



## Program Coordinator - East

### Job Description

---

#### Position Overview

Educate!, a fast growing, non-profit social enterprise, is seeking to hire an passionate and self-driven **Program Coordinator - East** to lead in Regional Management in the Eastern Region, as we move towards our vision for 2024 of reaching one million youth annually across ten countries in Sub Saharan Africa. As a Program Coordinator - East, you will support the team by managing budgets effectively and uphold organizational financial policies especially in region and overseeing Monitoring & Evaluation, programs and finance reports and verifying and reconciling regional reports. You will support and lead a team of Program Officers to run the Educate! Experience program in their respective districts, building their capacity and lead regional meetings. The Coordinator will equally play a key role in managing regional activities to achieve mid-term and termly goals and oversee program through field visits and staying in contact with key stakeholders.

#### About Educate!

[Educate!](#) works to transform education in Africa to teach youth to solve poverty for themselves and their communities.

Educate! provides youth with skills training in leadership, entrepreneurship and workforce readiness along with mentorship to start real businesses at school. Our model is delivered through practically-trained teachers and youth mentors. Educate!'s goal is to make this practical, skills-based model part of national education systems.

In 2016 we're working in 100 schools in Rwanda and more than 350 secondary schools in Uganda reaching over 120,000 students. Our model was proven to have massive impact in a randomized controlled trial. Graduates earned DOUBLE the income of a control group and had a 64% increase in business creation. Our graduates change their lives and their communities, [such as Lillian Aero](#) who employs over 100 AIDS-affected women.

In 2012 Educate! partnered with Uganda's government to integrate curriculum and a student business club structure into Uganda's entrepreneurship course nationally, and in 2015 we began serving as a technical advisor to Rwanda on their national curriculum reform.

Educate!'s team includes 100 staff and over 140 volunteer youth mentors. We have been backed by top foundations such as MasterCard, Big Bang Philanthropy, Mulago, Echoing Green, Ashoka and Global Innovation Fund. Educate! won the [2015 WISE Awards](#), and was featured by [Forbes 30 under 30](#), Clinton Global Initiative and [The Brookings Institution](#).

Educate!'s vision is to reach one million students annually across 10 countries in Africa by 2024.

[www.experienceeducate.org](http://www.experienceeducate.org)



## Performance Objectives

### Regional Management

- Call head teachers in partner schools (3 per week) to check in on the progress of the programs.
- Review regional report information with team of Program Officers and finalize information before sending to Program Support Officer.
- Ensure effective communications to team with follow-up, updates, and strategy decisions. Coordinate across departments to include other departmental announcements.
- Prepare and review with team of PO's the mentor meeting memo. Train team on how to lead effective meetings. Observe PO's leading meetings as part of 3 Tier Management and provide feedback.
- Visit schools (minimum 10 school visits per term) to learn about program progress on the ground, monitor quality delivery and build relationships with stakeholders.
- Support Program Officers resolve partner school challenges. Provide guidance and help developed performance.
- Answer Program Officer questions as needed regarding program implementation.
- Call program officers regularly to check in on a professional and personal level.

### Program Monitoring

- Creates systems to meet monitoring targets and Updates monitoring forms in a timely manner.
- Creates monitoring plan, to guide Regional Officer to ensure each CU is supported and monitored at least twice a term.
- Observes program Officers, youth leader, teacher and mentor trainings providing relevant feedback to stakeholders.
- Brings relevant feedback to meetings and advisory forums as observed in field.
- Conducts program monitoring in the form of school visits, association meeting observations, and administration meetings. Monitors every community unit once per term. Submits a monitoring report at the end of every term. Agree on monitoring guiding questions at the beginning of the term with Senior Program Manager.
- Checks quality of program officer and mentor reporting, including all M&E reporting.
- Ensure reports are accurate, reviewed with team and information is submitted timely.
- Submit termly program monitoring report.
- Communicate regularly with Program Manager to ensure that program management concerns are addressed timely and with appropriate urgency.

### Regional Financial Management

- Design and lead termly training with program officers on financial policy and procedures.
- Approve all program officer's financial requisitions and accountabilities in line with regional budgets. Ensure proper financial reporting, including proper coding, accountabilities, and math.
- Ensure all officers follow the mentor requisition and accountability procedures.



- Ensure all officers submit accountabilities within 2 week approval cycle. Follow-up with all program officers who fail to do so.
- Approve mentor stipend and cross check mentors according to HR official mentor list.
- Lead annual common cost verification process, including ensuring all information is captured properly in common sheet template, submitting common cost sheet to finance, following-up on issues of cost inflation according to Educate! policies, and submitting a final report on the verification process.
- Uphold all Educate! Financial policies with director reports. Manage issues of fraud and misappropriation of funds according to Educate! policy.
- Support in ensuring weekly high-quality program reporting from mentors.

### **Program Officer Management**

- Lead monthly regional meeting with team of Program Officers.
- Lead 1:1 meetings with Program Officers monthly. Review work plans, mid-term and termly goals, and set/check in on monthly priorities.
- Lead bi-annual staff appraisals of program officers. Complete people analyzer and submit to HR.
- Update mentor meeting agenda with feedback from the program officers
- Work with Program Manager – East & North to send weekly communication to the program officers.
- Once every term, observe all program officers lead YBE meetings, Experience Association meetings, and/or other CU events.
- Approve Program Officers work plans monthly and termly goal completion and submit to HR.
- Lead monthly meetings and bi-weekly conference calls to address challenges and concerns of program officers.
- Conduct final assessment of newly hired program officers.
- Evaluate program officer candidates through participating in YET recruitment and final YET assessment.
- Coordinate with the officers to finalize association meeting schedules

### **Qualifications**

- Bachelor's Degree in Education or related fields with a minimum of three (3) years professional experience in a high paced fast – moving organization.
- Experience in development work in the Education sector, working with the youth and managing at least 7 people.
- Experience working within the education sector in East Africa preferably.
- Fits our Five Cultural Tenets (see What is Educate! About? below); Learn more by looking at [Educate!'s culture deck here](#)

### **Terms**

- Salary is very attractive and commensurate with experience
- Benefits include Medical Insurance
- This position is based in Eastern Uganda for six months, and thereafter relocate to Western Uganda.



## Why You Will Brag About Working At Educate!

- We've got the [impact](#).
- Educate! is designed for scale. We quadrupled operations in 2014, going from 54 to more than 200 schools served. We carefully measure our outcomes, and — here's the best part — we are maintaining quality at four times the size.
- We believe in local leadership — 96% of our staff is African.
- Our model has gone nationwide in Uganda — Educate!'s model is now incorporated into the national curriculum and exams, impacting many thousands more students than we can reach directly.
- Educate is a well-oiled learning machine. We built our model by methodically testing hundreds of assumptions and we are constantly experimenting, evaluating, and improving.
- We're honored that luminaries and leaders like Oliver Wonekha, the Ugandan Ambassador to the US, and Ann Veneman, a former Secretary of Agriculture and head of Unicef, believe in us enough to have joined our advisory board.

## Application Process

Intrigued? Please send a resume, a cover letter describing yourself, and a list of references to [ugandajobs@experienceeducate.org](mailto:ugandajobs@experienceeducate.org).

Please include "Position Title – Where you found the position – Your Name" in the subject line. If someone referred you for this position, please include his/her name in the subject as "Referral: Name".

*Deadline for submission* is Friday 20<sup>th</sup> January 2017.

## What Is Educate! About?

**We're ambitious. Are you?** Educate! is growing fast, so new opportunities are opening up and expanding all the time. We're inspired by people with drive, and we love to help them reach their full potential. We expect everyone at Educate! to contribute above and beyond their job description, grow their skills, and advance their careers, and we are committed to supporting our staff members on that journey.

1. **We Put Youth First** - The youth we serve come first. Always. In everything. That means we wake up thinking of ways we can serve youth even better and get the highest impact out of every dollar that we spend. It means Educate! doesn't own a single vehicle, because we'd rather take the bus if it means one more student can participate. It means making every decision like the future depends on it — because if we get our way, it does.
2. **We Are Always Learning** - When you work at Educate!, educating *yourself* is part of your job too. We encourage every employee to find the best book on management; share the latest article on graphic design; bring in your favorite college mentor; or meet the researcher pushing the edge of the field. We are always thirsty for knowledge and love to share.
3. **We Only Solve a Problem Once** - We are allergic to band-aids so we love the person who brings the new system to solve the problem for good, even problems we haven't recognized yet.



4. **We Are Flexible** - We thrive on change — we're driving it. We are growing every day, so we have to adapt quickly to meet new challenges, and our team keeps up.
5. **We Exceed Expectations** - We assume we can achieve the impossible because we already have, year after year. We want our staff to create your own challenges, ask the toughest questions, and dream scary big!

Every person at Educate! — from interns to the executive director — is evaluated by how they live up to these five cultural tenets. They are at the core of how we achieve our mission and why we work as well as we do.

Educate is committed to providing an inclusive and welcoming environment for all who interact in our community. In creating this environment, we encourage people from a variety of cultures, backgrounds and life experiences to join our diverse team.