director	TEAM/PROGRAMME: Programme Operations – Education (ZOOSC Project)
LOCATION: Country Office, Kigali, with regular travel to project districts	GRADE: 0
POST TYPE: National – fixed-term, linked to project duration	REPORTS TO: Director of Programme Operations (DPO)
CHILD SAFEGUARDING: Level 3 – the role requires frequent or intensive contact with children or young people through field visits to project locations.	DIRECT REPORTS: MEAL Manager; SBCC Specialist; Finance and Awards Manager; Admin & Supply Chain Coordinator; Education Project Manager; Technical Inclusive Education Manager; Project Manager

ROLE PURPOSE

- The Government of Rwanda, through the Ministry of Education (MINEDUC), has signed a framework agreement with Educate A Child (EAC) to achieve zero out-of-school children (OOSC) at primary level. MINEDUC selected Save the Children as implementing partner, working in consortium with Humanity & Inclusion (HI) and NUDOR. The goal is improved access to, and retention in, equitable primary education for all Rwandan children.
- The five-year project (2023–2028) aims to enrol and retain 177,119 children at primary level by: (1) strengthening identification, enrolment, attendance and retention of OOSC at school level; (2) empowering communities and families to support enrolment and retention; and (3) strengthening policies, data and feedback systems on OOSC.
- The Project Director holds overall accountability for technical leadership, strategic and operational management, consortium coordination and donor compliance of the ZOOSC Project. In line with the Save the Children Operating Model (consortium/Chief of Party-type awards), the post-holder is the lead representative of the consortium, the primary link with EAC, MINEDUC and partners, and ensures quality, timeliness and value for money of all results, reports and financial management.
- The Project Director works closely with the Country Office SMT, the DPO (budget holder) and Save the Children US (Member) to ensure the award is delivered in compliance with donor and SCI requirements.

SCOPE OF ROLE

- Provide overall leadership of project design, implementation, monitoring, learning and reporting against the results framework and performance monitoring plan.
- Coordinate consortium partners, project staff and stakeholders to deliver quality results on time and within budget.
- Collaborate closely with the SCI Senior Management Team and MINEDUC in all planning, implementation, monitoring and reporting.
- Work with Save the Children US and the Country Office SMT to meet all donor requirements to a high standard and on time, including timely reporting to EAC.
- Reports to: Director of Programme Operations. Staff directly reporting: MEAL Manager; Social and Behaviour Change Communication (SBCC) Specialist; Finance and Awards Manager; Admin & Supply Chain Coordinator; Education Project Manager; Technical Inclusive Education Manager; Project Manager.
- Key external contacts: EAC; MINEDUC, REB, MINALOC, MIGEPROF, NCPD and district authorities; HI; NUDOR; Save the Children US; education technical working groups.

KEY AREAS OF ACCOUNTABILITY

1. Strategic Leadership and Project Delivery

- Provide overall direction of the project and lead staff in planning, implementation, monitoring and reporting.
- Lead the development and timely submission to EAC of work plans, Detailed Implementation Plans, Performance Monitoring Plans, semi-annual and expense reports, and other deliverables.
- Oversee implementation of the work plan and use of the budget, ensuring timely completion of all planned activities and early identification and mitigation of delivery risks.
- Lead the monthly project award review with the DPO, Finance and Awards and budget holders, and ensure corrective actions are implemented.
- Ensure an appropriate segregation of duties to protect the integrity of project financial and administrative operations.
- Respond to requests from Save the Children Rwanda, Save the Children US, EAC and MINEDUC.

2. Consortium and Donor Management

- Lead consortium meetings regularly and oversee the quality and timeliness of work and reporting by NUDOR and Humanity & Inclusion.
- Review and approve partner work plans, budgets and reports, ensuring alignment with the results framework and performance monitoring plan.
- Work with Save the Children US to ensure donor portal reports are submitted on time and donor compliance requirements are met.
- Coordinate with MINEDUC and project staff to ensure match funding is on track and well documented.
- Ensure sub-award management, partner capacity assessments, and sub-recipient monitoring are completed in line with SCI requirements.

