

Education Manager 2016 Job Specification

Organisation: The Landirani Trust

Location: Lilongwe, Malawi

Background Information

The Landirani Trust is a small NGO based in Malawi and supported from the UK. Our vision is for a healthy, educated and self-sufficient community in Malawi. We work in an area North West of Lilongwe Airport that is 400sq km in size, with 14 centres, and around 3,000 beneficiaries OVCs (orphan and vulnerable children).

The main activities we deliver are:

- ❖ The on-going development of our training village (Sam's Village) which will primarily be used as an educational site for life-skills and vocational training
- ❖ Promoting educational facilities and access to them for all children in the community
- ❖ Enhancing the ability of the community to become self-sufficient
- ❖ Improving care of orphans and vulnerable people e.g. those affected by extreme poverty, exclusion, HIV/AIDS, disability, etc.
- ❖ Providing access to clean, safe water and sanitation
- ❖ Providing better access to Health Care

We now have a full time vacancy for an Education Manager to work with our small but committed and enthusiastic team.

Title: Education Manager

Remuneration: The salary and allowances will be appropriate to your experience and within our funding levels.

Primary objectives:

To ensure that all education related projects taken on by The Landirani Trust are completed within agreed timescale and budget and to co-ordinate with all parties in Malawi and the UK.

1. Support Early Years Development (ECD)

Action	Activity	Who
Monitor all 9 CBCC's (Community Based Childcare Centres)	To work with M&EO and the caregivers to make sure the CBCC's are supporting ECD provision and that they are registered with the Ministry of Gender.	EM M&EO CM
Monitor that Food Gardens and Feeding programmes are successful	Work with the M&EO and the AOW to ensure that the food gardens are being grown and food stored to provide nutrition for ECD. Food from Feed the Children is collected and distributed to all CBCCs. Checking that the forms are kept up to date, with data of the children attending.	EM M&EO AOW
To encourage all Caregivers to provide a good ECD service	Hold regular workshops and visits to CBCCs to ensure that the quality of ECD is good and that the caregivers are empowered to support the under 5's.	EM OM
Arrange for	Support with arrangements for any Caregivers	EM

Caregivers to get ECD Training	training.	
To ensure a link between ECD providers in both countries is done on an annual basis	Encourage communication through the School Partnership Co-ordinator (SPC) to link on an annual basis in May and correspond in September. Put together updated reports to the link school in UK.	EM SPC
To ensure any funds provided by the link school is managed well.	Working with the caregivers (CG) on writing a School Improvement Plan which will support the education and sustainability of the CBCC.	EM CG

2. School Partnerships:

Action	Activity	Who
To introduce yourself to each Partnership school	1 visit per school (19 visits) to meet with Head, staff and pupils.	EM
To complete more detailed School Development Plan	Meet with the Head and PEA to discuss School Development Plan indicating Item/Action/Resources/Time etc.	EM PEA
To profile new partnership schools	To meet with Head Teachers, staff, pupils and SMC and PTA to profile new schools. To complete questionnaire and compile a profile to be sent to UK. To explain the potential of partnerships, as well as its limitations, to the schools.	EM.
To prepare link schools for a visit from the UK once a year in May, with a further correspondence link in October.	To liaise with link schools and give resources for them to prepare pack for their partner school in UK. (topic to be advised). Working closely with the SPC in UK.	EM SPC
To liaise with the PEA and Headteachers regarding spend of any funds from the Partnership school.	To ensure that the funds raised from the UK partnership school goes directly to supporting the education of the children and is part of the School Improvement Plan.	EM SPC

3. School Sponsorships:

Action	Activity	Who
To provide Application forms for orphan & vulnerable	To work with and through the OM and Headteachers to provide application forms for orphan and vulnerable in Standard 8 who would like to apply for scholarship.	EM OM
To meet with both PEAs	To discuss results of Standard 8 pupils. To arrange administration of internal entrance exam.	EM PEAs
To assess eligibility with Local Based Committees (LBCs)	To arrange visits by LBC to potential students to assess vulnerability and suitability for programme	EM LBCs
To meet selected sponsorship children.	To meet the chosen pupils to interview and talk to Guardians about the selection. Explain how the Sponsorship would work. Sign contract. Profile students and send profiles to UK for	EM

	sponsors.	
To administer the finances	To pay all tuition and boarding fees, ID cards and exam fees on time.	EM
To monitor progress	To collect exam results and produce reports for UK sponsors. To write to students, HTs and guardians concerning progress. To encourage written liaison between student and sponsor. This will be done with 2 visits directly to schools in September and January, with a further meeting of students while on Easter break. Working closely with the SC in UK.	EM SC
To ensure students are equipped	To organise purchase of uniform and text books as necessary. To maintain supply of text books.	EM
To liaise with Education Office	To meet with Desk Officer (Sec) as appropriate concerning appropriate placement of students	EM

4. Secondary School Workshops:

Action	Activity	Who
To actively seek funding for the Secondary School student workshops	To look at funding opportunities in Malawi which will support funding the 3 day workshops to take place in August.	EM CM
To organise the workshops	To put a programme together which would encompass career opportunities, peer mentoring, team building, HIV awareness, STD, Spiritual & Physical well-being.	EM PEA Head teachers

