

## **Job Title: Project Coordinator**

<b>Organization:</b>	Right To Play Ethiopia
<b>Department/Division:</b>	DPM
<b>Reports to:</b>	Project Officer
<b>Number of positions:</b>	One (1)
<b>Work Location:</b>	Selected Target Schools in Bishoftu Town Administration and Lume District, East Shewa Zone of Oromia, Ethiopia
<b>Authorized to work in:</b>	Ethiopia (Eligible to work legally without work visa sponsorship)
<b>Target Hiring Range:</b>	Local salary scale applies (Grade 5. Hiring range and benefits will be shared with applicants as part of the recruitment process. Please note that this is a national position, and salary will be paid in local currency.)
<b>Target Start Date:</b>	As soon as possible
<b>Contract Duration:</b>	Full-time, one-year contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	May 22, 2026 23:59 EAT

## **ABOUT US:**

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

Right To Play Ethiopia started its operation in 2005 and have implemented several interventions to protect, educate and empower children and youth in different parts of the country.

## **OUR CULTURE:**

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](https://www.righttoplay.com) to learn more about who we are and what we do, and to find out about the five pillars of our Culture Code.

## ROLE SUMMARY:

The Project Coordinator (PC) reports directly to the Project Officer (PO) and is responsible for the implementation of Right To Play project activities and providing support teachers, school directors and community representatives in using RTP tools in the project location. The incumbent is also responsible for monitoring the project for quality of delivery and effectiveness.

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## WHAT YOU'LL DO:

### #1: Activity planning and implementation (45% of Time):

- Ensures participation of partners, children/young people and stakeholders in the process of project planning and implementation of the proposed activities.
- Supports teachers and educational staff/parent educators in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the Project Officer.
- Organizes and conducts community sensitization, special events/ activities, workshops, trainings, play days, awareness sessions, summer camps, recreational days and sports tournaments in coordination with RTP's partners.
- In coordination with partners, teachers, educational supervisors, principals, and coaches, evaluates events, provides updates of lessons learned and best practices and reports on progress and challenges as they arise.
- Manages and coordinates the logistical arrangements for training workshops and events.
- Assesses training needs of coaches, teachers and partners, recommends the suitable intervention, and works with them to develop training schedules.
- Organizes, conducts, and facilitates training workshops conducted by other program staff and participates in the training as required.
- Conducts training and, where applicable, facilitates the training sessions conducted by teacher trainers, evaluates them and reports to the Project Officer.
- Handles equipment management and distribution in the assigned community.
- Handles advance payments and manages cash money used for the activity implementation.
- Coordinates with district education staff, school principals, and teachers to ensure the successful implementation of project activities in target schools, as outlined in the plan.
- Assists teachers in integrating play-based learning methodologies into their lesson plans to enhance student engagement and learning.
- Works closely with district education staff and school principals and regularly conduct classroom observation to ensure that trained teachers effectively apply the knowledge and skills gained from training to improve children's learning.
- Organizes coaching and mentoring sessions for teachers in target schools in collaboration with trained teachers and school principals.
- Supports the distribution of teaching-learning/play materials, and books and ensure they are used effectively in the classrooms.
- Ensures communities of practice for teachers are effectively conducted to foster collaboration and professional growth among teachers.

**#2: Monitoring and reporting (20% of Time):**

- Conducts regular field visits with partners, and government officials to follow up and provide support as needed.
- Conducts regular visits to project implementation sites/schools and provides coaching and mentoring to coaches, Teachers, principals, educational supervisors youth/Junior leaders and community leaders.
- Participates in workshops/training to partners, coaches and teachers in the quantitative data collection tools and qualitative monitoring tools and facilitate the data collection.
- Participates in data collection as per the monitoring plan
- Provides narrative, qualitative and quantitative monitoring information/data to support monthly, quarterly and annual reports to update Country Office on project progress. Provides activity report for each activity conducted to support quarterly reports.
- Prepares and submits financial reports related to activity implementation and initiate the payment process of transports /other related and services provided by the suppliers related to workshop/trainings, meetings events and tournaments.
- Ensures all documents related to the project are well kept and makes sure internal documents for RTP are not shared outside without authorisation.
- Ensures partners, coaches and teachers are in compliance with RTP Child Safeguarding Policy.
- Ensures all materials and tools distributed to partners, teachers, coaches, parent educators, partner schools and community are well kept and utilized for project related activities and not otherwise.

**#3: Establish and maintain partnerships (20% of Time):**

- Identifies community and school needs, participates in the selection of communities and schools and partners to be included in RTP program in the respective Field.
- Represents RTP in the project location and relevant forums and have regular consultations with local partners, stakeholders and key beneficiaries in the assigned community.
- Supports the PO in developing reports for stakeholders and key beneficiaries' meetings in the assigned community.
- Ensures RTP activities are known by local community leaders and makes sure their involvement where necessary.
- Organizes meetings with relevant stakeholders such as teachers, coaches and parent educators to discuss on the project progress and implementations.

**#4: Supervision and guidance (10% of Time):**

- Conducts classroom observation with teachers in assigned target schools, identify areas for improvement, and create an action plan with the teacher. Track progress using observation records to ensure continuous improvement.
- Conducts performance assessment of coaches, teachers, and community facilitators as and where applicable

- In collaboration and consultation with partners, Project Officer, or Thematic Specialists implements coaches and teachers' professional development and peer learning approaches through community of practices and/or other existing approach according to the nature of the project.
- Ensures the delivery of professional development and peer learning approaches is aligned to existing project resources and tools.
- In collaboration and consultation with partners identifies the need of coaches and teachers and advocate it to project officer and RTP team.
- Identifies and recommends coaches and teachers for certification, where applicable.
- Identifies gaps in the project implementation in the assigned community and propose solutions to Project Officer

#### **# 5: Perform other duties as assigned (5% of Time)**

#### **WHAT YOU'LL BRING (ESSENTIAL):**

- Bachelor's degree in, education, language teaching, social sciences, or any related discipline.

#### **EXPERIENCE**

- 2 years' experience working in project implementation and coordination part of which should have been in teacher's training, teaching, coaching etc.

#### **COMPETENCIES / PERSONAL ATTRIBUTES**

- Ability to confidently represent oneself and Right To Play
- Effective planning and organizing skills
- Coaching and feedback skills
- Excellent communication skills both verbal and written
- Strong development and team building skills
- Experience in language teaching

#### **TECHNICAL SKILLS**

- Understanding of education principles and teaching
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet
- Effective report writing
- Understanding of a community-led process
- Understanding of the concept of play-based learning
- Understanding of child rights and child protection

#### **LANGUAGES**

- Excellent spoken and written English and local language(s).

#### **DESIRED QUALIFICATIONS (An Asset)**

- Experience implementing a education project in Lume District or Bishoftu Town
- Experience in training, and leading workshops

- Experience in teaching is considered to be a very strong asset.
- Holds a valid motorbike driver's license

**ADDITIONAL JOB-RELATED CONDITIONS:**

The incumbent is expected to support project implementation in 7-8 schools. This requires daily travel to project location schools using motorbike and in some cases the incumbent may need to walk between the project's locations.

**WHAT YOU'LL GET:**

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and "play" is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical and life insurance, transportation allowance)
- 20 paid vacation days per year
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

**HOW TO APPLY:**

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/238726-project-coordinator-east-shewa-zone/1081303-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a



family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).