

Title: Projects Officer

Ref No: TFU/2023-04

Positions: 1

Reporting to: Leadership Development Coordinator with Matrix reporting to Head of Programs and Fundraising Manager

Contract duration: 1 year (renewable depending on availability of funding)

Duty station: Mayuge District with frequent travels to other districts where Teach For Uganda projects are implemented.

About Teach For Uganda

Teach For Uganda (TFU) is a locally-rooted and globally-informed leadership development organization that is fully registered since 2016 as a non-profit organization in Uganda. We leverage the power and knowledge of promising future leaders to ensure that one day, all children in Uganda will attain an equitable quality education, enabling them to thrive in constantly changing economies.

In order for us to effect system-wide change, we focus on advancing leadership for institutional change, institutional strengthening and nurturing agents for change. Teach For Uganda runs a multi-pronged approach aimed at transforming the education ecosystem to make it more equitable and inclusive for all children in Uganda. These approaches include: 1. Leadership for systemic change (*Fellowship for in-service teachers and university graduates, Foundational literacy and numeracy skills and Leveraging technology to accelerate learning outcomes for children*). 2. Institutional strengthening (partnerships with the government to strengthen teacher training and continuous professional development, and partnerships with public universities and institutions for Fellow recruitment). 3. Agents for change; our alumni take on key pathways as education leaders, social entrepreneurs and policy influencers to effect change within and outside the education system.

Position Overview

The Projects officer (PO) is responsible for the overall implementation of projects across schools and communities that Teach For Uganda operates. He/She will work closely with the Leadership Development Coordinators (LDCs), Leadership Development Officers (LDOs), Fellows and Teachers within the partner schools. He/She will be responsible for the planning, monitoring and evaluation, and reporting of progress and impact of the projects implemented by Teach For Uganda. He/She will liaise with sub-county and district level stakeholders to ensure their involvement and ownership of project interventions. To achieve

desired outcomes, the Projects Officer will also need to work closely with other stakeholders within the community including parents, other NGOs/CBOs, School Foundation Bodies to promote education among students. The PO will also be responsible for building the capacity of Fellows, government teachers and staff to execute projects like digital learning, financial education, climate education and leadership among others.

Key Measures of Success

- **Projects planning and budgeting** – projects plans and budgets are developed and shared for reviews and approvals.
- **Implementation** – Leadership is provided in the implementation of current and future projects including digital learning, financial education and climate education and leadership among others.
- **Capacity Building of Team** - Capacity of TOTs (Fellows, TFU Staff and Teachers) is built to effectively implement impactful projects. Projects capacity building plans are shared for review.
- **Reporting** - Timely reporting of activities undertaken, sharing of stories of success and impact of projects on monthly, quarterly and annual basis.
- **Stakeholder engagement** - Good working relationship built with school authorities, Fellows, LDOs (Coaches), sub-county authorities and district level stakeholders during execution of projects.
- **Advocacy** - Advocacy activities conducted to promote education within districts of operation.
- **Sustainability and ownership** – projects sustainability plans generated and implemented.

Performance Objectives

Vision, goals and strategy setting (10%)

- Develop vision for projects implementation and share with LDOs, Fellows, TFU staff and stakeholders.
- Set goals for implementation of specific projects and track goal performance on regular basis
- Develop strategies and plans for projects implementation and share with line managers and stakeholders.
- Support LDOs and Fellows in setting long-term goals and benchmarks to achieve desired targets and impact of projects in schools and communities.
- Collaborate with Heads of departments, LDOs and Fellows to execute planned projects interventions.

Program design (15%)

- Work with the Training Coordinator (TC), LDCs, LDOs and ToTs to develop content and execute training for projects.
- Take lead in planning for procurement of logistics for the projects, working closely with the Operations team and the procurement committee.
- Plan and organize activities with Fellows, including excursions, team building activities, and training sessions relating to project plans.
- Design new funding concepts and proposals for projects expansion and scale in TFU program locations.

