



## Ministry of Education Education Delivery Unit

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| <b>Position Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Partnership Schools for Liberia (PSL)<br/>Contracts Manager</b> |
| <b>Report To</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Head of the Education Delivery Unit</b>                         |
| <b>Directly Supervises</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>No direct supervision expected</b>                              |
| <b>Department/Functional Relationships</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>All departments, especially Instruction</b>                     |
| <b>External Relationships</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Schools, Education Officers, PSL partners,<br/>donors</b>       |
| <p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"> <li>• Manage the contracting and technical aspects of PSL for the Ministry</li> <li>• Define an ideal and sustainable PSL model for public schools</li> <li>• Facilitate sound education policy and decision-making by supporting the EDU Head to advocate for the benefits of the PSL model to Liberia’s education system with the new administration</li> </ul> <p><b>Duration:</b> The PSL Contracts Manager shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>• Cost-effective and scalable PSL model defined and implemented</li> <li>• Successful rollout and delivery of PSL</li> <li>• PSL performance management system in place</li> <li>• Increased quality of PSL schools</li> </ul> <p><b>Duties:</b><br/>The PSL Contracts Manager will work with the PSL Providers Coordinator to support the EDU in delivering the Partnership Schools for Liberia component of the Getting to Best-Education Sector Plan and 3-year vision for Quality Schools.</p> <ul style="list-style-type: none"> <li>• Set the standards for PSL with the relevant bureaus within the Ministry and making sure these are upheld through the year e.g. minimum teacher and classroom numbers and assessing whether these need to change for different regions of the country</li> <li>• Set out the terms of contract and building capacity for managing the legal framework / contracting for PSL in future years</li> <li>• Ensure the right measurement frameworks are in place (from school monitoring, KPI self-reporting, RCT and other evidence gathering) and effectively hold PSL contractors to account</li> <li>• Evaluate cost and performance data to identify cost-shaving areas in the current PSL model</li> <li>• Update PSL operations model and identify funding gaps</li> <li>• Negotiate with providers who wish to change their terms or where the Ministry is slow to deliver on their roles</li> <li>• Manage junior staff to collate KPI data in simple templates that the Ministry can easily use</li> <li>• Analyze flows of data to be able to assess whether PSL working and which provider are performing. Identifying where there are gaps in data</li> </ul> |                                                                    |

- Be able to articulate what data is showing to the wider education sector and potential donors
- Analyze learning from PSL that can be transferred to other government schools
- Capture lessons learned and capacity gains for the MoE so that contracting out schools can increasingly be run by the Ministry without external support
- Be able to articulate the benefits of PSL, being proactive in communications - including with local stakeholders such as teachers unions, working with the communications lead

Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister

#### **Education**

- A Master's Degree in related field (i.e. Public Administration, Education) and minimum 3 years relevant experience
- Or, a Bachelor's Degree in related field and minimum 5 years relevant experience

#### **Work Experience**

- Experience writing and managing contracts
- Demonstrated ability to manage complex projects with tight deadlines
- Experience working with public and private educators and education providers
- Experience negotiating and enforcing terms of contract with diverse signatories
- Ability to manage diverse stakeholders with competing interests and priorities
- Understanding of the PSL program, why it came about, the PSL vision, benefits to Liberia and risks to manage
- Understanding of different measurement frameworks and school monitoring

#### **Other Requirements**

- Specialized knowledge of the Liberian education system, including familiarity with MoE mandates, procedures and programs as well as applicable legislation, regulations and guidelines
- Must possess excellent organizational, administrative and presentation skills; well-developed analytical, problem-solving and interpersonal skills; excellent written and oral communication skills, tact and sound judgment.
- Understanding of the PSL program, why it came about, the PSL vision, benefits to Liberia and risks to manage
- Strong negotiation skills
- Strong strategic, analytical and critical thinking skills

#### **Both internal and external applicants welcome**

Please submit your applications to: Human Resource Department  
Ministry of Education – R.L.  
3<sup>rd</sup> Street Sinkor  
Monrovia, Liberia

Or email a soft copy to: [jmeatay@moe.gov.lr](mailto:jmeatay@moe.gov.lr)

#### **CLOSING DATE: WEDNESDAY, 30 AUGUST, 2017**

Applications documents include:

- Application Letter
- One (1) Passport sized photo
- Updated CV
- One (1) Letter of Recommendation
- Copy of your Academic Degrees & Credentials

*Female professionals are strongly encouraged to apply.*