



Country Director in Zambia Job Description

Authority: Assumes responsibility for the operation and maintenance of The Esther School campus and the hiring, training, and supervision of all operation and maintenance personnel.

Supervises: All employees of the school responsible for operations, communications, education, on-going maintenance and safety of the campus.

Responsible to: The Esther School's Executive Director

Type of Position: This position is a contracted position. A long-term commitment to serving in Zambia at The Esther School is highly desired. A minimum, three-year commitment is required. Housing for individual, couple, or family and use of a school vehicle are provided. An annual stipend and assistance with travel is offered. A maximum furlough time of approximately 8 weeks per year can be established in coordination with other staff members and the Executive Director.

General Overview of Responsibilities:

- Business and Financial Management
 - Collaborates to create the annual field budget for program, operations and campus construction.
 - Monitors budget and reports spending for best use of TES and partner resources.
 - Provides accountability for other staff members in regard to budget adherence.
 - Provides accountability for cash and financial recording including, but not limited to, monthly reports to Executive Director and cash management on campus.
 - Implements Zambian payroll actions and teacher contracts, including staff and teachers' proper payroll recording, reporting, and payments of Zambian withholdings.
 - Responsible for banking access and procedures.
- Legal and Professional
 - Serves as a legal representative of The Esther School in Zambia.
 - Contracts with professionals, such as attorney or immigration experts, as needed.
 - Manages government and legal aspects of obtaining work visas and implements the process with new and renewing staff members.
 - Collaborates with Headmaster in securing annual registration and other documentation for educational purposes.
 - Responsible for renewal of registrations pertaining to Zambian corporation, health inspections, education, payroll withholdings, and other as needed.
- Community and Partners
 - Provides North American staff community oversight and support, such as but not limited to, travel scheduling, airport transport, campus policies and procedures pertaining to scheduling, housing, vehicles, and emergencies.
 - Provides leadership for personnel: orientation, conflict resolution, crisis management, and other as needed.
 - Oversees all campus housing arrangements for both North Americans and Zambians. Assists in securing housing for new staff, as needed.
 - Responsible for occupying campus during off-school months and supervising various reduced staff, such as security guards, maintenance, and work teams for camp or construction, etc.
 - Develops community partners, both Zambian and foreign organizations with the purpose of maximizing TES' local efforts.
- Visitors and Donors
 - Works with volunteers and supporters to provide for long-term sustainability and current campus needs.
 - Coordinates with US office on visitors and their appropriate paperwork, donations (cash and non-cash) given by visitors, and excess baggage use.

- Ensures visitor support through collaboration on group coordination, transportation, orientation, visitor assignments, entertainment, promoting, and debriefing of group.
- Provides Thorough and Consistent Communication
 - Oversee and support campus technology needs.
 - Communicates daily with field team and regularly with North American staff, keeping up-to-date with field and administrative operations.
 - Holds and actively participates in weekly field administrative meetings.
 - Submits monthly reports to Executive Director and Headmaster identifying progress, celebrations, challenges, and future planning needs.
 - Reports as requested for the purpose of board meeting updates.
 - Regularly responds and communicates with Executive Director on short-term and strategic planning and processes.
 - Directs donors to the Executive Director to collaboratively channel giving through the US.
 - Communicates directly with Executive Director with ideas for projects and donors' giving designations.
 - Maintains the Google calendar system regarding school and special events, staff travel schedules, visitors, etc.
- Performs Networking and Fundraising Tasks
 - Explores and pursues avenues of nonprofit funding through partners within Zambia.
 - Builds network and TES exposure within country.
 - Promotes and shares stories and progress with personal donors, churches, and organizations from the field and when home on furlough.
 - Raises funding for this position at TES to support TES' overall mission and the position's salary needs.

Required Education and Qualifications:

- Four year college or university degree required
- Minimum of five years of successful, applicable experience in administrative leadership
- Embraces the mission and vision of the Esther School
- At least five years of experience working in a cross-cultural setting
- At least five years of relevant management experience, preferably in an international setting
- Embraces and demonstrates a biblical worldview approach to work and life
- Committed to living as a faithful Christ-follower

Skills

- Demonstrated excellent relational, team building, and networking skills
- Demonstrated advanced knowledge of operations and financial management
- Excellent English speaking and writing communication skills
- Demonstrated knowledge of technology and computer use
- Analytical skills
- Organizational sensitivity
- Participative leadership

Attitude

- Flexibility and adaptability
- Interpersonal and cross cultural sensitivity
- Able to work under pressures and meet deadlines
- Able to work in a sometimes fluid and insecure environment

Working Conditions:

- This is a field-based, missionary assignment in Zambia, where working and living conditions may be very different from those previously experienced.

Contact:

All North American teaching and administrative positions at The Esther School are viewed as missionary positions. The selected candidate will raise funds for support, living expenses, and travel. To apply for this position, send resume and completed application, which are both available at <https://www.estherschool.org/get-involved/#opportunities>, to Jill Postma, Executive Director, email: info@estherschool.org.