



JOB ADVERTISEMENT-APEFE

The Association for the Promotion of Education and Training Abroad (APEFE) is a Belgian organization that mobilizes its resources and expertise to serve the countries of the South for strengthening their capacities to implement their Development policy in the sectors of education, agriculture and environment, health, governance and the private sector.

In Rwanda, APEFE is implementing its five year program (2017-2021) financed by the Belgian Directorate General for Development Cooperation (DGD), with the objective of initiating "***Inclusive and equitable quality alternance training, accessible to young Rwandan women and men, responding to the skills needs of the growing Rwandan economy in food processing and beauty/fashion trades***". This program will be implemented in a partnership with the Ministry of Public Service and Employment (MIFOTRA) and the Private Sector Federation (PSF).

Expected results of the APEFE program 2017-2021

In this phase 2017-2021, APEFE in collaboration with its partners aim at the following results:

- Result 1: Different partners collaborate and co-ordinate inclusive and equitable quality alternance training,
- Result 2: TVET institutions train young men and women to be competitive on the labour market.
- Result 3: Companies are able to provide inclusive and quality workplace learning opportunities.

To this mandate APEFE is seeking interested Rwandan candidates for the following positions:

1. Technical Assistant-Knowledge Capitalization, Monitoring & Evaluation
2. Technical Assistant Organizational Development and Equity;
3. Technical Assistant-ToT & Curriculum Development
4. Administrative Assistant
5. Driver logistician

S/N	Post	Responsibilities	Qualifications	No
1	Technical Assistant-Knowledge Capitalization, Monitoring & Evaluation	<ul style="list-style-type: none"> - Develop and coordinate the implementation of capitalization strategy of the program to ensure that lessons learned and good practices are collected, shared and disseminated to the public. - In collaboration with the International Technical Assistant (ITA), Train partners on the knowledge management and capitalization of a project and ensure that all participants in the program participate in participatory knowledge management. - Organize workshops related to sharing experiences and lessons learned with different actors on workplace learning in Rwanda and elsewhere and with development partners. - Develop an overall framework of the monitoring and evaluation - Follow up on different activities and day-to-day management of the M&E system, and continuous improvement of MIS system and tools. - In the collaboration with the ITA, develop and publish articles, radio & television reports for public awareness on the workplace training. - Strengthen the capacity of project beneficiaries and partners in monitoring and evaluation; - Ensure the consistency of reports from technical assistants and program partners. Use this reports to consolidate quarterly and annual reports of the program. - Collect data and establish program statistics. - He/she intervene on all the results of the program 	<ul style="list-style-type: none"> - Hold a university degree in Development Communication, Mass Communication, M&E, Organizational Strategies, Economics, Statistics or other related fields. - Proven competence in planning, programming and M & E, - Minimum 5 years of proven professional experience in development planning, development of M&E system for public and/or private development projects; - Experience in the project management of in development institutional related to education support or capacity building; - Experience in computer assisted publishing software; Database and computer tool (Spreadsheets, Analysis Software Commonly used statistics, Ms Project), - Knowledge in knowledge capitalization and preparation/ publication of articles on the activities of a project/ program; - Good experience in facilitating capacity building workshops - Knowledge of rigorous impact assessment concepts (using experimental methodologies) would also be an asset; - Have a driving license category B will be an asset - Perfect command of Kinyarwanda, French and English; 	1

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2	Technical Assistant Organizational Development and Equity;	<ul style="list-style-type: none"> - Support partners in the development of their institutions to organize and offer quality & inclusive workplace training. - At the level of training centers, this TA supports the IPRCs/training centers in the training and coaching of school managers to organize workplace training, collaborate with the private sector, and to sensitize the community on the importance of alternance training. - Strengthen the capacities of chambers and professional associations, through training and coaching in order to support companies to develop, to improve the management of their human resources, to integrate apprentices into the company, and to reduce the companies' negative impact on the environment. - - Prepare the ToRs for a consultancy to carry out a study on gender disparities in access, enrollment in TVET and their integration on the labor market. - - Strengthen the capacities of School managers and company managers on gender and inclusion. - - Support partners to set up a scholarship system to promote the accessibility of workplace training for girls, socio-economically disadvantaged youth and people with disabilities. 	<ul style="list-style-type: none"> - Hold a university degree in organizational development, Gender studies, industrial psychology, sociology, change management, human resources management or other related fields. - Minimum 5 years' experience in the field of organizational development, technical training, business development, human resources development - Strong expertise in leadership and in-depth theoretical knowledge on organizational development; environment; Gender and Inclusion of persons with disabilities, - Deep analytical skills, Leadership, autonomy & initiative; - Good facilitation, presentation & mentoring skills; - Excellent interpersonal skills; - Good change management & project management skills; - Good team spirit, openness and creativity; - practical organizational and planning skills; - Good computer skills - ability to communicate orally and in writing and in presentation; - Have a driving license category B will be an asset - Perfect command of Kinyarwanda, French and English, both written and speaking; 	1