Projects management (40%)

- Develop implementation plans and budgets for specific projects
- Integrate Digital Learning component across all TFU supported projects.
- Develop and share activity implementation schedules with LDOs, Fellows and TFU staff.
- Implement projects activities on timely basis and within the budget thresholds.
- Coaching Fellows to deliver projects trainings that are meant to benefit children
- Work with LDOs to build team culture of Fellows and mentor Fellows to take on projects based trainings.
- Coordinate with sub county and district officials during the implementation of projects.
- Collaborate with field staff to problem solve challenges and share best practices and solutions relating to projects implemented in various schools.
- Seek out and create projects related opportunities for professional exposure, development and mentorship of Fellows in collaboration with the LDOs.
- Develop project risk matrices and share with Line managers.
- Share projects reports with line managers and district authorities on monthly basis.
- Liaise with M&E to measure the performance and uptake of digital learning components across projects
- Bench mark digital learning solutions from Teach For All partners across the globe and other organizations or companies implementing edu-tech programs.

Stakeholder management (25%)

- Engage and maintain strong relationships with head teachers, school management committees, teachers, students, parents, community leaders and education leaders and other local government authorities.
- Share reports with relevant district and sub-county authorities including Education Office, Community Development Office, RDC/DISO Offices and where necessary Local Councils.
- Represent TFU during monthly or quarterly coordination meetings with local government leaders, and other development partners while engaging them on projects matters.
- Organize joint events such as projects inception meetings, joint monitoring visits to projects sites, projects reviews and advocacy events where representatives of stakeholders participate.
- Maintain the image of TFU in the communities where projects are implemented by demonstrating exemplary leadership, ethical behaviors acceptable in the local communities and public relations that represents TFU's vision, mission and values.

Impact assessment and solution development (10%)

- Conduct school-community needs assessments that will inform projects implementation modalities.
- Liaise with M&E department to conduct projects surveys, baselines and evaluation before, during and after implementation of projects.
- Problem solve and develop solutions for challenging professional issues faced by LDOs and Fellows while executing projects interventions.
- Collect projects data from schools and communities on monthly basis
- Support LDOs and Fellows analyze projects-student data to improve their teaching effectiveness and community engagement.
- Collect Assess Fellow performance in delivery of FE by regulating tracking progress.
- Produce monthly, quarterly and annual projects reports with support from Monitoring and Evaluation team.

Minimum Requirements:

- A Bachelor's degree in any subject, preference on ICT and digital learning, Financial Education, Climate education and Community Development.
- 3-5 years of experience in project implementation, especially direct implementation of projects activities, coordination with local governments, working with schools at field level.
- Experience in designing and facilitating trainings using digital technology/solutions.

- Ability to set goals and use data daily to guide actions and decisions
- Deep understanding of and strong alignment to Teach For Uganda mission, vision and core values.
- Strong belief that every child can learn and achieve high results.

Preferred Competences

- Excellent people management skills.
- A background or experience in executing multiple projects in schools or communities especially promotion of girls education, financial literacy, climate education and digital learning hubs for schools.
- Ability to ride a motorcycle (this will be tested) with a valid class A riding license is a **MUST**.
- Excellent written and verbal communication skills.
- Experience working in rural communities.
- Exceptional attention to detail to ensure content is of the highest possible quality.
- Strong organizational, prioritization, collaborative and strategic planning skills.
- Coaching experience is beneficial.
- Ability to build deep relationships with people of all working styles and backgrounds
- Desire to work in a fast-paced, results-oriented culture.

TFU Competencies (for all TFU Staff): We want you to apply if you:

- Put **Children First** at the center of everything you do.
- Possess a **Sense of Possibility** and invest above and beyond what's expected of you.
- Have the quest to **Continuously Learn**
- Exercise **Humility and Respect** for all
- Are able to exercise **Teamwork**

How to apply:

Please email your resume with 3 professional referees, a copy of your valid riding license and a one-page cover letter to jobs@teachforuganda.org. Please indicate the position applied for in the subject line of your email by **17th March, 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