

Director of Education, East Africa – Based in Nairobi, Kenya

Company Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit social ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa with a Mission to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results, and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia and Somaliland and is now expanding operations in Rwanda and Kenya. The key strategic pillars for the philanthropic side of the Foundation are education, health, water, and agriculture. At the end of 2019, the Foundation also started its Social Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self- sustaining businesses, which focus on job and economic value creation.

The Foundation currently has a portfolio of five schools with 1,600 students in Ethiopia and Somaliland with further expansion plans in Rwanda and Kenya. The Pharo Schools aim to achieve the highest standards of pedagogic, intellectual, and personal development. The Foundation also works closely with the education ministries in its countries of operation to ensure continuous improvement of government schools and quality of teaching. As the Foundation seeks to provide quality education to the children and young adults of East Africa, we are also actively looking to build a driven and passionate team to join the education program.

Headquartered in London, the Foundation has an operational head office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa) and Rwanda (Kigali) with further expansion plans in East Africa.

Position Summary

The Director of Education (the “Director”) position is a key leadership role within the Pharo Foundation that will be entrusted with the overall responsibility of developing and managing our education strategy and activities across East Africa. We are looking for a driven and passionate individual who wants to make real change in the field of education and who can offer a good combination of educational and management experience.

The role holder will be responsible for developing and implementing the education strategy of the Foundation for East Africa, as agreed with the CEO and Board of Trustees. The role encompasses creating a brand name that stands for the highest academic standards and involves all levels of education, from early childhood to secondary as well as higher education and vocational schools. The Director of Education will manage the Foundation’s educational efforts across all countries, ensuring achievement of academic

standards and continuous improvements at both Pharo and government schools. The Director will also oversee all aspects of running of the Pharo Schools including curriculums, recruitment of staff and students, future expansion plans, financial budgeting and controls and external stakeholder relationships. This is a high-level position that will give the right candidate an excellent mix of challenge and fulfilment.

Role: Director of Education (East Africa)

Reporting to: CEO (The Pharo Foundation)

Functional Relationships: Country Representatives (Ethiopia, Somaliland, and Rwanda), Head of HR (Kenya), Heads of Programmes and Finance Teams.

Direct Reports: Country Heads of Education, Education Business Manager, Education Financial Analyst, Head of College Preparation and Counselling and Head of Academics.

Key Duties and Responsibilities

1. Strategy

- Work with the CEO to develop a comprehensive multi-year, multi-school, multi-country education strategy for the Foundation.
- Work with the CEO on a continuous and sustainable expansion and implementation plan.

2. Academic Excellence

- Create the “Pharo School” brand name as centers of excellence in education in East Africa.
- Ensure the alignment of academic efforts across all schools and countries and leverage the existing network.
- Provide leadership and guidance on curriculum selection and ensure achievement of the highest academic standards at all levels.
- Ensure Pharo Schools attract and retain the best students for academic excellence.
- Ensure Pharo Schools attract and retain the best staff, both teaching and administrative.
- Ensure Pharo Schools are accredited and in compliance with all national (and when applicable) international standards.
- Ensure Pharo Schools follow the latest developments in curriculum, pedagogy, and educational technology advancements.
- Ensure knowledge sharing and academic improvement at government schools

3. Human Resources

- Develop and implement procedures to train, supervise, evaluate, and upgrade staff continuously to ensure high academic standards.
- Ensure all schools internalise and perpetuate the Pharo vision and values
- Establish a culture of open communication, shared learning, and cooperation across all Pharo Schools, across all countries.

4. Financial Management

- Prepare and manage multi-year financial budgets.
- Put controls in place to ensure the management of all schools with the appropriate fiscal responsibility and accountability.

5. Policy Development

- Ensure the implementation and continuous update of appropriate and robust policies.
- Ensure that all staff and students are aware of policies and follow its guidelines.
- Enforce other relevant policies and procedures on an ongoing basis, with a strong emphasis on risk and quality assurance frameworks.

6. Stakeholder Relationships

- Work with the education team in Nairobi and education heads in Pharo country offices to ensure the smooth running of all schools.
- Ensure good working relationships with cooperation and support from governmental entities, alumni, and the larger community.
- Represent the Foundation on educational forums in Kenya and internationally.
- Represent the Foundation in the media on all educational matters.
- Enhance and manage all aspects of the “Pharo Schools” brand name.

7. Facility Management

- Supervise the management of all the schools’ facilities, and their on-going care and maintenance.

8. Technology Management

- Champion effective best in class educational technology frameworks that will transform the learning experiences across the schools.

9. Reporting

- Ensure open and continuous communication with the CEO.
- Provide regular reports on all aspects of the operations: academic, financial and any other reports required.
- Inform the CEO immediately of any issues or concerns that might jeopardise the Pharo Schools or the Foundation with respect to non-compliance, reputational risk or safeguarding.

Qualifications Requirements

- A graduate degree is required. The ideal candidate will also have furthered their Education (MA, Ed.D, Ph.D.) and/or have attained relevant Professional Qualifications.

- Preferably 10+ years' experience, with the last 5 years being in a Senior Management role responsible for business effectiveness and brand excellence. (Experience in Education leadership is desirable but not a must for this position.)
- Strong management track record (within or outside the education sector) with demonstrable experience in successfully recruiting, retaining, and developing staff.
- Experience in scaling a business and managing a high degree of growth.
- Excellent operator with a record of accomplishment in implementing policies and processes, plus standardising these operating procedures across multiple entities or divisions.
- Excellent financial and commercial acumen

Personal Attributes

- Passionate, driven, energetic individual with high social and emotional intelligence and excellent interpersonal skills.
- A natural and effective leader who can manage staff across different educational institutions in different countries with a collaborative approach.
- Excellent communicator who is fluent in written and spoken English.
- Open minded and flexible individual.
- Creative thinker who can think outside the box.
- An individual who respects and understands the local cultures and values and yet embraces and can work within European work ethics and standards.

Application Procedure

Review of applications will be on a rolling basis. In the event that we identify an outstanding applicant early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications expected, we regret that we will only be able to contact short-listed candidates.

To apply, please send the information below as a single PDF file to the following email addresses:

- James Adair, Partner at James.adair@big5search.com
- Eleanor Khupe, Consultant at Eleanor.khupe@big5search.com

1. A detailed CV and Cover Letter
2. A 1,000-word essay on:
 - What leadership experience have you gained that makes you the most qualified candidate for the role?
 - What challenges do you foresee/anticipate in leading the Education program at the Pharo? Foundation and what strategies will you adopt to resolve these successfully?
3. A one-page list of five references with current addresses, phone numbers, and email contacts.