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**Job Title:** Senior Program Officer (STEM Education)

**Reference No:** TFU/25/008

**Positions:** 1

**Reporting to:** Fellowship Manager

**Contract Duration:** 01 Year (Renewable)

### About Teach For Uganda

Teach For Uganda (TFU) is an indigenous non-profit organization dedicated to nurturing leaders who advance equitable access to quality education for children in low-income communities. Through a two-year teaching fellowship, we recruit, train, and place graduates from diverse academic backgrounds as full-time teachers in underserved schools to enhance foundational literacy, numeracy in primary schools and STEM (Science, Technology, Engineering, and Mathematics) skills in secondary schools, while fostering leadership development. Post-fellowship, our alumni become lifelong advocates for educational equity as community leaders, social entrepreneurs, and policy influencers. TFU currently impacts over 74,000 children across 147 schools in 10 districts: Kayunga, Mukono, Buikwe, Bugiri, Namayingo, Buliisa, Kibaale, Hoima, Kikuube, and Kagadi. With new funding, TFU is expanding to place top female university graduates in 80 government & private secondary schools in underserved communities, focusing on STEM education aligned with Uganda's competence-based curriculum.

### Position Overview

The Senior Program Officer (STEM Education) will lead a team of 4 Program Officers, each managing a cohort of 20 female fellows teaching STEM subjects in government & private secondary schools. The role focuses on coaching and mentoring Program Officers to support fellows in delivering high-impact STEM education using Uganda's competence-based curriculum, driving student achievement, and fostering leadership growth. The Senior Program Officer will ensure program quality, stakeholder engagement, and alignment with TFU's mission to transform education in underserved communities.

### Key Measures of Success

- **Fellow Retention Rate:** Maintain a high retention rate of female STEM fellows throughout the two-year fellowship.
- **Student Academic Progress:** Ensure significant academic growth in STEM subjects for students taught by fellows, as measured by the assessment rubric.

- **Fellow and Program Officer Leadership Growth:** Develop Program Officers and fellows into effective leaders through fellows and coaches growth rubrics, evidenced by fellows' successful placement in high-impact roles post-fellowship and coaches ability to fully support their fellows for high impact.
- **Stakeholder Satisfaction and Engagement:** Build and maintain strong, positive relationships with schools, district authorities, and development partners.
- **Monitoring and Evaluation (M&E) Effectiveness:** Achieve annual program targets through robust data-driven strategies and interventions.

### Performance Objectives and Responsibilities

#### Vision, Goals, and Strategy Setting (10%)

- Guide Program Officers in setting visions, annual goals, and benchmarks for their leadership development, fellow growth, and student achievement in STEM subjects.
- Collaborate with the Fellowship Manager to reflect on progress, set strategic priorities, and enhance team effectiveness.
- Support Program Officers in creating personal development plans for fellows, focusing on STEM pedagogy and leadership within the competence-based curriculum.

#### Program Design and Management (20%)

- Collaborate with the Design and Training team to plan and execute a 2-week virtual and 4-week residential pre-service training focused on STEM education and competence-based curriculum delivery.
- Develop and implement a STEM-focused coach handbook to guide Program Officers in mentoring fellows effectively.
- Facilitate training sessions for Program Officers to enhance their coaching capacity in STEM pedagogy and leadership.
- Explore innovative coaching approaches and leadership strategies to support female fellows teaching STEM.
- Coordinate logistics for termly in-service training and communities of practice, ensuring standardization and quality across partner districts.
- Participate in monthly program coordination meetings to align on goals and share best practices.

#### Team Leadership and Management (30%)

- Oversee Program Officers' coaching and mentorship of fellows, providing feedback and strategies to improve STEM teaching effectiveness.



