



## Regional Officer - West Job Description

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### Position Overview

Educate!, a fast growing, non-profit social enterprise, is seeking to hire an passionate and self-driven REGIONAL OFFICER – WEST to lead in Regional Management in the Western Region, as we move towards our vision for 2024 of reaching one million youth annually across ten countries in Sub Saharan Africa. The Regional Officer – West will manage a team of 10 Youth Leaders across multiple districts as they carry out activities for the graduate program, M&E Data collection, carry out Community Unit Administration, and Educate! Experience program support. In this role you shall be the center for regional training including YET and play a focus role in regional monitoring including leading; focus groups, quality checks and support school recruitment as well as capacity building for Program Officers to harness sustainable partnerships.

### 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 worked in 120 schools in Rwanda and almost 400 secondary schools in Uganda intensively impacting over 20,000 youth. 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 for 2024 is to measurably impact 1 million students, and reach 4 million students more broadly, across Africa each year.

## Performance Objectives

### Partner school oversight

- Lead annual school recruitment training with Program Officers. Train newly hired Program Officers on school partnership management.
- Check-in with program officers on school recruitment progress. Provide guidance with school recruitment. Visit CU's that need extra support.
- Collect all MOUs and file at central office. Follow up with Program Officers in case MOU is missing or incomplete. Check all MOU's to verify that all information is complete.
- Review school payment report with Program Officers immediately after finalized by Finance Department to cross that information is accurate. Follow-up on any discrepancies.
- Lead the "Monthly Partnership Corner" at Regional Meetings, giving PO's strategies for hyping the E! program at schools and maintaining strong partner-school relationships.
- Create a list of "red" (ie problem) schools for the region. Provide "red schools" with extra support in the form of visits, phone calls, and targeted follow-up with POS.

### Program Monitoring

- Leads student focus groups to check on program quality implementation. Leads 10 focus groups per term.
- Leads mentor focus groups to check on program officer quality and program compliance. Leads 1 focus for every community unit twice per year. Privately checks-in to at least 2 mentors from every CU once per term.
- 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 SMS reports are accurate 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 Training

#### Program Officers

- Lead the annual YET training program, including YET recruitment, facilitating 4 days of training, delivering final assessment of trainees, and submitting quality Program Officer candidates profiles to HR.
- Lead annual program officer induction for newly hired coordinators. Facilitate 1-2 week training, oversee officer job shadowing.
- Lead monthly officer remedial training program. Including preparing for program officer training and advising D&T as they build out the training manual. Facilitate the monthly training.

#### Mentors



- Oversee mentor recruitment for the region: work with HR to train program officers in recruitment, follow-up on recruitment activities, sport check CU's for compliance. Support HR to follow-up with community units in mentor recruitment paperwork and communication.
- Observe mentors during induction to ensure high quality mentors.
- Lead Mentor Induction planning in January and August: secure school site, participate in weekly phone calls with Induction planning committee, submit financial requisitions.

### Youth Leader Management

- Lead 1:1 meetings with youth leaders monthly. Review work plans, termly mid-term and termly goals, and set/check in on monthly priorities.
- Lead bi-weekly conference calls weekly to address challenges and concerns of Youth Leaders.
- Lead bi-annual staff appraisals of youth leaders. Complete people analyzer and submit to
- Coordinate and lead Youth Leader remedial training program and their regional meetings.
- Act as Hiring Manager for all Youth Leader recruitment needs: create Youth Leader recruitment guide and sit on interview panel.
- Update Youth Leader people analyzer as needed.
- Oversee graduate-program activities for the region by checking in with Youth Leaders on progress and ensuring that they have the capacity and tools necessary to carry out activities effectively.

### 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 leading a team, managing finances, program reporting. Experience working within the education sector in East Africa preferred.
- 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 Western Uganda. (Hoima District or Fort-Portal District)

### 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 — 97% of our on the ground staff is African.
- Our model has gone nationwide in Uganda — Educate!'s model is now incorporated into the national curriculum and exams, impacting 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 stating your Gross Salary Expectation, 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 10<sup>th</sup> March 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.