

## JOB ANNOUNCEMENT

National Commission for Children (NCC) would like to recruit qualified, hardworking, well motivated and experienced professionals in the following positions:

1. **Communication Specialist (1);**
2. **Monitoring and Evaluation Specialist (1);**
3. **Social Worker (3)**
4. **Psychologist (3)**

1. **Communication Specialist**

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- 1.1. **Key responsibilities**

Under the Supervision of the Executive Secretary of the National Commission for Children at second level and the Senior Programme Manager of the Tubarerere Mu Muryango (TMM) at first level, the M&E Specialist will assume the following responsibilities:

- ✓ Ensure communication, advocacy of the Strategy for National Child Care Reform being implemented through the Tubarerere Mu Muryango (TMM) Programme for an ultimate objective of building a strong child protection system;
- ✓ Develop and manage a clear advocacy and communication strategy of the TMM Programme and its implementation plan to ensure that its objectives and achievements are made known and well understood by the different stakeholders and the general public;
- ✓ Develop and maintain an updated media database (TV, Radio, Print and Online) in order to enhance smooth collaboration with the media and have a successful communication and feedback mechanism on matters concerning child rights in Rwanda and more visibility of NCC;
- ✓ Establish and coordinate the implementation of a resilient and effective networking and partnership mechanism that will strengthen regular coordination across the child protection system and enhance the Commission's advocacy and collaboration with partners;
- ✓ Coordinate the celebration of special child events by identifying opportunities for advocacy, raising awareness, partnership, resource mobilization and support from various stakeholders, children at different levels and the general public;
- ✓ Conduct community outreach activities aiming at
- ✓ Document TMM achievements, best practices, human interest stories and ensure their dissemination;

- ✓ Promote positive change in attitudes, behaviours and relationships with families, work place, community for improved child care;
- ✓ Conduct timely and accurate planning, monitoring and evaluation activities to ensure that the communications objectives are met and the strategy is efficient.

*NB: Detailed specific activities will be discussed with the successful candidates prior to commencement.*

## **1.2. Qualification, experience and other competencies**

### **i. Education**

A minimum of a university degree in public relations, journalism, communication, information management or any other related discipline.

### **ii. Experience**

At least 3 years of demonstrated and successful professional experience in the same or related position at a national level in Rwanda. Experience in the child protection domain is a plus.

### **iii. Language**

Fluency in Kinyarwanda and English. Knowledge of French will be an added advantage.

## **1.3. Duration of contract**

Two years contract renewable upon availability of funds and satisfactory annual performance evaluation.

## **2. Monitoring and Evaluation Specialist**

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### **2.1. Key responsibilities**

Under the Supervision of the Executive Secretary of the National Commission for Children at second level and the Senior Programme Manager of the Tubarerere Mu Muryango (TMM) at first level, the M&E Specialist will assume the following responsibilities:

- Develop monitoring and evaluation system to track progress towards achieving the projected outputs for the implementation of the TMM Programme;
- Establish a monitoring plan for all children who had been living in orphanages/institutions and have been reintegrated into family and community;
- Provide support needed in conducting assessment of children placed into family based care to monitor their living conditions;



- Provide relevant training/information to the TMM Programme implementation team on the M&E tools and support them in their effective use;
- Ensure regular and timely data collection on TMM Programme, their analysis, storage and use;
- Provide technical support to District Social Workforce to plan, deliver and monitor the case management process and other types of support at the community level.
- Monitor the activities of programme partners to ensure effective and efficient contribution to the programme;
- Identify program monitoring and evaluation indicators and data collection methodologies for tracking progress made vis-à-vis these indicators and on an on-going basis;
- Suggest strategies to the management for improving the efficiency and effectiveness of the programme by identifying bottlenecks in completing programme activities and developing plans to minimize or eliminate such bottlenecks;
- Ensure close working relationships with all programme stakeholders, donors all parties required to establish a shared vision of the projects and achieve objectives;
- Provide support in developing and strengthen monitoring, supervision and evaluation procedures within NCC for various projects/activities by developing and/or maintaining appropriate M&E systems;
- Support in developing monitoring and evaluation strategy plan for all projects/programs being implemented by NCC;
- Document the best practices and achievements to showcase the successes of the TMM Programme;
- Prepare monthly/quarterly/annual reports on TMM Programme progress;
- Perform any other responsibility as required by NCC or as assigned by the supervisor.

*NB: Detailed specific activities will be discussed with the successful candidates prior to commencement.*

## **2.2. Qualification, experience and competencies**

### **a. Minimum qualification and experience**

Bachelor's degree, preferably in economics, statistics or business administration with minimum working experience of 5 years. Having a Master's degree with 2 years of working experience in the same field will be an added value.

**b. Key skills and knowledge**

- Designing tools and strategies for data collection, analysis and production of reports
- Designing and implementing M&E systems
- Knowledge of relevant /any specific software for M&E data analysis, and MIS (SPSS, MS Access, Epidata etc.);
- Knowledge and skill in designing and managing databases and data management systems using open source platform;
- Fluency in English and Kinyarwanda. The knowledge of French will be an added advantage.

