Education Administrator - South Bali

Be part of a great cause! An exciting role in education development and training with Bali’s most influential education NGO. Based in South Bali. The position requires travel throughout Bali.

Duties:

• Liaise with the education team (with 3 curriculum developers, 5 project areas, and 50+ primary-high school teachers) under direction of Education Development Coordinator
• Assist in the development and maintenance of good relationships with headmasters and school teachers at more than 60 schools in Bali and Lombok.
• Author MoU’s and maintain relationships with government officials in education regional departments under supervision of the Education Development Coordinator.
• Supervise new education projects and work closely with the Project Coordinator to ensure the maintenance scheduling of existing BCF facilities in the schools.
• Conduct site visits with donors
• Manage database including associated Google Sheets, Drop Box, reporting criteria and curriculum
• Maintain and organize database entry and enrolment with teachers and admin staff.
• Generate monthly teacher salary budgets and report it to the Finance team for approval
• Check and evaluate weekly students' attendance and scores in 60+ schools.
• Make education project budgets for review by management.
• Assist in recruitment activities such as: initial CV review screening, creating job descriptions.
• Prepare weekly reports in cooperation with all teams. Ensuring that reports are accurate and on time in conjunction with Domo.
• Work closely and report to the Education Development Coordinator and Operational Manager
• Clerical and administrative tasks such as: scheduling, email correspondence, etc
• Other duties as assigned by management.

Minimum General Requirements:

• Strong interpersonal skills
• Tech savvy (spreadsheets, written documents, computer, email, powerpoint, etc)
• Able to work independently and cooperatively
• Excellent communication skills both verbal and written
• Multi-tasker and organized
• Willing and able to travel frequently and sometimes on short notice
• Ability to drive a motorcycle (car a bonus)
• Patient temperament and ability to adapt to change
• A good level of fitness
• Have a good memory
• Good with numbers

Additional requirements:
  • S1 or higher degree in Education
  • Excellent written and spoken English

Please contact Nathan Tew at nathan@balichildrenfoundation.org
Attractive salary package to match applicant’s skills.