



**UNITED
NATIONS
RWANDA**

ToR Temporary Appointment



Post Title: Education Officer, Skills and Youth

Level: NOB
Duration: 364 Days
Supervisor (title): Chief Education
Period of assignment: January to December 2027
Funding Source: SC2504364

Context:

Young people aged 16-30 years constitute a significant share (27 per cent) of Rwanda's 13.2 million population and are central to the country's economic and social transformation agenda. While Rwanda has made steady progress in expanding access to education and training opportunities, many young people continue to face challenges in securing productive employment and transitioning successfully from learning to earning. Skills mismatches, limited work experience, and barriers to accessing labour market information and opportunities remain key constraints, particularly for young women and vulnerable youth.

Recognizing that youth employment is critical to achieving the ambitions of Vision 2050 and the second National Strategy for Transformation (NST2), the Government of Rwanda has prioritized investment in skills development, entrepreneurship, innovation, and job creation. Efforts are focused on strengthening the alignment between education and training systems and labour market needs, while creating pathways for young people to access decent work, self-employment, and emerging opportunities in the digital economy.

As a key partner to the Government of Rwanda, UNICEF works with the Ministry of Education (MINEDUC), the Ministry of Youth and Arts (MoYA) and the Ministry of Public Service and Labour (MIFOTRA) through the global Generation Unlimited (GenU) initiative to equip young people with foundational, transferable, digital, work readiness and entrepreneurial skills and connect them to employment opportunities. Through this partnership, UNICEF and the Government launched the Ingazi (Passport to Earning - P2E) platform, which provides young people with access to career guidance, labour market aligned skills development opportunities, mentorship, and pathways to employment and entrepreneurship.

The programme has expanded to reach more than 142,000 young people across Rwanda, with 56,446 (40 per cent female) completing at least one learning pathway. Strong learner engagement and outcomes are reflected in an average assessment score of 83 per cent, demonstrating effective acquisition of market-relevant skills. As the programme enters its next phase, greater focus is needed on strengthening pathways to employment and self-employment. Dedicated technical capacity within UNICEF is therefore required to support implementation, partnership coordination, and delivery of youth employment outcomes at scale.

Purpose of the position:

The Education Officer, on temporary appointment (TA), will provide technical support on planning and delivery of results for youth, with responsibilities spanning programme implementation, partner coordination, monitoring, reporting, and related administrative support.

Under the direct supervision of Chief Education or delegated Education Specialist, the Education Officer will work with the Education Section team and government partners, most notably the Ministry of Youth and Arts (MOYA), Ministry of Education (MINEDUC), and Ministry of Public Service and Labour (MIFOTRA), as required to coordinate programme implementation. He/she will work closely with and support the monitoring of activities supporting skills development, transition from learning to earning, entrepreneurship and job opportunities for adolescents and youth, led by implementing partners, including through participation in coordination and advocacy meetings. The Officer will contribute to the implementation of UNICEF's broader skills agenda, promoting integrated approaches to foundational, transferable, digital and job-specific skills and supporting flexible and alternative learning pathways, particularly for adolescents and young people who are disadvantaged, out of school or otherwise at risk of exclusion.

Key Expected Results:

- Contribute to the implementation of programmes targeting youth, with a focus on transferable, digital, job-specific/work-readiness and entrepreneurial skills through Ingazi (P2E Rwanda), partners and other channels, and strengthen pathways from learning and skills development to further learning, employment, entrepreneurship and other livelihood opportunities.
- Provide technical and administrative support throughout all stages of programming, including, preparing materials and documentation, and complying with UNICEF organizational processes and management systems, to support programme planning, implementation, monitoring, evaluation, and documentation of results.
- Provide technical and operational support to government counterparts, non-governmental partners on the application and understanding of UNICEF policies, strategies, processes, and best practices to support programme implementation, operations, and delivery of results, in alignment with national education, skills and youth priorities.
- Support the organization and coordination of meetings, workshops, and other events in collaboration with implementing partners and other education sector stakeholders.
- Contribute to identification, synthesis, and sharing lessons learned to support evidence informed programming.
- Undertake field visits to programme locations and share information with implementing partners and relevant officials for required action.
- Participate in monitoring and evaluation exercises, programme reviews with implementing partners and the government and prepare minutes/reports for follow up actions.
- Provide technical and operational support for the resilience in secondary education programme for out of School youth, including vocational skills development and pathways to livelihood
- Support other priorities within the education programme and cross-sectoral collaboration, including development of plans and strategies targeting youth and adolescents.
- Support programme monitoring and reporting against agreed results, indicators and implementation milestones, including collection, analysis and use of programme data to inform timely programme adjustments and management decisions.
- Contribute to coordination with government, development partners, the private sector, implementing partners and other stakeholders to strengthen coherence between education, skills development and pathways to employment and entrepreneurship.

Expected key deliverables are:

- Programme implementation plans and strategies aligned with UNICEF, MINEDUC, MOYA and MIFORTA plans and sector strategies, with clear results, implementation milestones and responsibilities.
- Completed administrative and technical actions, materials, and documentation complying with UNICEF policies, processes, and procedures to support timely programme implementation and delivery of results.
- Technical and operational support is provided to government counterparts and NGO partners, with critical implementation issues, bottlenecks, potential problems and agreed corrective actions identified and followed up to achieve programme results.

- Programme meetings and events successfully organized, with key decisions and action points responsibilities and timelines documented and systematically followed up.
 - Programme lessons and best practices are documented for knowledge management and contribute to internal and external reports and evidence-informed programme improvement.
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- Programme monitoring and periodic progress reports are prepared, drawing on field monitoring and partner engagement to assess progress against agreed results and indicators, identify implementation challenges and risks, and recommend timely follow-up actions.

Qualifications for a Successful Candidate:

- A university degree in education, sociology, psychology, or relevant technical fields.
- A minimum of two years of professional experience in programme planning, management, and/or research in education.
- Language Proficiency: Fluency in English and Kinyarwanda are required.
- Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is considered an asset.

Specific experiences or knowledge considered great asset:

- Demonstrated experience in education, youth engagement, vocational skills and upskilling programmes for youth
- Prior experience working with government institutions, including experience in the planning and implementation of innovative interventions aimed at providing skilling and/or employment opportunities for youth.
- Experience in managing diverse partners and stakeholders.
- Good understanding of issues around youth employment and empowerment programmes.
- Relevant experience in a UN system agency or organization.

Competencies of a Successful Candidate (Based on UNICEF professional competencies)

Core Values

- Care, Respect, Integrity, Trust, Accountability, and Sustainability

Competencies:

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

APPROVED BY:

Dominic Muntanga, Officer in Charge

Date: