**MISSIONS OF HOPE INTERNATIONAL**

**JOB DESCRIPTION**

**Position: Manager, Education**

**Reports to: Director Missions**

**Supervises: Education Officers**

**Department: Education**

**Grade:**

**OVERALL JOB PURPOSE**

Coordinates MOHI’s ministry through education to ensure effective learning in all schools, maintenance of effective and efficient systems of education, and that a culture of godliness and high standards is maintained in all schools. The manager will also ensure compliance with the Ministry of Education requirements and internal policies. The position provides responsibility for education department databases, the student population in the schools, the number of teachers and their qualifications, inventory of all the assets in the schools.

**DUTIES AND RESPONSIBILITIES**

1. **Strategic Management**
* Support the development and implementation of MOHI’s strategic plan with a focus on education.
* Provide overall leadership to MOHI education sector and oversee the effective management of all schools.
* Oversee registration of all MOHI schools.
* Oversee the development and implementation of strategies that promote quality education in MOHI schools.
* Ensure that the schools maintain a safe and caring environment that fosters spiritual and physical well-being of pupils/students.
* Spearhead the development and periodic review of operational plans for Education Department.
* Facilitate development of annual plans and budgets for the schools and ensure effective co-ordination and control of budgets.
* Ensure prudent management and use of resources allocated to promotion of quality education in MOHI schools.
1. **Governance and Leadership**
* Provide guidance and direction to the Heads of Schools and the respective Boards and Committees and ensure effective and appropriate delivery of educational programs in all MOHI schools.
* Liaise with Education Officers and School Heads to ensure effective operation of school Boards/Committees and they add value to operations of their respective schools; and maintain positive working relations between the Boards/Committees and management of the schools.
* Facilitate the development, implementation, review and evaluation of appropriate policies and administrative procedures for schools.
* Ensure that all the schools have adequate and trained teaching and non-teaching staff.
* Oversee the staff management in the schools with keen interest in performance and productivity.
1. **Policy Development:**
	* Contribute to the development of educational policies and procedures, ensuring compliance with relevant regulations and standards.
	* Stay informed about current trends and research in education policy and advocacy.
2. **Coordination of Education Processes**
* Work with MOHI Senior management to create and maintain enabling learning environments supported by adequate learning materials and resources, facilities and equipment.
* Promote teaching and learning that will propel MOHI schools to excel in national examinations at all levels.
* Ensure effective teaching/delivery based on the curriculum and that adequate schemes of work and lesson plans exist.
* Ensure compliance with MOHI Schools code of behavior and foster respectful and responsible behavior by pupils/students, teachers and other workers in the schools.
* Ensure that the Education Department maintains strong monitoring and quality control of teaching and related activities.
* Ensure effective management of internal, external, and national examinations.
* Ensure effective supervision, development and performance review of all staff.
* Develop and maintain systems that ensure robust evaluation of performance of the schools to ensure MOHI schools are rated among the top schools in the country.
* Facilitate participation of MOHI schools in activities and forums that promote learning and holistic development of pupils/students.
* Ensure timely response to issues that affect learning in any of the schools.
1. **Quality Controls and Assurance**
* Develop and implement risk management standards, policies and systems for production processes.
* Ensure MOHI maintains mechanisms for compliance with education policies and regulations.
1. **Reporting and Record Keeping**
* Ensure that systems that enable schools to keep relevant records are developed and maintained.
* Ensure that management and statutory reports are prepared and submitted in a timely manner
1. **Risk Management**
* Ensure adequate security arrangements for the schools (watchmen, fencing, security systems, fire extinguishers etc.).
* Ensure that MOHI schools comply with all the legal and regulatory requirements.
1. **Relationship Management**
* Represent MOHI in relevant education forums – these include government, community and other stakeholder forums; and maintain productive links to support MOHI ministry through education.
* Develop, nurture and maintain links with agencies involved in education such as the Ministry of Education, Kenya Institute of Education, and Kenya National Examinations Council etc.
* Develop and maintain positive and effective relations and foster teamwork among staff.
* Ensure that issues affecting staff in the schools are addressed/resolved in a timely manner. This includes ensuring an effective disciplinary and grievance handling system.
1. **Undertake any other duties as may be assigned from time to time.**

**Academic and Professional Qualifications & Experience**

* Minimum of a Bachelor’s degree in Education (A Master’s degree in Curriculum Development, Instructional Methods is an added advantage).
* Post graduate qualification in Teacher evaluation techniques, Curriculum development and Instructional Methods.
* A minimum of (5) five years in School Management.

**Competencies/Abilities/Skills Required**

* High level of motivation, integrity, commitment to Christian values and professionalism.
* Proven Management Skills
* Strong leadership capabilities and strategic management abilities.
* Strong writing and presentation skills
* Basic financial knowledge.
* Strong analytical, communication, dynamic thinking skills and result oriented.
* Excellent technological orientation and change management.
* Must have good interpersonal relation and team orientation.
* Must have initiative and be able to work with minimal supervision.