

**Title:** National Program Coordinator

**Ref No:** TFU/2023-003

**Positions:** 1

**Reporting to:** Head of Programs

**Contract duration:** 1 year (renewable)

**Duty station:** Head Office

### About Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background will attain an equitable and quality education in Uganda. Our mission is to nurture leaders who are committed to advancing equitable access to quality education in low-income communities. We recruit, train and place top university graduates and young professionals in high need primary schools across Uganda to serve as full-time teachers committed to improving the education outcomes of less-privileged children while developing their leadership skills in a 2-year teaching fellowship. We currently operate in 4 districts i.e. Luweero, Mayuge, Namutumba and Kayunga with 76 partner schools, 197 fellows and 32 Alumni. Our goal for the next 5 years is to develop 500 fellows, 332 alumni, and impact the learning outcomes 90,510 children.

As a growing, non-profit organization working towards achieving an ambitious goal in a challenging environment, we are looking for an exceptional individual who embodies our core values, is self-driven, honest, a strategic thinker, detail oriented and has a knack for numbers to add to our dynamic staff and help fulfill our mission.

### Position overview

The National Program Coordinator supports the Head of Programs in developing and implementing the government strategy, policy and partnership development important for the adoption of Teach For Uganda Teacher development Model into the national teacher training program. He/she will also provide oversight to district local government partnerships and management, identifying opportunities and linking them to overall goals and strategy.

### Performance Objectives

#### Government Strategy (40%)

- Develop and execute strategies and communications to advance Teach For Uganda advocacy goals, particularly the national teacher policy.
- Create and implement a relationship management strategy towards national program goals.
- Create new relationships and partnerships, review official partnership agreements that formalize Teach For Uganda relationship with government, relevant directorates within



ministry of education, gender and public institutions, such as MOUs, letters of endorsement, and proposals.

- Research & network on government funding, opportunities, upcoming strategies etc.
- Support the Head of Program to build the relationships and secure formal agreements with Local governments to achieve the goals of the fellowship program. goals.
- Ensure Teach For Uganda has the right people in government supporting our efforts and work.
- Represent Teach For Uganda on working groups, conferences, sector review meetings & technical committees to promote Teach For Uganda at the government and sector level.
- Build strong professional and personal relationships with key stakeholders in partnering government ministries and institutions. Stakeholders include members in the Ministry of Education, Ministry of Gender, UNITE, Kyambogo.
- Represent Teach For Uganda in technical workshops on teacher training and continuous Professional development to drive forward Teach For Uganda's Education reform agenda.
- Create overview documents and concept notes geared towards policy makers that share Teach For Uganda's work in education innovations, so that the government is informed and brought along on our learning journey.
- Build strategic learning partnerships with organizations operating within the National education reform space in Uganda.

### **National Representation and Communication (30%)**

- Collaborate with the Marketing and Communications Coordinator on the creation of government reports and documents required for Registration.
- Coordinate with Marketing and Communication on quarterly government newsletters, reports or communications.
- Prepare documents and presentations as part of larger education reform engagement strategy.
- Form partnership with pre-service and in-service training institutions in Uganda and secure Teach For Uganda's involvement in teacher re-tooling and professional development.
- Advocate and push for government adoption of Teach For Uganda's CPD model into the national teacher training curriculum.
- Build partnership with TEDT, UNITE, Kyambogo and Makerere university to ensure Teach For Uganda plays a role in designing and re-tooling teachers during roll out.
- Create a document that summarizes all the policies and how they relate to Teach For Uganda and lead meetings with the team to align Teach For Uganda activities to the policies.

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### **Coalition Building (20%)**

- Work with programs team to invite teachers, fellows, head teachers and associations to meetings as advocates.
- Work with programs to ensure Local / District officials have seen our program and promote it on our behalf at government meetings.
- Work with programs to ensure teachers, fellows, head teachers and government officials can articulately talk about our program the way we would.
- Represent Teach For Uganda in RELI (Regional Education Learning Initiative) meetings, thematic clusters, and convenings
- Build a coalition of stakeholders that push and advocate for our work everywhere.

### **National program oversight (10%)**

- Manage, review budget reports and be the lead on the mid-year government related review.
- Create and manage National program budget and workplan for implementation of government related activities
- Critically review national program priorities to find areas for savings, reallocation according to priority, or emerging needs for investment.
- Submit timely and accurate accountabilities for all national program activities
- Ensure cost effectiveness during implementation of all activities as related to the national agenda process and other government related activities.
- Compile monthly progressive reports on national program

### **Qualifications**

- Bachelor's degree in Education or a related field.
- At least 3 years of professional experience in government advocacy and policy development
- Professional experience in networking and partnership development
- Professional experience in stakeholder engagement and management

### **What skills/experience MUST this candidate absolutely have?**

- Design skills.
- Strategy development and planning skills
- Advocacy skills
- Knowledge of Education systems and ministry departments
- Project management skills
- Excellent coordination, communication and organizational skills

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- Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, work independently and in a team environment

### TFU Core Values:

**We put Children First:** We put children at the center of everything we do and we work tirelessly to provide for 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.

**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](mailto:jobs@teachforuganda.org). Please indicate the position applied for in the subject line of your email by **26<sup>th</sup> April, 2023**. Your cover letter should include why you are interested in Teach For Uganda and in this position. Only short-listed candidates will be contacted. For more information about Teach For Uganda, visit us at [www.teachforuganda.org](http://www.teachforuganda.org)