



## Vacancy Notice

20 February 2020

### **EXTERNAL VACANCY ANNOUNCEMENT No: 20/HCR/KGL/VN/045**

Title of Post: Senior Education Assistant  
Duty Station: Kigali  
Type of contract: Individual Contractor (LICA5) UNOPS  
Duration of assignment: Initially up to December 2020  
Entry on Duty: Immediate  
Closing date of application: **05 March 2020**

#### **ORGANIZATIONAL CONTEXT**

The incumbent supports UNHCR's work regarding education and advocacy on all issues related to UNHCR education programmes and strategic directions. The incumbent will work under the direct supervision of the Associate Education Officer and overall supervision of the Education Officer. The Senior Education Assistant participates in liaising with partners to assess the education context, to develop an implementation plan and to monitor the programme and assess impact. He/ She also works in collaboration with in-country education partners to improve access to, and quality of, refugee education at all levels, both formal and non-formal, and may liaise with partners for joint support for education access for refugee and host community children. He/ She supports the implementation of education approaches for emerging needs in refugee education, including attention to special needs, minorities, girls, pre-school education, and non-formal activities. The incumbent supports inter-sectoral linkages with child protection, SGBV, gender, community services, livelihoods and health, among others. The incumbent prepares relevant documentation and follows-up on administrative requirements of education projects.

#### **FUNCTIONAL STATEMENT**

##### **Accountability:**

- The education needs of refugees are met through the application of International and National Commitments.
- Implementation of education projects is closely monitored and reports on financial status of projects are provided as appropriate.

##### **Responsibility:**

- Assist the supervisor in managing and coordinating the education sector.
- Assist in monitoring of implementation of the education strategy and activities at all levels in formal and non-formal education sectors
- Work closely with DAFI implementing partner to ensure that the project is well implemented through regular monitoring, coordination, and feedbacks.
- Work closely with other tertiary learning programmes and others certified high learning institutions to ensure refugee youth are identified and enrolled in tertiary education.
- Act as first point of contact for refugee families to provide information and support on enrolment of children in schools.
- Assist in providing regular reports on educational activities, achievements and challenges.
- Conduct regular visits to community schools, carry out assessments and write recommendations.
- Assist in identification of persons with special educational needs and support implementation of inclusive and special needs education.
- Support and promote quality education data collection, analysis and reporting by assisting the implementation of the Education Management Information System (EMIS).
- Ensure education level of refugee children are updated in the UNHCR database for tracking of education achievement of refugee children.
- Assess needs for services of persons of concern, as related to education responses.
- Systematically promote and comply with the Age, Gender and Diversity (AGD) policy and other priorities such as the HIV/AIDS policy.
- Liaise on behalf of UNHCR with external partners like Education Ministry on education matters.

- As requested participate in local humanitarian and development sector working groups to support and ensure all refugee education support programming at country level is extended, amplified and reported against sector development goals and humanitarian partners and funding serve system strengthening.
- Foster inter-sectoral linkages and coordination with child protection, SGBV, gender, community services, livelihoods/economic inclusion and health, among others and provide specialist advice for other sectors, to ensure that they fully integrate education related concerns in their planning.
- Monitor implementation of education programmes and provide guidance on orientation.
- Assist in the planning and coordination of UNHCR's role concerning education.
- Identify training needs and train UNHCR staff, sister UN agency staff, NGOs, and Ministry of Education officials on refugee education priorities and identified topics.
- Develop and disseminate relevant tools to support UNHCR staff and partners in Country Offices.
- Join joint assessment missions in emergencies to minimise the time refugee children and youth spend out of education (ideally a maximum of three months after arrival).
- Assist in preparing and drafting of education input in key internal and external documents and reports.
- Perform other related duties as required.

## **ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE**

### **Core Competencies:**

*Accountability*  
*Communication*  
*Organizational Awareness*  
*Teamwork & Collaboration*  
*Commitment to Continuous Learning*  
*Client & Result Orientation*

### **Managerial Competencies:**

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### **Cross-Functional Competencies:**

*Analytical Thinking*  
*Planning and Organizing*

- *Technological Awareness* Excellent knowledge of English and good knowledge of French.

## **SUBMISSIONS OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **05 March 2020**

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). Should you be asked for a fee or a benefit at any stage of this process, please report your concern to UNHCR's Investigation Service ([inspector@unhcr.org](mailto:inspector@unhcr.org)).