



Centre Marembo is a national Non-Governmental Organization that was established in 2013 with a vision of **restoring dignity and integration of girls who are victims of Gender Based Violence (GBV)**.

It is in this regard that it is looking forward to recruit new employees for Fives positions that are: Head Teacher of ECD, 2 x ECD Teachers, Social Worker and Legal Advisor.

1. Head Teacher of ECD

Responsibilities

The Early Childhood Head Teacher, under the supervision of Centre Marembo Authorities, is responsible for:

- Developing and implementing a developmental based, educational program for assigned class of school children.
- The curriculum must meet the emotional, physical, cognitive, and social needs of both the individual child and the group.
- Developing and maintaining school (ECD) policies and rules
- Management, and discipline of staff
- Hire, train and advise staff
- Help shape and uphold the vision of the organization
- Ensure that ECD complies with relevant laws and regulations
- Mentoring colleagues and Teachers to gain experience
- Integrating core approaches of social inclusion, gender, social justice and resilience

- Provide a warm, safe, and caring environment that is kept orderly, clean, and neat in appearance
- Maintains good communication with parents on a daily basis through the use of daily sheet, notes, or verbal communication.
- Plans, prepares, and implements daily activities(indoor/outdoor) as they related to the curriculum

Requirements

- Master's or Bachelor's degree in pre-primary/ or with related qualifications in early childhood education from the Teacher Training College/University.
- At least 3 years of practical experience in Early Childhood education/Candidates without any teaching experience who qualified in early childhood education course are encouraged to apply
- Practical knowledge of understanding play based, inclusion and learner centered approaches
Fluent in English, French and Kinyarwanda with good writing skills

Skills

- Working collaboratively as team player to lead planning and implementation
- Adapting good facilitation
- Knowledge of administrative processes of schools
- Ability to use computers (e.g., MS Office) and education management systems
- Excellent communication skills
- Outstanding organizational ability
- Attention to detail
- Problem-solving and conflict resolution skills
- Good judgment and decision-making aptitude.
- Influencing, negotiation and facilitation skills

2. Social worker Officer

Responsibilities

The Social worker, under the supervision of Centre Marembo Authorities, is responsible for:

- Meet the Clients to assess their situations, needs, strengths and support networks to determine their goals
- Help clients adjust to changes and challenges in their lives
- Treat each person in a caring and respectful manner, mindful of individual differences and cultural and ethnic diversity
- Seek to enhance clients' capacity and opportunity to change and to address their own needs
- Any other duties may be assigned by Centre Marembo Authorities

Requirements

- Master's or Bachelor's degrees in Social work or related fields
- 5 years of Clinical Social work Experience
- Knowledge about social systems
- Knowledge of human development and psychology
- Proven work experience as a Social Worker
- Working knowledge of social theories and practices

Skills

These qualities and skills are crucial for a social worker to effectively support and make a positive impact on the lives of their clients and community

- Excellent listening (Active Listening) and Communication Skills
- Critical Thinking and cultural Competence Skills
- Emotional intelligence and Empathy
- Leadership and organization skills
- Patience and Professionalism skills

- Fluent in English, French and Kinyarwanda with good writing skills
- Advocacy skills
- Ethical behavior
- Boundaries and self-care
- Teamwork and collaboration skills
- Ability to build and maintain professional relationships
- Computer literate (Microsoft Word, Excel, Power point and Internet)

3. Legal Advisor

Responsibilities

- Advise on a variety of Legal issues and legal risks
- Document and maintain legal files and issues
- Explain legal language
- Drafting legal documents, structuring solutions for issues and providing support in legal issues.
- Provides clients with legal assistance and advice
- Conduct legal analysis and researching legal matters
- Drafting legal options, memoranda, and briefing documents
- Formulating formalities regarding settlements of disputes
- Monitoring the implementation of legal clauses
- Ensuring adherence to the legal rules and regulations at all time
- Helping clients in making damage claims.

Requirements

- Master's or Bachelor's degree in Law
- 3 years of experience as legal advisor or similar position in the law field,
- Fluent English, French and Kinyarwanda Speakers with good Written Skills
- Knowledge of legal matters.

Skills

- Good team working abilities
- Proactive approach to problem solving
- Excellent judgment and ability to anticipate legal issues or risks
- Discretion in handling confidential matters
- Computer literate (Microsoft word, Excel, Power point and internet)
- Excellent communication and analytical skills, both in written and spoken

4. 2 x ECD Teachers

Responsibilities

- Plans and prepares classroom setting;
- Organizes and provides developmentally appropriate early childhood education programs;
- plans and implements curriculum and education for children ranging in age
- Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children.
- Interacts with parents and community groups;
- Maintains open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships.
- Performs miscellaneous job-related duties as assigned
- oversees safety and educational programs;
- supervises children in the classroom;
- provides a supportive environment in which children can learn and practice appropriate
- Acceptable individual and group behaviors.

Requirements

Bachelor's degree in early childhood education, child development, or a closely-related area of study

- At least 3 years of practical experience in Early Childhood education/Candidates without any teaching experience who qualified in early childhood education course are encouraged to apply
 - Practical Knowledge of understanding play based, inclusion and learner centered approaches
- Fluent English, French and Kinyarwanda Speakers with good Written Skills

Skills

Some qualities of a good teacher include skills in:

- Communication
- Active-listening
- Collaboration
- Adaptability
- Empathy and patience
- Creativity,
- Organization
- Enthusiasm

HOW TO APPLY

Interested candidates should send their both **combined** cover letter and well-detailed CV to the email provided below no **later than August 5th 2023**.

Email - c.marembo@centremarembo.org