



Ministry of Education Education Delivery Unit

Position Title	Workforce Professionalization Specialist
Report To	Head of the Education Delivery Unit
Directly Supervises	No direct supervision expected
Department/Functional Relationships	All departments, especially Instruction and Human Resources
External Relationships	Schools, Education Officers, Development Partners, Non-Government Organizations, Rural Teacher Training Institutess, Civil Service Agency, Ministry of Finance
<p>Purpose: The overarching objective of this role is to:</p> <ul style="list-style-type: none"> • Lead the design and delivery of MoE’s Workforce Professionalization projects • Facilitate the execution of workforce professionalization activities and support strategic planning and review processes • Facilitate sound education policy and decision-making by advocating for the sustenance of workforce improvement initiatives <p>Duration: The Workforce Professionalization Specialist 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"> • 40% of schools have a trained, qualified teacher per grade on the Ministry payroll and 2 qualified administrators • Improvements in the following indicators: Student to Qualified Teacher Ratio, Teacher Attendance, Teachers enrolled in Mobile Money payments, Pass rate on national teacher’s exam • Supplementary payroll resolved • Improved competency of District Education Officers and school principals to supervise and manage teachers • Non-functional county school boards reactivated with nominated members attending regular meetings <p>Duties:</p> <p>The Workforce Professionalization Specialist will support the Education Delivery Unit in delivering the Getting to Best-Education Sector Plan, particularly the 3 year plan priority outcomes generated from a cross-Ministry, cross regional retreat.</p> <ul style="list-style-type: none"> • Work with the HR division, Civil Service Agency and Ministry of Finance to resolve outstanding payroll issues including: vetting all teachers and administrators, identifying and removing ghosts from payroll, resolving supplementary payroll, removing unqualified or illiterate teachers from payroll, establish revised pay scale for teachers and administrators to incentivize career progression • Develop, implement and oversee the overall strategy for professionalization of the teacher workforce in accordance with the Ministry’s strategic plans • Define terms of reference, source of operational funding, support structure and reactivate county school boards across the country • Roll out leadership trainings for DEOs and school principals • Plan, coordinate and deliver teacher and principal training activities implemented by either the Ministry or by development partners • Manage payroll database to ensure it is updated and disaggregated by school, district and county. Ensure that it also contains all credentials and qualifications. • Assist decisionmakers to make informed decisions on teachers’ distribution based on quality and special needs, using the information generated from the Payroll Vetting Reform. 	

- Develop and implement strategies to get more qualified, trained teachers into classrooms and on the Ministry's payroll
- Develop revised teacher recruitment and replacement guidelines/SOPs that decentralizes these functions
- Update relevant in-service teacher training policies where needed

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

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 working with teachers, administrators and directors.
- Experience working with educators and education providers
- Experience designing and delivering educator training
- Comprehensive knowledge of human resource management; including recruitment and selection principles, methods, techniques and practices as well as knowledge of all phases of the recruitment and selection process including sourcing and attracting applicants, structuring and conducting interviews, and determining candidates' suitability for positions
- Thorough knowledge of current employment legislation or national labor laws and regulations
- Sound knowledge of research methods and techniques; experience in budget planning; and ability to analyze data in relation to identifying institutional efficiencies and cost recoveries
- Specialized knowledge of best practices in teaching and school management
- Experience managing large amounts of data and using it to enable informed decision-making.

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 (Including but not limited to the Education Reform Act 2011)
- Must possess excellent organizational, administrative and presentation skills; well-developed analytical, problem-solving and interpersonal skills; effective facilitation and interviewing skills; excellent written and oral communication and project management skills; tact and sound judgment.
- Ability to maintain professional relationships with internal and external stakeholders
- 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.