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3	Technical Assistant-ToT & Curriculum Development	<ul style="list-style-type: none"> - Supports WDA and the IPRCs to adapt or develop curricula and manuals in line with labor market needs and in accordance with the competency-based approach. - In partnership with his/her counterpart, develop or revise training modules based on the skills needs assessment and present them to the validation committee, - Develop or adapt training manuals in order to guide trainers and tutors in workplace learning. - Identify the needs in terms of books, rooms, teaching materials and equipment in the pilot centers to implement the workplace learning on the basis of training programs & organizational guides. - Organizing trainings of trainers and tutors in the use and maintenance of new teaching equipment. - Train and coach trainers in active/participatory training and technical skills assessment in collaboration with in-company trainers (tutors). - Organize, with IPRCs, training of trainers, coaching, peer-learning and action-research sessions, so that the trainers provide quality theoretical, technical and general skills training in the selected trades, - Support IPRCs and training centers to build the capacity of trainers in order to provide quality general skills transfer (communication, work readiness, languages, entrepreneurship). - Train the trainers in the new techniques at the same time with companies' professionals. - He / she intervene mainly under result 2 of the program. 	<ul style="list-style-type: none"> - Hold a university degree in Pedagogy, Curriculum Development, Education or any other related qualification. - Have extensive experience in Curriculum development in TVET; - Experience of evaluation in TVET, ToT and competence based assessment; - Experience in dual alternance training would be preferable - Have an interest in fieldwork; - Knowledge of the competency-based approach; - Have the following qualities and abilities: <ul style="list-style-type: none"> - practical organizational and planning skills; - ability to communication & presentation skills - coaching, tutoring, mentoring; - listening ability; - Ability to work as part of a team; - Good computer skills (Windows, Office, Internet); - Have a driving license category be will be an asset - Perfect Command of Kinyarwanda, French and English; - - - - 	1

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4	Administrative Assistant	<ul style="list-style-type: none"> ❖ Support the Program Management Unit (PMU) <ul style="list-style-type: none"> - Serve as a reference person for the PMU (Submit and follow-up on concept notes, Mission orders of Technical Assistants, invitations ...) - Book meeting rooms and prepare the agenda, - Serve as secretary for the meeting, - Disseminate PMU recommendations to the staff concerned when necessary - Ensure the sending of documents to concerned staff (Activity Reports, ...); - Share the internal rules & regulations to TAs for compliance ❖ Communication / relations with partners <ul style="list-style-type: none"> - Manage communications between APEFE and its partners - Prepare, receive and file external and internal correspondences; - Assist in preparation and sending invitations to Technical & monitoring committee, Steering committee... - Maintain and update the details of partners and their representatives within the program; - Organize operational meetings, workshops for planning and implementation of the program, - Share the program documents on request (Templates, technical and strategic documents for workplace learning), ❖ Office Tasks: <ul style="list-style-type: none"> - Follow-up on visa applications of partners during study tours - Ensure the reception of guests, booking hotels, appointments, - Follow up on all the administrative procedures related to the installation of the International Technical Assistants; - Follow up on visas renewal of International Technical Assistants and their families, foreign identity cards; - Manage the office telephone; - Participate in a weekly planning meeting of the program. ❖ Documentation: <ul style="list-style-type: none"> - - Ensure reception and archiving of correspondence, minutes of meetings and other documents related to the APEFE partnership 	<ul style="list-style-type: none"> - University Degree in Public Administration, secretarial studies, Accounting, Finance, Management, Social Science or other related fields; - Experience in the filing and management of electronic and physical files; - Ability to work as a team, able to collaborate with colleagues from different backgrounds; - Knowledge of administrative sciences - Strong analytical and editorial skills; - A sense of responsibility and initiative; - Good knowledge of basic computer applications (Ms-Office Word, Excel and Internet); - Perfect command of Kinyarwanda, French and English written and speaking; 	1

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5	Driver logistician	<ul style="list-style-type: none"> ❖ Vehicle management: <ul style="list-style-type: none"> - Follow-up on the deadlines (Deadline of car insurance, tax sticker, renewal of IT-plates, etc.) - Ensure the cleanliness and maintenance of vehicles, repair of breakdowns, maintenance of logbooks, timely reporting to Insurance in case of accident and theft - Report all mechanical defects to his supervisor; ❖ Couriers distribution: <ul style="list-style-type: none"> - Distribute and collect correspondence from or to partners - Deliver and collect couriers at the Ambabel ❖ Transport of staff: <ul style="list-style-type: none"> - Ensure the safe transport for APEFE staff and their counterparts; - Drive and control of the vehicle to avoid accidents, - Respect traffic rules and other road regulations; - Ensure the maintenance of vehicle; keep the logbook up to date and the vehicle maintenance booklet. - Check the condition of the vehicle before departure, its tools and documents; ❖ Logistics Service: <ul style="list-style-type: none"> - Collect proforma invoices - Distribute and collect correspondences between APEFE and its suppliers - Transport and distribute materials on the field during the workshops, trainings, meetings.... - Photocopy and bind office documents when requested. 	<ul style="list-style-type: none"> - Have at least attended secondary level education; - Have a valid driving license Category B; - Know Geographically & practically Rwanda (provinces and districts of the country) - Have a basic logistic skills, - Be physically fit and able to work for long hours; - Have a basic Knowledge vehicle mechanics is desirable. - Fluently speak Kinyarwanda and be able to communicate in French and English; 	1

How to apply:

Interested candidates are invited to send their CV and cover letter (in French or English) to the program administrator by e-mail only, at bureau.kigali@apefe.org not later than 28th April, 2017 at 12:00 PM local time. Women are encouraged to apply.

Only short listed candidates whose background and experience meet the criteria above will be contacted.

Jean Bosco Ndayisenga

Administrateur de Programme ai

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