5. Further/higher education and vocational training:

Action	Activity	Who
To support sponsorship students who have completed Form 4.	To speak to students about hopes and ambitions once they have left school and provide appropriate advice. To support students in attending entrance exams and accessing bursaries.	EM
To make payments to institutions and support student's needs.	To make sure that each student has fees, transport and accommodation costs and any appropriate resources that they will need for their course.	EM
To support young people in accessing vocational training opportunities as they arise.	To request information from LBCs on young people interested in receiving training and liaise with TEVETA to organise the set-up of training. To regularly check newspapers, etc. for information about training being offered by organisations and seek further details.	EM TEVETA
To support other groups as appropriate (e.g. disabled people, people living with HIV/AIDS) in accessing training opportunities.	To request information from particular groups about training they would be interested in and seek support from other organisations in developing training programmes (e.g. MACHOA, NAC).	EM

6. Volunteer teachers:

Action	Activity	Who
To Liaise with CM re number and timing of volunteer teachers from UK	To discuss with CM when and how many teachers come and what they may offer.	EM CM
To liaise with PEA and appropriate schools for teacher workshop/summer revision programme	To meet with PEAs and discuss best programme for the time allocated. Then meet with allocated schools to discuss the programme for workshops/summer schools.	EM PEA Head teachers

7. Financial:

Action	Activity	Who
To handle education finances	To be responsible for all accounting which concerns educational projects and report to CM and Trustees	EM
To propose upcoming transfers	To make proposals for future educational expenditure and pass to CM	EM CM

EM	Education Manager
CM	Country Manager
OM	Outreach Manager
M&EO	Monitoring and Evaluation Officer
AOW	Agricultural Outreach Worker
LBC	Local Based Committees
SPC	School Partnership Co-ordinator
SC	Scholarship Co-ordinator
PEA	Primary Education Advisor

Responsible to: The Landirani Trust Country Manager, including the submission of monthly reports to be passed to the Chief Executive based in the UK.

Working with:

Internal: You will liaise with the Outreach Manager (OM), the Monitoring & Evaluation Officer (M&EO), the Agricultural Outreach Worker (AOW), the School Partnership Co-ordinator (SPC) (based in the UK) and the Scholarship Co-ordinator (SO) (based in the UK), Water & Sanitation Hygiene (WASH)

External: You will liaise with appropriate school related staff, including the District Education Manager (DEM), Headteachers, teachers and Primary Education Advisors (PEAs) for both Chikhutu and M'teza Educational Zones, in Lilongwe North Rural District.

Contract: 6 months' probation period followed by an indefinite period (subject to funding and the Trust's needs and priorities).

The person:

We are looking for someone with a passion to support vulnerable people and enhancing their education abilities. You will have the enthusiasm and the ability to work alongside the Malawi communities. You will be willing to learn and understand about their traditional and cultural ways. You will be able to work alongside people of all ages and build a good rapport with the Landirani Malawi team. You will have good delegating skills to maximise the contributions from the people under your responsibility. You will need to be able to be responsible for and handle your own budgets with justification and accountability.

We are looking for someone who can combine excellent self-organisation and management skills together with a willingness to be flexible and adaptable.

You need to be honest, open, reliable, resilient and able to deliver in difficult circumstances, You should enjoy working with the widest range of people from a range of backgrounds and environments, where you can add in your own unique 'added extra'.

This is not a job where the primary rewards are financial or material but instead come from the changes you can support and improvements that you can influence.

Knowledge, Skills and Experience:

Essential Criteria

- A good teacher training bachelor's degree
- Detailed knowledge of the Malawi education system with at least 2 years' work experience
- Experience of working in a developing country with associated knowledge of rural community development issues
- Strong analytical, reporting, and presentation skills with the ability to present complex issues clearly and concisely
- Excellent organization skills
- Commercial awareness
- Good communication skills, both written and oral
- Excellent team worker, able to motivate people
- Mobile and willing/able to travel to and from Lilongwe/the field.
- Self-starting and self-motivated, able to plan resources to deliver results
- Professional and courteous
- Committed to helping orphans and vulnerable people
- Honest and reliable
- People management experience including excellent interpersonal skills and the ability to use these to encourage and influence colleagues, beneficiaries and partners
- Current IT skills and knowledge including use of Microsoft Office suite or similar (Word, Excel, etc.)
- Evidence of self-sufficiency, self-management and resilience in a challenging and unpredictable environment
- Fluency in written and spoken Chichewa/English
- Current clean driving licence and experience of driving manual and automatic vehicles

How to apply:

Applications **MUST** be made on line only using the following:

- CV in English, no longer than 2 sides of A4 and in font no smaller than size 11, and:
- An accompanying covering letter which gives details of your evidence of the essential and desirable criteria. This letter should contain headings relevant to each indicator, followed by a summary of your evidence in **NO LONGER THAN 100 WORDS FOR EACH INDICATOR**. It must also include details of your current remuneration package and the contact details for 2 referees indicating when these referees be contacted.

CVs and accompanying letters should be sent to **hr@landirani.org** by **6pm on Friday 2nd December 2016**. Applications that are late and/or do not comply with the application guidance and which do not meet the essential criteria will not be considered. Interviews are scheduled to take place in Lilongwe towards the end of the following week, e.g. on or around Friday 9th December 2016.