

TEACHFORUGANDA

Creating a movement of leaders to transform the future of education in Uganda

Title: Head of Programs

Reporting to: Managing Director

Start Date: February 2021

Contract Duration: 2 years (renewable)

Duty Station: Head Office with frequent travels upcountry

About Teach For Uganda

At Teach For Uganda (TFU), we believe that every child in Uganda regardless of their socio-economic background deserves an opportunity of an excellent education. Our mission is to build a movement of diverse and capable leaders who will work to end education inequity in our country. 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 transforming the education outcomes of less-privileged children through significantly improving their achievements and aspirations in a 2-year teaching fellowship.

As a young, 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

Reporting to the Managing Director, the Head of Programs' overall responsibility is to provide technical oversight and meet ambitious annual program goals (i.e., size and diversity of the Fellows, effectiveness of Fellows in leading students to measurable gains in academic achievement, alumni leadership as a force for change, and alumni engagement) while laying the foundation for long-term success through assembling and developing a strong team, serving as a resource to them, and collaborating effectively across the organization.

As part of the senior leadership team, the Head of Programs also plays an active role in planning, designing, implementation, supervision, expansion and development of overall Teach For Uganda program in collaboration with the senior leadership team, in addition to program development and reporting responsibilities.

Performance objectives

Program Quality and Management

- 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

- Enable Teach For Uganda's Programmatic teams to achieve their vision and goals, which includes steering:
 - The Recruitment, Selection and Matriculation team to attract and mobilize high-quality applications to the Teach For Uganda's Fellowship in order to meet the organization's Fellow growth targets and to build the necessary systems and processes to ensure that the most committed candidates make it through to the 2-year Fellowship.
 - The Training and Support team to facilitate a high-quality training experience for Fellows through the 2 years and to continuously monitor and provide feedback on the impact our Fellows have in their classrooms.
 - The Alumni team to design and implement strategies to engage our Alumni and catalyze a broader movement for education transformation across the country.
 - The Monitoring & Evaluation team to develop an evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Provide technical support to the functional heads of our RSM, Training & Support and Alumni team and develop their individual and collective capabilities to lead their teams to successful outcomes.
- Work with the School recruiter to secure schools for Fellows to be placed and develop strong allies to work with successfully.
- Work with the Senior Leadership Team to help create organization-wide strategies around growth, scale, sustainability, impact and long-term areas of focus.
- Ensure that program activities operate within the policies and procedures of the organization.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks.
- Develop systems and processes to document program activities.

Budgeting, Financial Planning and Reporting

- Work closely with ED, MD and Finance Manager to ensure donor compliance in implementation of program activities.
- Collaborate with the Finance Manger to ensure program managers are trained on budgeting and finance tools and systems to increase their capacity to adequately track program expenses.
- Monitor project burn rates closely with the program managers to ensure that spending in the projects are consistent with the budgets and are on time.
- Provide reports on the program for management and donors, and ensure financial reports and supporting documentation for funders are prepared as outlined in 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 M&E Officer.

Partnership and Government Relations

- Ensure that TFU program managers and field staff maintain good relationships with the other implementing partners and provide them with smooth support as of when its required.
- Maintain strong partner relations and lead the identification of diverse and new potential partners say for RSM and Training department activities.

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- Working with the MD and managers to build the capacity of program staff to be able to identify and build relationships with partner organizations that will enhance our program quality.

Education and Experience

- Master's Degree or equivalent in Education, or related field.
- Minimum of 5 years' experience in design, management and evaluation of education project.
- Experience in directly managing and supervising diverse staff.
- Strong experience with project management cycle.
- Knowledge and experiences of budget preparation, management and donor requirements.
- Highly reliable, able to consistently meet tight deadlines.
- Ability to work in fast paced environment.

Preferred Skills, Knowledge and Abilities:

- Excellent management and supervisory skills, strong analytical and organizational skills.
- Ability to work independently, but also coordinate effectively as part of a team.
- Excellent written and spoken communication skills in English.
- Strong computer skills (MS Word, Excel, Outlook and Power Point).
- Outstanding track record of achievements and ability to operate with urgency and sense of possibility in a fast-paced environment
- 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 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 Responsibility** 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 and a one-page cover letter to jobs@teachforuganda.org, stating your salary requirements. Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Uganda and in this position and should answer the following question; Only short-listed candidates will be contacted. **Deadline:** 31st December, 2020. For more information about Teach For Uganda, visit us at www.teachforuganda.org