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**Title:** Training Coordinator  
**Ref No:** TFU/2023-003  
**Reporting to:** Head of Programs  
**Positions:** 1  
**Contract duration:** 1 year (renewable)  
**Duty station:** Head Office with domestic travels.

### Position overview

Training Coordinator is a one-of-a-kind position that provides an unparalleled opportunity for the right individual to play an important role in developing Uganda's future leaders and transforming the lives of thousands of students in Uganda. Teach For Uganda is looking for a highly experienced individual who has a passion for building a young and dynamic team that will train and support our fellows to become exceptional leaders in the classroom and beyond. The individual must be a strategic thinker, a great facilitator, a visionary, a skilled manager, and trainer with design skills. S/he will closely work with the Leadership Development Coordinators and a team of Leadership Development Officers (LDOs) who support the growth and development of Fellows throughout their two-year commitment, helping them to dramatically impact student achievement levels in the classroom, and cultivating them to become future leaders across various professional sectors as alumni of the Fellowship. The Training Coordinator will have the opportunity to shape team and fellow cultures, design and execute fellow training programs and communities of practice, measure program impact and innovate in the areas of teacher coaching/mentoring and leadership development. S/he must be able to design and implement learning loops from Fellows and Coaches' trainings including communities of practice model.

### About Teach For Uganda

At Teach For Uganda (TFU), we are working to ensure every child in Uganda regardless of their socio-economic background attains an equitable and quality education. *Our mission is to nurture leaders who are committed to advancing equitable access to quality education in low-income communities.* We do this by recruiting, training, and placing 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 3 districts i.e. Mayuge, Namutumba and Kayunga with 86 partner schools, 171 fellows and 58 Alumni. Our goal for the next 5 years is to develop 1,798 fellows, 1,020 alumni, and impact the learning outcomes 326,400 children. This year, we are expanding to Bugiri, Namayingo and others as per the annual scale plan.

### Performance objectives

#### Strategic Vision and Direction (15%)

- Create vision and goals for fellow impact, LDO impact and learning and leadership experiences for both coaches and fellows
- Determine the strategic priorities and goals for training
- Design a work plan for training and key learning experiences to cultivate Fellow and LDO leadership

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### **Program design and Execution (50%)**

- Design and execute relevant, enriching and engaging learning experiences for fellows and coaches
- Support the Leadership Development Coordinators (LDCs) to design and facilitate excellent teacher training and learning experiences
- Modify and/or create a range of resources and tools to boost program quality and effectiveness (e.g. fellow and LDO training manual, LDO and fellow handbooks etc.)
- Research innovative and effective pedagogy and new teaching trends and incorporate learned insights into training manuals
- Work with LDCs to plan and execute a bi-annual 2-week residential training for fellows.
- Plan for and oversee the implementation of the monthly communities of practice
- Train the Trainers of Trainers to effectively cascade the training to the fellows.
- Manage the Training budget and oversee all regional trainings
- Plan for all logistics related to fellow and LDO training

### **Organizational Leadership (15%)**

- Support in the onboarding of new hires in collaboration with the HR.
- Contribute actively to a range of critical cross-functional projects
- Champion teacher development efforts internally and externally to gain support and champions across stakeholders including but not limited to RELI, UNITE etc.
- Develop, strengthen & maintain external partnerships especially with education development partners to reinforce program quality

### **Impact assessment and solution development (20%)**

- Work with MEAL to collect and analyze data to measure Fellow's impact on student achievement and LDOs impact on Fellow growth and development
- Evaluate the effectiveness of training and support to improve our training delivery
- Work with MEAL to conduct Fellow satisfaction surveys on training and coaching structures and analyze results
- Study, monitor and evaluate learnings from the highest performing classrooms and Fellows to codify what transformational teaching looks like and bring them back into the program

### **Qualifications:**

- Bachelors or Master's degree in Education from a reputable University.
- 4+ years' experience in facilitating adult training programs
- Experience designing content for teacher training and leadership development
- More than 3 years of classroom experience.

What skills/experience MUST this candidate absolutely have?

- Excellent vision-setting, strategic thinking and project management skills
- Deep knowledge of and experience in leadership development and/or adult learning theory and practice
- Excellent facilitative skills
- Ability to analyze and synthesize data
- Proven ability to coach and develop team members toward achieving ambitious and measurable outcomes
- Outstanding track record of achievements and ability to operate with urgency and sense of possibility in a fast-paced environment
- Comprehensive knowledge of excellent teaching
- Exceptional interpersonal and communication skills and flexibility to work in a cross-cultural environment
- Ability to develop and cultivate relationships and networks to achieve results
- Deeply understands the mission of Teach For Uganda and strongly believes that every child can learn and achieve high results.
- Enjoyment of travel and opportunity to work 'on the go' in rural areas

**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.

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**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 **24<sup>th</sup> February, 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). Female candidates are encouraged to apply.