3. Government Relations and External Representation

- Coordinate with MINEDUC on all planning, implementation, monitoring and reporting, and ensure the consortium steering committee meets at least quarterly and its action points are followed up.
- Represent the ZOOSC Project in Government, education, donor and partner forums and relevant technical working groups; share results, learning, challenges and solutions.
- Build and maintain strong relationships with MINEDUC, other government bodies, EAC and partners, promoting government ownership and sustainability.
- Share implementing partners' views in SMT and other relevant meetings.

4. Technical Quality and Innovation

- Provide technical leadership on OOSC identification, enrolment, retention, inclusive education, SBCC and teaching and learning quality, working with SCI technical advisors.
- Work with the Waliku team and MINEDUC on upgrading SDMS to track individual attendance and support identification and enrolment of OOSC.
- Support government counterparts technically to improve implementation and sustainability.

5. Monitoring, Evaluation, Accountability and Learning (MEAL)

- Ensure MEAL findings inform programme decisions and quality improvements.
- Support the MEAL Manager and technical experts, with MINEDUC, to establish systems for enrolment and attendance tracking of OOSC.
- Track timely achievement of performance indicators and ensure effective coordination with MINEDUC in tracking enrolled children.
- Facilitate documentation and sharing of case stories and learning.

6. Financial, Risk and Compliance Management

- Ensure budget management, forecasting, burn-rate monitoring and cost-share/match-funding compliance

in collaboration with the Finance and Awards Manager.

- Ensure compliance with donor rules, SCI procurement, finance, anti-fraud and audit requirements, and timely closure of audit findings.
- Maintain the project risk register and escalate significant risks to the DPO and Country Director.
- Ensure compliance with EAC and MINEDUC branding, marking and communications guidelines with the Communications team.

7. People Management

- Lead, coach and develop a multidisciplinary team through SCI Performance Management, objective-setting, regular feedback and development plans.
- Review and approve timesheets for direct reports and ensure other managers do the same on time.

8. Child Safeguarding and Organisational Compliance

- Understand and comply with the Child Safeguarding Policy, Code of Conduct and country procedures, and report any suspicion of abuse or exploitation.
- Ensure all project activities integrate PSEA and safeguarding, and that serious concerns are handled in line with policy.
- Ensure Background Record Checks are completed for all consultants (local and international) before they start.
- Promote safeguarding with colleagues, partners, government counterparts and communities.
- Comply with SCI policies on child protection, health and safety, equal opportunities and other relevant policies.
- Perform other duties as assigned by the Director of Programme Operations.

SKILLS AND BEHAVIOURS (OUR VALUES IN PRACTICE)

- Accountability: holds self accountable for decisions and efficient use of resources; holds team and partners accountable.
- Ambition: sets challenging goals, thinks strategically and takes responsibility for own development.
- Collaboration: builds effective relationships with colleagues, Members, partners and Government; values diversity and works cross-culturally.
- Creativity: encourages innovative solutions and takes disciplined risks.
- Integrity: honest, open and transparent; committed to SCI values.

QUALIFICATIONS AND EXPERIENCE

Essential

- Master's degree in Education or a related discipline, with at least 8 years' technical and management experience in education programmes.
- Expertise in two or more of: teacher training, inclusive education, SBCC, dropout prevention, teaching and learning materials.
- Proven technical leadership of basic education programmes in Rwanda or the region, supporting ministries of education.
- Experience managing large national projects with two or more implementing partners, a budget of at least USD 10 million, and a team of at least 30 staff.
- Strong donor and consortium management experience, including compliance, reporting and financial oversight.
- Commitment to inclusive programming regardless of gender, disability or other marginalised status.
- Proven ability to connect organisations and maintain smooth communication between them.
- Experience working with children, communities, local leaders and school leaders.

Desirable

- Experience working with senior officials in MINEDUC, its agencies, MINALOC and MIGEPROF.
- Knowledge of Save the Children systems (AMS, Agresso, PPM/PRIME) and EAC or similar foundation donor requirements.

Skills and Abilities

- Excellent relationship-building, planning, coordination and organisational skills.
- Excellent oral and written communication in English and Kinyarwanda; strong public speaking.
- Strong analytical, problem-solving and financial management skills; attention to detail.
- Adaptable, able to work under pressure and to tight deadlines.
- Advanced computer literacy.

Personal Behaviours

- Commitment to Save the Children's mission and values; initiative, self-motivation and accountability; high confidentiality and integrity.