

**INTERNATIONAL RESCUE COMMITTEE
SIERRA LEONE PROGRAM
JOB DESCRIPTION**

EDUCATION PROGRAM MANAGER

I. RESPONSIBILITIES

A. OPERATIONAL:

1. The EPM is responsible for providing the overall operational support to all programmatic activities.
2. Direct, supervise, and coordinate the efforts of the operational and support staff attached to the Field Office.
3. Allocate the Field Office's available resources to the various projects implemented out of her/his Field Office, including vehicles, office equipment, offices, etc.
4. In coordination with the Freetown Office, assess needs in operational and support staff, review applicants, and recruit qualified national staff.
5. On a quarterly basis, evaluate all direct subordinates and organize direct subordinates for the evaluation of all Field Office based operation and support staff.
6. Maintain a set of office files and a communication logging system, and ensure the documentation of decisions made with non-IRC entities by writing memo to the files or memo addressed to the interested parties reviewing and confirming decisions made or agreements reached.
7. Ensure the maintenance and proper use of radio communication systems.
8. In coordination with the CD, implement and maintain the security plan for the Field Office.

B. PROGRAMMATIC:

- Establish a routine schedule of school visits to monitor overall school operations, record keeping, collection of statistics and tracking forms, classroom size, and attendance, and to undertake teacher observations, lesson plan design, and implementation.
- Approve of and support to school initiated activities such as festivals, sporting events, scholastic competitions, etc. when possible.
- Participate in the general teacher screening tests and the selection of teachers.
- Participate in the identification of likely candidates for promotion and the interviewing processes and final selection.
- Oversee and monitor the use of program resources throughout the county, ensuring that administrators receiving salary augmentation are meeting performance, and monitoring participation and goals of teachers in extra earning activities.
- Oversee and coordinate the efforts of the Teacher Training staff attached to the Field Office.
- Identify training needs of teachers and school administration staff.
- Participate in the design and organization of teacher training.

- Facilitate the planning, execution, and logistic of teacher training workshops.
- Review and provide constructive suggestions for “mini-workshops.”
- Oversee and coordinate the efforts of the Health Education staff attached to the Field Office.
- Oversee and facilitate the implementation of the health education project and related project initiatives.
- Provide pedagogical, organizational, and logistical support for Health Education Workshops and Health Education Training.
- Support, facilitate, and oversee the implementation of all standard health project initiatives such as Girls' Social Clubs, Health Clubs, peer counseling, etc.
- In coordination with the CD and Health Education Manager, ensure that an educational component on well and latrine is undertaken in all schools
- For all sectors, review staffing patterns; recommend staffing changes such as increases in staff, promotions, demotions, and terminations.
- Report programmatic problems in school management, teacher training, health education, an peace education to the CD. Collaborate with the CD to develop measures to reach program objectives and activities as reported in the project proposal.
- Ensure that the projects implemented by the field Office are realized in a timely manner and as per the objectives and planned activities outlined in their respective proposals.
- At the request of the CD, draft work plans, project goals and objectives, and program evaluations.

III. EDUCATION & PROFESSIONAL QUALIFICATIONS

- Bachelor degree in Education, Business Administration, International Relations, or Political Sciences required. Masters degree or equivalent preferred.

IV. WORK EXPERIENCE

- Due to the emphasis on initial program implementation and subsequent program development, candidates must have a minimum of one year of overseas experience implementing emergency and rehabilitation projects.
- Must have some finance, administration, and personnel management experience.
- Preferably some experience working in Africa.
- Experience in hiring and supervising multi-cultural teams.
- Experience in representation and interaction with donors, government officials, international organizations, and NGO representatives concerning education issues and initiatives.

V. PERSONAL QUALITIES AND TRAITS

- Must be comfortable in being a pro-active member of the senior management team.
- Must be a leader who seeks to identify and communicate potential problems and propose solutions to solve them.
- Must be able to function effectively in a loosely structured but complex work environment that is constantly and rapidly changing as a result of project development in all sectors.

- Must have the flexibility to deal rapidly with numerous and often simultaneous problems which require a wide range of complexity and priorities.
- Ability to carry out responsibilities and make decisions independently.
- Must have strong facilitation skills and work as a team player in problem solving.
- Must understand and be aware of other managers' scope of responsibilities and be willing to discuss with and when required defer decisions to these managers to ensure coordination of projects' implementation.
- Must be a patient and good communicator who can function in an organization employing a multi-national staff, and whose sites are geographically disbursed in areas of the country difficult to access during certain periods of the year.

VI. SPECIAL SKILLS AND ABILITIES

- Ability to use VHF and HF radio communications.
- Computer literate including Words, Excel, Access, and E-Mail.
- Ability to work in unstable countries and to acquire a sense of which activities, circumstances, and behaviors are risky or dangerous.
- Must be patient, diplomatic, and professional.
- First Aid training a plus.
- Driving license a plus.