Description and profile of the position

Position: Regional Manager of Education Partnerships for Africa

Hours: Full-time contract

Location: TeachUNITED office in Tanzania / travel to Fort Collins, USA periodically if necessary and travel within the region to meet the needs of the position or attend regional events as needed.

Reports to: Senior Director, Africa.

Hours: Full time, 40 hours per week, Monday through Friday, 7am-3pm (flexible with prior coordination)

Job Description:
The Regional Manager of Education Partnerships for Africa will lead TeachUNITED’s work in training partner NGO staff in the TeachUNITED curriculum to increase reach and impact. In addition to training and leading partner staff, the Regional Manager will also assist the Sr. Director in obtaining, vetting and securing additional partnerships.

Required Experience:
- Have excellent verbal and written communication skills, including technical proofreading.
- Can achieve results while working independently, and willing to ask for help as needed.
- Excellent follow through on every request; highly organized and detail-oriented.
- Are proficient with basic office tools (Google Suite, Microsoft Word, Excel). More advanced spreadsheet skills, familiarity with Salesforce and/or graphic design skills a plus.
- Have 5+ years international educational leadership experience in a nonprofit or related entity
- Have a deep understanding of global education, experience with travel / living abroad.
- Exhibit excellent interpersonal and intercultural communication skills.
- Passion and positive energy to be part of a non-profit team, willingness to collaborate and lead the development of new programs.

Responsibilities as Educational Partnerships Manager for Africa

- Work closely with the Senior Director for Africa to establish agreements (MOU) with the government and other strategic partners by participating in sales/partnership meetings as requested.
- Support the evaluation of potential new school or strategic partners and help grow the TeachUNITED network. Promote the TeachUNITED program through social media, conference presentations, communication with foundations or partners, fairs, social activities, etc., as requested by the Senior Director or global leadership team.
Ensure compliance in time and form of the activities, documents, reports and other elements requested.

Maintain close communication with the Senior Director for Africa to support increasing the reach of TeachUNITED in Africa.

Provide leadership and mentorship to other partner NGO Staff, Coaches, Junior Coaches, and assist the Senior Director as assigned.

Be responsible for applying all TeachUNITED values and policies in your work. This includes (but is not limited to) supporting a safe, welcoming and secure work environment, open communication, and promoting honesty, transparency and integrity. You will actively seek opportunities to support, encourage, engage, and develop your team in support of TeachUNITED’s mission.

Communicate and report frequently with fellow TeachUNITED Trainers, Senior Director, and Chief Operating Officer including weekly updates to work calendar, project plans, reports, GoogleMeet, Skype meetings, email, etc. You will support the Regional Operations Manager in tracking and maintaining financial processes and approvals as requested.

You are responsible for keeping your calendar up-to-date with current and future planned activities in line with your individual and unit goals. You are additionally required to make available and communicate activities that require participation from other members of TU team with reasonable notice period.

Support the Senior Director of African Programs as needed.

Responsibilities as an Instructional Coach

- Train staff of NGO partners using the TeachUNITED program as assigned.
- Support partners to implement blended learning using technology, improve literacy and math instruction, and increase student engagement strategies.
- Lead, develop and participate in quarterly webinars or content related to the courses that are in development.
- Support the planning of quarterly webinars on pedagogical and technological matters with the support of the product manager to meet the needs of partner NGOs.
  - Have direct contact with the curricular and production department, to keep the processes and activities of TeachUNITED up to date.
- Ensure continuous improvement in terms of training processes, monitoring, evaluation, and activities of TeachUNITED, which may include, among others, site visits, virtual training meetings, development and leadership of workshops, conducting meetings, and facilitating on-line courses and leading professional learning communities.
- Support the application of frequent evaluations, surveys and data collection from partner schools or organizations to evaluate the success of TeachUNITED.
Objectives of the position:
● Adopt and cultivate the TeachUNITED ideology in all matters and activities related to the organization’s own operation.
● Have a proactive, constant, supportive, responsible and creative person to support TeachUNITED expansion in Africa.

Scope of progress and promotion:
● This position will be adjusted to the need defined by TeachUNITED in the partner regions and its continuity will depend on the results obtained in said position.
● This position will be valid for twelve months with the possibility of extension in the respective contract.

Skills and necessary training
● To perform this position, a person with advanced knowledge in education and educational policies, leadership, management of online resources, group management and understanding of the TeachUNITED ideology is required.
● Have excellent verbal and written communication skills, including technical correction.
● You can achieve results while working independently and are willing to ask for help as needed.
● Excellent follow-up of each request; highly organized and detail oriented.
● Have more than 5 years of educational leadership experience in a non-profit or related entity.
● Demonstrate excellent interpersonal and intercultural communication skills.
● Passion and positive energy for being part of a non-profit team, willingness to collaborate and lead the development of new programs.
● Connected - High reputation and well connected with school leaders, ministries in charge of education in the region, and national organizations

Social skills and personality traits needed to excel:
● Responsibility
● Kindness
● Excellent interpersonal relationships
● Ability to work in a team
● Empathy
● Being proactive

Culture and identity:
● Ensure the good name, image and correct promotion of the ideals or values of TeachUNITED at all times.
● The constant representation of TU in the activities must be congruent with the mission, vision and objectives of the organization, in order to guarantee the correct procedure.
● Adopt and cultivate the TeachUNITED ideology in all the affairs and activities of the organization.
● Have a proactive, inspiring, constant, supportive, responsible and creative person to support the instruction and related activities of TeachUNITED in Africa.
● Develop high quality training processes focused on the ideals of TeachUNITED and the needs of teachers, principals and instructors in the different associated programs.

Location and transfer requirements:
● The development of this position will be developed as defined by the Senior Director in person at the office designated by the organization as official for work or virtual, through the platforms designated by the organization. Same that will serve as a meeting point for other coaches and directors.

To Apply
Send a cover letter clearly indicating your experience, why you’re the right candidate for this role, and your salary expectations. Additionally, send a resume with 2-3 professional references to jobs@teachunited.org. Please don’t send certificates at this time. The deadline to apply is January 7, 2022.