



SOMA NASI EDUCATION CENTRE

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MZUMBE



SOMA NASI EDUCATION CENTRE

INSPIRING MIND, IGNITING CREATIVITY

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SOMA NASI EDUCATION CENTRE: ROLES AND RESPONSIBILITIES

1. CEO (Chief Executive Officer)

- Leadership: Provide overall strategic direction and leadership for the organization.
- Decision-Making: Make high-level decisions about policy and strategy.
- Representation: Represent the organization in professional and public settings.
- Fundraising: Oversee fundraising planning and implementation, including identifying resource requirements and establishing strategies.

2. Vice CEO

- Support: Assist the CEO in decision-making and strategic planning.
- Operations Management: Oversee day-to-day operations and ensure alignment with the company's goals.
- Liaison: Act as a liaison between the CEO and other staff members.
- Substitution: Step in for the CEO when they are unavailable.

3. Manager

- Administrative Oversight: Manage the administrative functions of the organization.
- Staff Coordination: Coordinate and supervise the staff to ensure smooth operations.

- Resource Management: Oversee the allocation and management of resources.
- Performance Monitoring: Monitor and evaluate the performance of staff and programs.

4. Director

- Program Development: Develop and implement educational programs and initiatives.
- Quality Assurance: Ensure the quality and effectiveness of the educational content and services.
- Collaboration: Work with external partners and stakeholders to enhance the organization's offerings.
- Reporting: Prepare reports on program outcomes and progress for the CEO and Vice CEO.

5. Secretary

- Administrative Support: Provide administrative support to the CEO and other senior staff.
- Scheduling: Manage schedules, appointments, and meetings.
- Documentation: Handle correspondence, documentation, and record-keeping.
- Communication: Serve as a point of contact for internal and external communications.

6. Editor

- Content Review: Review and edit creative writing submissions and educational materials.
- Quality Control: Ensure all content is accurate, engaging, and free of errors.
- Feedback: Provide constructive feedback to writers and contributors.
- Publication Management: Oversee the publication process for online content and materials.

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Soma nasi secretary

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