



Ministry of Education Education Delivery Unit

Position Title	Partnership Schools for Liberia (PSL) Providers Coordinator
Report To	Head of the Education Delivery Unit
Directly Supervises	PSL support team
Department/Functional Relationships	All departments, especially Instruction
External Relationships	Schools, Education Officers, PSL partners, donors
<p>Purpose: The overarching objective of this role is to:</p> <ul style="list-style-type: none"> • Coordinate the Partnership Schools for Liberia program for the Ministry • Roll out a cost-effective PSL model to other public schools in Liberia • 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 <p>Duration: The PSL Coordinator 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 & 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>Key Results Areas:</p> <ul style="list-style-type: none"> • Adequate funding available for rollout of updated model • Successful rollout and delivery of PSL • Increased number of PSL schools across the country • Increased enrollment of students at public schools <p>Duties: The PSL Providers Coordinator will work with the PSL Contracts Manager to support the Education Delivery Unit 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"> • Act as the key communication line managing information flows to and from providers / contractors to the Ministry • Implement updated PSL operations model and secure funding to implement • Manage coordination of providers and processes, including weekly meetings • Ensure CEOs and DEOs are informed of the program and coordinating with providers. Ensuring roles and responsibilities are clear • Where necessary -managing donor coordination and donor visits • Chase up PSL data returns - KPIs and other information required from providers • Problem solve and unblock provider issues as they come up - working with the relevant bureaus e.g. where payroll additions are not taking place fast enough; where infrastructure plans cut across a PSL school • Work with the relevant bureaus and the PSL contract manager to develop policies needed for PSL schools e.g. teacher transfer 	

- Communicate to providers on Ministry-wide policies that they must take into account or which may impact on them
- Communicate to the wider education sector on PSL reforms
- 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. Ability to articulate what evidence and measurement frameworks are showing us

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

- Demonstrated ability to manage complex projects with tight deadlines
- Experience working with educators and education providers
- Ability to manage diverse stakeholders with competing interests and priorities, aligning all actors around a common goal
- Experience managing and developing junior staff
- Ability to take initiative identifying and solving problems

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
- Comfort articulating the PSL program to opponents
- Attention to detail
- Good knowledge in the use of software/tools Microsoft Word, PowerPoint and Excel
- 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.
3rd Street Sinkor
Monrovia, Liberia

Or email a soft copy to: 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.