

Job description

Job title	Monitoring & Compliance Officer	Department	Education
Job holder		Station	
Job type	Full Time	Line Manager	Head - Education Services
Job aim	Monitor and Implement programs aimed at improving the provision of education services within the Watoto schools in line with National Education Program, and Ministry of Education and Sports guidelines		

Duty and standards

Duty (1) 40%	<p>Monitoring & Inspection</p> <ul style="list-style-type: none"> Inspect the implementation of Education programs, best practices and standards among the Watoto schools and Institutions as per the Ministry of Education guidelines. Provide technical support to Head Teachers and Management on education best practices and standards. Monitor the implementation of education standards, compliance to syllabuses in accordance with Watoto and Ministry of Education & Sports performance standards.
Standards	<p>Education programs and best practices implemented in Watoto schools, MOE guidelines implemented in Watoto schools. Compliance reports prepared on regular basis</p>
Duty (2) 30%	<p>Information Management</p> <ul style="list-style-type: none"> Monitor and compile information on Performance benchmarks and targets for all schools and institutions within Watoto schools as per the education directorate guidelines. Monitor the implementation of the customized performance targets, in all schools in Watoto in accordance with the Performance Management guidelines Develop and implement a system for capturing schools' management information, standards implementation in the directorate and recommend policy changes in line with Watoto's strategic objectives.
Standards	<p>Performance targets monitored, Schools management information system developed, Information captured</p>
Duty (3) 20%	<p>Reporting</p> <ul style="list-style-type: none"> Prepare and submit periodic progress and situational reports providing appropriate recommendations in line with established policies. Identify the needs of schools and generate reports to management on the same
Standards	<p>Reports generated, presented and Status of recommendations implemented</p>

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 (L3) Drives for improvement despite frequent obstacles.</p> <p>Is determined despite frequent obstacles. 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>Analytical Thinking (L3) Tests All Angles</p> <p>Looks objectively at every side of an idea or situation to ensure that all outcomes are thoroughly assessed before deciding on the appropriate course of action. Analyses complex situations by looking at multiple causes and effects.</p>	E	Application, Interview
3	<p>Flexibility (L3) Adapts Tactics/Approach</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.</p>	E	Application, Interview
4	<p>Hold People Accountable for Performance (L3)</p> <p>Holds people accountable for their actions and performance. Challenges individuals openly and constructively about performance problems, adapting a firm but fair stance. Allows others to take credit when deserved.</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 5 years working experience as a teacher or inspector within an active and vibrant academic setting or any other setting where monitoring and compliance is key. • Time and project management skills. • Sound interpretative, analytical and problem-solving skills. • Excellent Oral and Written communication skills • Ability to analyse issues objectively. • Computer literacy • Ability to effectively transfer knowledge and skills to others. • A team player, result oriented, self - motivated, able to work with minimum supervision and for long hours under extreme pressure 	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: