

**POSITION:** Manager, Centre of Innovative Teaching and Learning in ICT

**LOCATION:** Kigali, Rwanda

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## **ABOUT THE MASTERCARD FOUNDATION**

Mastercard Foundation is a global foundation based in Toronto, Canada. Our programs promote financial inclusion and advance youth learning in Africa. The Foundation was established in 2006 through the generosity of Mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from Mastercard. Our policies, operations and funding decisions are made by our President and Board of Directors.

The Foundation believes that every person has the potential to transform their lives and improve the lives of their families and communities. The Foundation collaborates with partners to advance sustainable and scalable solutions in microfinance and youth learning, focusing on countries that face high rates of poverty and growing numbers of out-of-school youth. Much of this work will be accomplished by building strong institutions in developing countries – particularly Africa – and investing in robust evaluation and learning agendas.

The Foundation values innovative and fresh thinking as it strives to become a global thought-leader. Its work is achieved by a strategic, nimble and highly entrepreneurial team with a proactive and results-oriented approach to its philanthropic activities. The organization's culture is shaped by people who are driven and passionate about the Foundation's mission.

## **COUNTRY OFFICE IN KIGALI, RWANDA**

Mastercard Foundation is opening an office in Rwanda to support two new initiatives:

***Rwanda Employment and Enterprise Development Initiative (REEDI)*** will increase productive employment for young people; expand access to financial inclusion for tourism related businesses and improve the capabilities of, and coordination between, key stakeholders, in the tourism and hospitality industry; and,

***Secondary Education Teachers' Initiative*** which seeks to improve the quality of teaching and learning in secondary schools.

An office in Kigali provides an opportunity to oversee the management and implementation of the two initiatives, drive the country-level coordination of all Foundation interventions and represent the Foundation at a country level in close liaison with senior management in Toronto, Canada.

## **THE CENTRE**

The Centre for Innovative Teaching and Learning in ICT will be housed in a university setting in Kigali, but will operate independently. The Centre will be managed by Mastercard Foundation and will benefit from being co-located with a like-minded African institution in Rwanda to benefit from cross fertilization of ideas and to gain operational efficiencies.

The Centre will spark innovation and promote promising practices in the use of ICT for teaching and learning through a range of activities targeted at education leaders, practitioners and innovators from across Africa.

The Centre will foster ICT innovations by working with innovators and ICT entrepreneurs and will share best practices and advance research to disseminate “what works” in ICT policy and practice. The Centre will also develop and host multiple sessions each year with a range of ICT players from across the continent.

## **THE POSITION**

Reporting to the Director Education and Learning, the Manager for the Center will play an integral role in bringing the Centre to life. The Manager will have overall responsibility for both launching the Centre and leading its ongoing operations. This role is ideal for an entrepreneurial leader who is comfortable developing and launching programs and juggling a range of duties on an ongoing basis from managing a dynamic physical space to executing creative programming for a diverse range of audiences.

The Manager will work collaboratively with members of the Foundation team in Rwanda and Foundation staff in Toronto to lead the implementation of the Centre as part of the Secondary Education Teachers Initiative and will ensure the visibility of the initiative through high level engagement in the field. The Manager will promote the highest standard of program management and leadership in accordance with the vision, mission and guiding principles of the Mastercard Foundation.

## **Specific Responsibilities**

- Lead and manage the Centre for Innovative Teaching and Learning in ICT in Rwanda.
- Support the strategic development and evaluation of all aspects of the Centre.
- Work closely with the Toronto team to configure the physical space for the Centre.
- Build and maintain strong relationships with the host institution and leverage their skills and capabilities.
- Develop and manage a detailed work plan for Centre activities.
- Partner with senior management in Toronto to establish and manage a budget for the Centre.
- Plan, execute and manage a broad range of Centre activities including convening’s, funding innovations and developing a virtual platform.
- Manage and develop Centre staff, over time, to achieve the objectives of the Centre.
- Provide expertise and technical support to the initiative to improve teaching and learning in Africa.
- Work collaboratively with colleagues on the Country team and other Foundation teams to advance the broader Secondary Education Teachers Initiative.
- Work with the Country Representative and Foundation Leadership to build and manage relationships and liaise with partners, employers, community and key stakeholders relevant to the Foundation’s portfolio in Rwanda.

- Build and manage relationships with thought leaders and global stakeholders in the field to increase the Foundation's knowledge base, visibility and contribution to teacher development initiatives in Africa and beyond.
- Communicate progress and learnings from the Centre internally across the Foundation and externally with partners, policy makers and collaborators in the field.
- Attend relevant conferences and seminars to maintain an up-to-date knowledge base on emergent trends and issues that are geared towards improving teaching and learning in ICT and to build the reputation of the Centre and broader program.
- Engage with and support the work of the Initiative Working Group.
- Other duties as required.

### **Skills, Qualifications, and Experience**

- Master's degree or higher in international education and/or teacher training and development.
- Minimum of six (6) years' experience in the education sector, including teacher professional development.
- Minimum of three (3) years' experience leading and managing a team.
- Greater consideration will be given to individuals with local knowledge and experience.
- Strong understanding of education policy, practice and issues across the continent.
- Experience with integration of technology in education. Experience with educational technology (EdTech) hubs will be an advantage.
- Experience and knowledge in using ICT for teaching and learning technology.
- Experience with running and managing a space such as a school or conference centre.
- A successful track record of leading and managing programs and building partnerships.
- Substantive knowledge of key issues and emerging trends and barriers in teacher education.
- Excellent prioritization and time management skills with strong attention to detail.
- Demonstrated strong organizational skills in a multi-cultural setting. Ability to handle multiple tasks, reprioritizing tasks where necessary.
- Superior written and verbal communication and presentation skills in English.
- Ability to set and achieve clear objectives and deadlines to meet deliverables.
- Proficient computer skills including Word, Excel and PowerPoint.
- Flexible, intellectually curious and open. This individual is comfortable with ambiguity, receptive to new ideas and is also willing to change when presented with best options.
- Is confident and comfortable challenging expert opinion.
- Act as a change agent to drive innovation forward by fostering collaboration with cross functional groups and teams.
- Demonstrates a high degree of interpersonal skills with the ability to manage relationships at all levels both internally and externally.

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- Innovative and entrepreneurial. This individual can formulate and develop new or creative approaches to problems and inspires others on the team to do so as well.
- Professional maturity and sensitivity to working within different cultures.
- Impeccable integrity as demonstrated through solid judgement.

### **BENEFITS AND COMPENSATION**

The Foundation offers an excellent benefits package and a salary that is commensurate with experience.

### **LOCATION**

This position is located at the Foundation's office in Kigali, Rwanda.

### **TO APPLY**

Applications will be accepted on a rolling basis, with the position beginning immediately.

Please email your resume along with a cover letter explaining your interest in the position to [humanresources@mastercardfdn.org](mailto:humanresources@mastercardfdn.org), indicating "Manager, Center for Innovative Teaching and Learning in ICT" in the subject line of your email. All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

The MasterCard Foundation welcomes and encourages applications from all individuals. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.