



OFFICE OF THE COORDINATOR

JOB ANNOUNCEMENT

**Program Background**

University of Rwanda and Mastercard Foundation signed a 5 years partnership agreement on 21 May 2018, aimed at financing University of Rwanda College of Education to build the capacity of academic staff and pre-service teachers through Strengthening the College capacity to provide pre-service teacher training on Rwanda's competence-based curriculum (CBC), Provide practicum opportunities for pre-service teachers to allow them put theory into practice ,Strengthen the integration of ICT in teaching and learning and Support academic staff to strengthen their research skills .

It is in this context, the Leaders in Teaching (LIT) Program through University of Rwanda Single Project Implementation Unit (UR-SPIU) wishes to recruit a competent staff for the position of Monitoring, Evaluation, Research and Learning Specialist.

**1. Monitoring, Evaluation, Research and Learning Specialist (1 Position)**

**Main Duties and Responsibilities:**

- Work with the Program Implementation Team to develop annual work plans and monitor the implementation of project activities.
- In collaboration with other UR-SPIU M&E Specialist, ensure monitoring and tracking program progress in line with Mastercard Foundation requirements.
- Update the LIT Program M&E framework with up-to-date data on Key Performance Indicators (KPIs).
- Prepare the LIT Program progress reports and follow up on timely implementation of program activities.
- Ensure that quarterly and annual Program reports are produced and timely submitted to Mastercard foundation and other stakeholders.
- Initiate annual planning meetings and monitor implementation of resolutions.
- Ensure regular update of the LIT Program database;
- Prepare consolidated program progress reports and ensure timely reporting to the funder and different stakeholders; and prepare related presentations.
- Provide inputs, information and statistics required for planning and reporting purposes when needed by different stakeholders.

- Work closely with the Program Implementation Team to ensure that the program gets unqualified audit opinion.
- Prepare the LIT Program Results Monitoring, Evaluation and Reporting Matrix.
- Work closely with the LIT program Implementation team to ensure that the program gets unqualified audit opinion;
- Ensure lessons learned and impact are well documented.
- Perform any other related tasks as may be assigned by the immediate supervisor.

### **Required Qualification and Skills:**

1. Master's degree in Economics; Project Management; Business Administration; or Development Studies with a minimum experience of 5 years in project management; or Bachelor's degree in Economics; Project Management; Business Administration; or Development Studies with a minimum experience of 7 years in project management;
2. Proven experience in Project Management from planning, delivery, monitoring and evaluation;
3. Experience in working with international development partners such as MasterCard Foundation, World Bank, IMF, UN Agencies and others, is a must.
4. Excellent oral and written communication in English; ability to write clear and concise reports and ability to make effective presentation;
5. Excellent leadership and managerial skills, great teamwork, strong analytical skills, strong planning and budgeting skills, strong attention to detail and problem-solving skills;
6. Excellent interpersonal and communication skills
7. Hands on experience with project planning, monitoring, evaluation and management tools;
8. Excellent written and oral communication skills in English knowledge of French is an added advantage.
9. Ability to work independently, take initiative, and motivate teams and action.
10. Strong computer skills, especially in Microsoft Excel, Microsoft Word and PowerPoint presentation.



11. Having certified project management certificates such as PMP or Prince II Certificate is added advantage.

### **APPLICATION PROCEDURE:**

Interested and qualified candidates should submit their applications online to the following link: <https://forms.gle/JQmUtUrEnv8XbMpG7>

The application file must be a single PDF file and should contain the following items:

- Application letter Addressed to the UR-SPIU Coordinator
- A Detailed Curriculum Vitae
- Copy of National ID or Passport
- Copies of Academic degree certificates
- Copy of any other relevant certificates acquired.
- Proof of relevant experience described in the CV.

**N.B: The deadline for submission of the application is set on 22<sup>th</sup> September 2023 at 5:00 PM Kigali Time. Only shortlisted candidates will be invited to sit for the written tests.**

Done at Kigali on 14<sup>th</sup> September 2023.

**Immaculate BUGINGO**  
**Coordinator**  
**Single Project Implementation Unit (SPIU).**  
**University of Rwanda**

