



Block 244, Plot 5151 Majid Musisi,

Kampala, Uganda

info@teachforuganda.org

Title: Head of Programmes

Ref No: TFU/2021-001

Position: 1

Reporting to: Managing Director

Contract Duration: 1 year (renewable)

Duty Station: Head Office with frequent travels upcountry

About Teach For Uganda

We are an indigenous nonprofit organization that nurtures leaders who are committed to advancing equitable access to quality education for children in low-income communities in Uganda through a two-year teaching fellowship. We recruit, train and place graduates from varied academic backgrounds to serve as full-time teachers (fellows) in underserved primary schools to improve foundational literacy and numeracy skills for kids while developing their leadership skills. Our fellowship is also open to government teachers who are committed to transforming their classroom practice and professional development. Post fellowship, our alumni become lifelong advocates of quality education as community leaders, social entrepreneurs, and policy influencers collectively addressing the systemic challenges that hinder children from fulfilling their potential. We currently operate in 7 districts i.e., Mukono, Bugiri, Namayingo, Buikwe, Mayuge, Namutumba and Kayunga. Partnership engagements are underway for 3 additional districts to be brought on board by August 2023. Our goal is to develop over 1,700 leaders who will impact a quarter a million children by 2025.

Position overview

Teach For Uganda seeks a Head of Programs to lead the programmatic spectrum, including recruitment and selection of new fellows, teacher preparation, ongoing support and professional development, and alumni leadership. The Head of Programs, in partnership with other members of the senior team, leads the organization's efforts to grow the size and diversity of the fellows, increase the effectiveness of fellows in leading students to measurable gains in academic and non-academic achievement, foster the leadership of alumni as a force for change, within and outside the education system. The ideal candidate has strong skills in strategic thinking/planning and in leading and managing people, and has demonstrated success in running major programs and driving toward ambitious goals. The Head of Programs will report directly to the Managing Director and will lead a team of 26 full-time staff and 358 teachers (fellows) and a budget of \$480,000.

Performance objectives

Program Quality and Management 50%

- Set and meet ambitious annual program goals (i.e., size and diversity and effectiveness of fellows in leading students to measurable gains in academic and non-academic achievement, alumni leadership as a force for change, and alumni engagement) while laying the foundation for long-term success through building and developing a strong team, serving as a resource to them, and collaborating effectively across the organization.
- Managing and supporting the leaders of each individual program team – recruitment and selection, teacher preparation, teacher support and development, alumni leadership, and knowledge development



**TEACH
FOR UGANDA**

Block 244, Plot 5151 Majid Musisi,

Kampala, Uganda

info@teachforuganda.org

- Ensuring that each team's goals align with the vision and mission of Teach For Uganda
 - Ensuring that each team has a robust strategy to deliver short-term and long-term results
 - Ensuring that each team executes its strategy efficiently and effectively
-
- Building high-performing teams, at the level of the team leaders listed above, and within each of their teams
 - Facilitating the cross-team collaboration of the program teams, including ensuring alignment across teams, optimizing strategies and resource allocation across teams, and sharing best practices
 - Serving as a member of the senior leadership team of Teach For Uganda – contributing to decision-making on all critical organization-wide issues, such as resource mobilization & allocation, culture, capital development, strategic planning, policies and procedures
 - Serving as the staff liaison to the program committee of the board of directors, and representing the work of the program teams to the full board, and to other external stakeholders as appropriate
 - Reinforcing a culture of goal orientation, accountability, data-driven decision making, and optimism about the potential for improvement across all national (head office) and regional program staff
 - Collaborating and building strong relationships with the rest of the organization, including fundraising and partnerships, communication & marketing, human assets, finance, government engagement and administration. Ensuring the collaboration of each program team with other teams at head office and regional level
 - Identify and evaluate the risks associated with program implementation and take appropriate action to control the risks.

Budgeting, Financial Planning and Reporting 30%

- Work closely with Fundraising and Partnership Manager and Finance Manager to ensure donor compliance in implementation of program activities.
- Collaborate with the Finance Manager to ensure leaders of each program team (recruitment and selection, teacher preparation, teacher support and development, alumni leadership and engagement) are trained on budgeting and finance tools and systems to increase their capacity to manage their budgets effectively
- Monitor program burn rates closely with the leaders of each program team to ensure that spending in the programmatic elements are consistent with the budgets and are on time.
- Take lead in ensuring timely compilation and submission of donor reports as per funding agreements
- Maintain a schedule for reporting of all program activities. Review and submit required reports including donor and department narrative reports, quarterly performance indicator tracking tables, baseline and evaluation reports in collaboration with the MEAL Manager.

Partnership and Government Relations 20%

- Collaborate with the Fundraising and partnership Manager in joint proposal writing and project design for effective implementation of program activities and projects.
- Build and maintain strong partnerships at district and school level by ensuring the regional teams furnish key district officials with monthly program reports and representing the interests of TFU at local government meetings
- Build strategic partnerships with like-minded organizations and institutions to enhance our impact and support our strategic anchors.

Education & Experience

- This candidate has a track record of managing a large team and a growing education program. Has experience in managing teacher development and leadership programs
- We are looking for a highly motivated, results-oriented leader who excels in an entrepreneurial environment and wants to make a material impact on the education sector
- At least 5 years of experience as head of programs or a similar position
- Must be willing to travel upcountry on a monthly basis

Knowledge, Skills, Abilities

- We are seeking a results-oriented, highly competent individual with exceptional strategic-thinking, organizational, management, and communication skills
- The ideal candidate is passionate about Teach For Uganda's mission of nurturing leaders to advance equitable access to quality education for all children

TFU Core Values:

We put Children first: We put children at the center of everything we do and we work tirelessly to provide them meaningful experiences that allow them to realize *their fullest potential*.

Sense of possibility: We believe that nothing is impossible and we work hard to achieve our goals above and beyond what is expected of us.

Constantly learning: It is only through learning that growth is achieved. We encourage reflection and appreciate feedback as a practice, constantly searching for new knowledge from books, research, and articles to deepen our understanding and bring innovation to various aspects of our work.

Humility and respect: We treat each other with dignity and respect, appreciate each other's strengths, perceptions, and experiences, and acknowledge our own limitations. We value our relationship with communities, leaders, schools, and parents and constantly engage them to advance our work of providing an excellent education to all children.

Teamwork: We support and challenge one another, work cooperatively with enthusiasm and appreciation, respect each other's views, and make our work environment fun and enjoyable.



Block 244, Plot 5151 Majid Musisi,

Kampala, Uganda

info@teachforuganda.org

Pursuit of Excellence: It takes commitment to deliver quality service and each day we strive to be the best in our work, culture, relationships, and innovations.

How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **11th July, 2023**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at www.teachforuganda.org