**c. Duration of contract**

Two years contract renewable upon availability of funds and satisfactory annual performance evaluation.

**3. Psychologist (3)**

**a. Roles and responsibilities**

- Overseeing the design and development of child care packages through assessment of psychological needs of the children in the institution/orphanage,
- Conduct in-depth child assessment in all psychosocial wellbeing domain using appropriate tools and techniques,
- Set up and manage psychological care plans for children in institution/orphanage (individual and group sessions, relevant psychosocial and developmental support),
- Provide relevant recommendation to stakeholders including families to be able to satisfy the children's identified needs
- In collaboration with social workers, organize preparation sessions for both children and families (individual and/or group) aiming at moving children from institution/orphanage
- Analyze each individual case and provide relevant advice and guidance for its management and placement decision to ensure the psychosocial wellbeing of the child;
- In collaboration with Social Worker, contribute in initial assessment of families
- In collaboration with Social Worker, contribute to the elaboration and implementation of family and community intervention plans according to the children's needs,
- Conduct relevant follow up of children placed in families to make sure the psychosocial wellbeing of the child is respected,
- Guide and support families in post placement child behaviors and in interactions with family and community members



- In Collaboration with Social Worker, support training and capacity building of child care staff (alternative and prevention services, institutions) and families (biological, foster families)
- Document every achieved activity and report to the direct line manager
- Work in collaboration with institution managers, local authorities, social workers and Community based workers

*NB: Detailed specific activities will be discussed with the successful candidates prior to commencement.*

**b. Competencies:**

- Appropriate technical education and practical background in child psychology
- Understanding of the Rwandan Mental Health System
- Good understanding of Child Rights Laws in Rwanda
- Ability to write clearly, concisely and to analyze interventions and share learning
- Ability to think strategically
- Ability to work effectively in a team and in complex environments
- Demonstrate empathy, authenticity and objectivity in personal working relationship
- Ability to build trust and relationships with stakeholders
- Written and verbal communication skills, including written reports in English and/or French and Kinyarwanda (imperative).
- Basic computer skills (Word, Excel and PowerPoint)
- Flexibility to work in remote areas

**c. Education and experience**

- Bachelor degree in psychology, Clinical psychology is preferable
- At least 2 years' experience or advanced degree in related field
- Direct operational clinical psychology work experience
- Experience working with vulnerable children, families and communities
- Experience working with Child Care Institutions is an asset

**d. Duration of contract**

One year contract renewable upon availability of funds and satisfactory annual performance evaluation.

#### 4. Social worker (3)

##### a. Roles and responsibilities.

- Conduct family tracing
- Together with psychologist, contribute to child and family assessment, case management and placement decisions,
- Together with psychologist prepare families and children for reintegration;
- Elaborate and implement family and community intervention plans according to the children's needs in collaboration with relevant stakeholders
- In collaboration with psychologist, support training and capacity building of child care staff (alternative and prevention services, institutions) and families (biological, foster families)
- Conduct follow up, monitoring and support for children removed from institutions and placed in family-based care or independent living
- Monitor and evaluate the quality of care delivered to children removed from institutions and report to the line manager
- Provide ongoing supervision/follow up, capacity building and training for childcare professionals, Community based Social Workers, children & families with particular emphasis on ensuring that alternative service providers deliver high quality support services to children and families
- Document every achieved activity and report to the direct line manager
- Work in collaboration with institution managers, local authorities and Community based Social Workers

*NB: Detailed specific activities will be discussed with the successful candidates prior to commencement.*

##### b. Competencies

- Understanding of service provision by Child focused organizations in Rwanda
- Some knowledge of Child Rights law in Rwanda
- Ability to write and document clearly
- Ability to mobilise a range of field partners; community volunteers, local leaders, community members and parents
- Ability to build trust and relationships with stakeholders
- Ability to work effectively in a team and in complex environments
- Written and verbal communication skills, including written reports in English and/or French and Kinyarwanda (imperative).
- Knowledge of De-Institutionalisation and alternative models for service delivery for child care is an asset
- Basic computer skills (Word, Excel and PowerPoint)



- Flexibility to work in remote areas

**c. Education and experience**

- Bachelor degree in social work, preferably
- At least 2 years' experience or advanced degree in related field
- Direct operational social work experience (Social work with individuals, families, groups and communities)
- Experience working with vulnerable children, families and communities

**d. Duration of contract**

One year contract renewable upon availability of funds and satisfactory annual performance evaluation.

**HOW TO APPLY**

Applicants for the above mentioned positions should be in English and include a filled application form to be downloaded from the website of P.S.C ([www.psc.gov.rw](http://www.psc.gov.rw)), accompanied with non-certified copies of degrees, certification of working experience, a copy of ID card and detailed CV documenting work experience and achievements. The applications should be submitted at NCC reception from 21/11/2016 up to 25<sup>th</sup> November 2016 at 5 pm (17:00 PM). Only selected candidates will be contacted.

For more details, please visit the following NCC website: [ncc.gov.rw](http://ncc.gov.rw)

Done at Kigali, on 17<sup>th</sup> November 2016



**Dr. Claudine UWERA KANYAMANZA**  
Executive Secretary  
National Commission for Children