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- Conduct bi-weekly coaching observations of Program Officers, modeling world-class coaching practices for STEM education.
  - Manage performance, grievances, and conflict resolution for Program Officers and fellows, fostering a supportive team culture.
  - Set and communicate termly goals and priorities for Program Officers, aligned with TFU's departmental objectives.
  - Conduct weekly check-ins with Program Officers to monitor well-being, celebrate successes, and set new goals.
  - Collaborate with the Fellowship Manager to organize monthly reviews and planning meetings to track progress and set targets.
  - Conduct annual performance reviews for Program Officers using the coach reflection tool and provide ongoing feedback.
  - Support the Fellowship Marketing and Recruitment team in selecting top female STEM candidates for the fellowship.
  - Assist with fellow matriculation, addressing queries and ensuring a smooth onboarding process.

#### **Stakeholder Engagement (20%)**

- Build and maintain partnerships with district authorities, school leaders, and development partners to support STEM education initiatives.
- Lead the school placement process by conducting inception and termly review meetings with school leaders to ensure alignment and support for fellows.
- Compile and submit monthly program progress reports to District Education Officers (DEOs) and Chief Administrative Officers (CAOs) to enhance visibility and accountability.
- Represent TFU in sector coordination meetings with local government and development partners to advocate for educational equity.

#### **Impact Assessment and Solution Development (20%)**

- Support Program Officers in assessing fellows' development levels using the fellow rubric and tailoring coaching to their needs.
- Guide Program Officers and fellows in analyzing student data to improve STEM instructional practices and student outcomes.
- Assess Program Officers' growth using the Program Officer rubric, providing customized coaching to address capacity gaps.



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- Stay informed on trends in STEM education and competence-based curriculum implementation to bring innovative solutions to TFU's program.
  - Collaborate with the Monitoring, Evaluation, Accountability, and Learning (MEAL) team to design and conduct coach leadership surveys, identifying and addressing capacity gaps.
  - Share monthly success stories of fellows, students, and stakeholders with the partnership team to highlight program impact.
  - Submit timely monthly reports on program activities, progress, and outcomes to the Fellowship Manager.

### **Education and Experience**

- Bachelor's degree in Education, a STEM-related field (Science, Technology, Engineering, Mathematics), or a related discipline from a reputable university.
- Postgraduate Diploma in Education or a related field is an added advantage.
- 4+ years of experience implementing teacher professional development interventions, with a focus on STEM education.
- 4+ years of classroom teaching experience in STEM subjects at the secondary school level, with expertise in Uganda's competence-based curriculum.
- Proven experience in management and coaching, preferably in a teacher training or educational leadership role.
- Valid motorcycle riding license and ability to ride (mandatory).

### **Skills and Attributes**

- Strong project management skills, with the ability to manage multiple tasks and meet deadlines.
- Excellent communication and interpersonal skills to engage diverse stakeholders, including school leaders, district authorities, and fellows.
- Exceptional leadership and team management skills to motivate and develop Program Officers and fellows.
- Strong analytical skills to use data for program evaluation and instructional improvement in STEM education.
- Deep knowledge of Uganda's competence-based curriculum and challenges in underserved communities.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and familiarity with digital tools for training and data management.

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- Passionate commitment to Teach For Uganda's mission and vision for educational equity.
  - Results-driven mindset with a focus on achieving measurable outcomes in a fast-paced, non-profit environment.
  - Comfortable working in rural and upcountry settings.

### What We Offer

- Competitive salary and benefits package.
- Opportunities for professional development in STEM education and leadership.
- A collaborative, dynamic, and values-driven work environment.
- The chance to transform STEM education in underserved communities in Uganda.
- A supportive team committed to children, learning, excellence, and collaboration.
- Membership in a global network of changemakers dedicated to educational equity.

### TFU Values (for all TFU Staff)

- Put Children First in all actions and decisions.
- Possess a Sense of Possibility and invest beyond expectations.
- Embrace a Quest to Continuously Learn.
- Foster Teamwork to achieve collective goals.

### How to Apply:

Please email your resume with 3 professional referees and a one-page cover letter to [careers@teachforuganda.org](mailto:careers@teachforuganda.org). Please indicate the position applied for in the subject line of your email by **06<sup>th</sup> June, 2025**. 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)

**Note:** *Teach For Uganda is an equal opportunity employer and encourages applications from qualified female candidates passionate about advancing STEM education in underserved communities.*