

Job description

Job title	Head Education Operations	Department	Education
Job holder		Station	
Job type	Full Time	Line Team Leader	Team Leader - Education
Job aim	To coordinate and monitor the implementation of approved projects and operational activities under WATOTO in line with WATOTO mandate and strategic objectives		

Duty and standards

Duty (1) 30%	<p>Manage Education Projects</p> <ul style="list-style-type: none"> Monitors the implementation of education service projects to meet the project scope, deliverables, budgets and timelines Develops a frame work for tracking and reporting progress on activities of project milestones and deliverables Coordinates the commissioning of all approved education services projects in WATOTO and prepares close out reports for all completed projects as per the project contract Designs and implements a plan for identifying project risks under WATOTO education services institutions and devises risk mitigation strategies in line with the project management guidelines.
Standards	Project scope, deliverables, budgets, reports developed within agreed timelines
Duty (2) 10%	<p>Policy design and Implementation</p> <ul style="list-style-type: none"> Develop policies and SOP's that relate to strucures, systems and resources for infrastructure, inventory management and logistics for the Directorate. Monitor the implementation of the policies and SOPs
Standards	Policies, Procedures and SOP's developed in line with the education directorate strategic objectives, Policies, procedures and SOPs implemented effectively
Duty (3) 10%	<p>Planning and Budgeting</p> <ul style="list-style-type: none"> Coordinates the budgeting process for the Directorate within set timelines. Coordinates the work planning process for the Directorate within set timelines. Coordinates the procurement planning process for the Directorate within set timelines. Coordinates the process of compiling periodic reports (results vs plans) for all sections of the Directorate within set timelines
Standards	Consolidated budgets, work plans, procurement and all other plans completed within set timelines Consolidated reports within set timelines
Duty (4) 30%	<p>Donor and Partnership Liason</p> <ul style="list-style-type: none"> Raises awareness about Watoto Child Care Ministries locally so as to attract potential partners, donors and volunteers to the education diretorate Implements the strategy for raising individual and corporate support for the Education directorate as developed by the Partnership Liaison team in line with the ministry's strategic objectives Coordinates and ensures all donations to the directorate are properly received and acknowledgements or letters of appreciation are made to the donors Articulates the Needs for the Education Directorate giving clear details on what is required for following consultation with all stakeholders in the Directorate. Acts as the first point of contact for all visitors, partners for the Directorate and prepares and disseminates periodic updates and feedback to the relevant parties

Standards	Needs of Directorate fully articulated, donors and other stakeholders supported, Donations to the Directorate properly managed
Duty (5) 20%	<p>Infrastructure Development and Management & Inventory Management</p> <ul style="list-style-type: none"> Develops a plan and follows through implementation of the same for the maintenance, repair and management of all properties of education schools and institutions under WATOTO Monitors the usage of utilities in all WATOTO Education services institutions and evaluate effective use of power, water ,telephone, internet and other services and generates reports on the same in line with the WATOTO guidelines Coordinates the procurement of supplies and services for the Directorate to the end that all users have the appropriate items,tools,resources and services at all times.
Standards	Maintenance and repairs plan developed, Use of utilities managed effectively, All requisite supplies and services for the directorate availed within the right timelines
Duty (6) 10%	<p>Line Management</p> <ul style="list-style-type: none"> Manages the performance and development of employees reporting to the role in line with the HR policy manual and the performance management guidelines.
Standards	Performance standards set, Performance appraisals done, Development initiatives implemented

Watoto Child Care Ministres reserve the right to review and/ or alter job descriptions at any time. You will be notified of changes when necessary.

Behavioural Competencies essential for the job:

	Criteria: behavioural competencies (assign levels), skills, knowledge experience, and specialist qualifications. This criteria will be used as part of the performance management purposes	Essential (E) or desirable (D).	Selection. How criterion will be measured
	Behaviours		
1	<p>Achievement (L4) Sets and meets challenging goals and seeks long term improvement.</p> <p>Achieves significant progress in the long term, wider performance of the Council. Sets out to be the best – has own measures of excellence and works to these. Tackles difficult problems and takes personal responsibility for reaching solutions. Seeks ways to improve overall performance levels to give higher levels of satisfaction to target groups.</p>	E	Application, Interview
2	<p>Team working (L3) Builds the Team</p> <p>Proactively shares information and learning. Addresses conflicts or issues within the team in a positive and open manner. Provides clear feedback to team members. Uses understanding of different interests and agendas to achieve positive outcomes. Gives others opportunities to practise new skills and capabilities, and provides or arranges coaching. Works to provide supportive environment by securing necessary resources and removing blocks to effective working. Encourages work-life balance amongst team to maintain healthy workforce and promote long term effectiveness</p>	E	Application, Interview

3	<p>Flexibility</p> <p>Identifies a practical approach in order to get the job done quickly and effectively. Uses an awareness of the bigger picture along with common sense to interpret and implement policy. Responds effectively to changing circumstances. Remains focused when faced with competing demands. Makes reasonable adjustments to ensure maximum effectiveness and motivation of self and others.</p>	E	Application, Interview
4	<p>Working Strategically (L3) Focuses on the Long term</p> <p>Constantly reviews own and departmental objectives to ensure they support the Education's long-term Strategic Objectives and makes changes or challenges if they do not. Makes complex ideas, issues and situations clear and understandable to others, and can relate these to the wider context of the Community Care.</p>	E	Application, Interview
Technical skills, knowledge and experience			
	<ul style="list-style-type: none"> • Bachelor's Degree in Education, Business, Administration, Social Sciences or a related field. • At least 8 years working experience within an active and vibrant academic setting with at least 3 of those years at leadership level • Project Management skills are an added advantage • Computer literacy • A team player, result oriented, self - motivated, able to work with minimum supervision and for long hours under extreme pressure • Excellent Oral and Written communication skills 	E	Application, Interview

Authorisation

Immediate Supervisor		
Post / title		
Signature		Date:
Team Leader –		Date:
Employees Declaration		
I		
have received, read, and understood my job description and will perform to the best of my ability.		
Signature		Date: