



Job Opportunity
Operations Officer
Rwanda

Deadline: 4th October 2022, 5PM

VVOB is an international NGO with programmes and projects in 9 countries worldwide. Our head office is based in Brussels, Belgium.

When you join VVOB, you become a key player in VVOB's mission to ensure quality education as a key enabler for achieving the sustainable development goals. We implement our programmes and projects with one shared passion: to ensure the improvement of quality education. Our teams of national and international experts achieve this by providing technical assistance to governmental and other education actors. In doing so, worldwide we ensure capacity building of governmental and other education actors.

*VVOB is currently looking for **an Operations Officer** who will provide quality administrative and logistical support to IT'S PLAY project and other VVOB projects.*

Do you want to take on this challenge? Then continue reading!

The ambition of VVOB is to ensure learners around the world enjoy their fundamental human right to quality education, without exception. In striving for that ambition, we place our values 'commitment', 'integrity', 'respect', 'quality' and 'innovation' central.

In Rwanda, VVOB is implementing a four-year Early Childhood Education project named 'IT'S PLAY' (Improving Teaching Skills on Playful Learning for Africa's Youngest). Pre-primary school enrolments in Rwanda are increasing with a focus towards more academic forms of early childhood education (ECE). Driven by the desire of parents, teachers, and administrators to prepare children for primary school early, ECE learners are often taught academic grade 1 skills like reading, writing and mathematics. Such academic forms of early childhood education largely do not consider the developmental stages of young children, and neither lead to learning nor contribute to the pre-skills children need to fare well in Grade 1 of primary.

To bridge the gap between this desire to prepare children early and more age-appropriate forms of ECE, IT'S PLAY will strengthen Learning Through Play in early childhood education in Rwanda and harness the power of play-based learning to develop emergent numeracy skills in young children. In this context, VVOB is currently looking for an Operations Officer to join the project.

As Operations Officer you contribute to this ambition and these values by taking initiative whenever necessary to provide quality administrative and logistical support to IT'S PLAY project and other VVOB projects.

For more information on VVOB in Rwanda and our programmes, please visit our [website](#).



The Operations Officer reports to the Operations Manager. You are part of and work closely together with members of the operations team in VVOB Rwanda and with the IT'S PLAY Project Coordinator in particular. Furthermore, you provide support to other departments and programmes in VVOB Rwanda.

If you're our Operations Officer, your work week at the office will include the following highlights:



- You provide administrative and logistical support to the IT'S PLAY project and other projects on needs basis, including procurement of services, travel arrangements for field activities, arranging meeting venues and training materials, and communicating progress to relevant team members and external partners.



- You prepare budget and fund requests for project training activities together with the team and address them to the Operations Manager.

- You ensure good project administration, preparation of invitation letters, including managing project materials and supplies, file management (E-folders on MS TEAMS and SharePoint), and other related tasks and you indicate areas for improvement where relevant.



- You support in the procurement, logistics and administration of workshops and capacity building activities for external partners.

- You maintain a tracker of key action points agreed upon at project meetings and disseminate progress of implementation.



- You support timely payments to suppliers and partners, preparation of purchase orders and workshop budgets, submission of workshop reports, and any other required project reports.

- You support ITS PLAY project throughout Continuous Professional development process as well as in different TPD models such as field work for classroom observation and teacher coaching and reporting and documenting on reflection results.



- You comply with VVOB's internal procurement, financial and related policies, and guidelines in execution of your tasks.

As **Operations Officer**, you will also perform any other duty assigned by supervisors in line with the position holder's capacities.

Competency profile

Core competences:

Competence	Level
Cooperation	1
Continuous Improvement	1
Result Orientation	2

Role Competencies

Competence	Level
Reliability	2
Accuracy	3
Planning & Organization	1
Problem Analysis & Judgement	1
Communication Skills	2

Who are you?

Your expertise and experience:

- Bachelor's degree in Office Administration, or procurement or related field or equivalent experience
- At least one year of relevant demonstrated work experience in a similar project support position; preferably in the non-profit sector in Rwanda
- Basic knowledge of accounting and procurement, or logistics
- Organizing, planning, and prioritizing work
- Experience in logistics support for education programmes in Rwanda is an advantage
- Experience with procurement is an advantage
- Experience in early learning and working with schools
- Excellent computer skills in MS office
- Fluent in English and Kinyarwanda





Nationality: Rwandan National

Location: Kigali, Rwanda

Start date: as soon as possible

What we're offering:

- A dynamic working environment in an international context
- An exciting job with varied responsibilities and opportunity to progress your career in accounting & finance
- Professional development opportunities
- A competitive salary and benefits package

What's next?

Electronic applications will be only considered. **Submit a motivation letter and a current CV** addressed to VVOB Country Programmes Manager at recruitment.rwanda@vvob.org no later than, **4th October 2022 at 5 PM (Rwanda time)**.

More info: For more information, please contact recruitment.rwanda@vvob.org





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