

## **Education Program Assistant, Somaliland**

### **Organisation Overview**

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The vision of the Foundation is an economically vibrant and inclusive Africa. The mission is to achieve our vision by investing in Africa’s human and physical capital 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, Somaliland and Rwanda. The key themes for the philanthropic side of the Foundation are education, health, water and agriculture. In 2020, the Foundation also established Pharo Ventures, its wholly owned social enterprise arm, with the objectives of economic value and job creation in East Africa.

In Education, the Foundation’s projects are geared towards improving the standard of education in Somaliland. The Foundation’s Somaliland Early Childhood Education programme seeks to increase access to quality Early Childhood Education (ECE) for children from poor and middle-income families, by integrating ECE into the public education system and expanding ECE services from the current 5.7% to 15%. .

### **Position Summary**

<b>Role:</b>	Education Program Assistant
<b>Reporting to:</b>	ECD Program Manager
<b>Location:</b>	Hargeisa, Somaliland
<b>Contract Type:</b>	Fixed term (one year)

### **Key Duties and Responsibilities:**

S/he will have the following key duties and responsibilities

- Assist with the assessment of children on formative, summative, and continuous learning and development.
- Ensure that clear learning objectives are set and progress milestones and outcomes delivered.
- Assist with curriculum support, professional learning, and on-site support to teachers.
- Ensure timely procurement of student uniforms, and learning and cleaning supplies.
- Assist with research appropriate and relevant learning materials for teachers.
- Provide technical assistance in collecting data.
- Provide administrative support in monthly meetings.

- Assist in coordination process of relevant activities.
- Assist the Education Officer in keeping the records of monthly quarterly progress reports of the program.
- Assist with monitoring visits to Early Childhood Education (ECE) centres to see play based teaching is adhered to.
- Input data into the ECE Information Management System.
- Continuously seek and support professional development opportunities to develop knowledge.
- Help facilitate the smooth transition of children from ECE to formal schooling.
- Assist creating ECE learning library/resources for the Pharo Education team.
- Help to work towards the advancement of ECE in Somaliland.
- Any other duties assigned by the Senior ECE Program Officer.

#### **Minimum Qualifications:**

- Secondary School Diploma or equivalent (Bachelor's degree is advantageous).
- Minimum 2 years' experience of working in an NGO or of a similar capacity.
- Excellent communication and interpersonal skills.
- Good writing and reporting skills.
- Must be able to communicate well in English and Somali.
- Ability to be creative and innovative in generating new ideas and putting them into practice.
- Ability to work under pressure, with minimum supervision and meet deadlines.
- Experience in working with young children.
- Proficiency in the use of basic computer applications such as MS Office, the internet, email and other relevant software for the position.

#### **Behavioural Competencies**

- Ability to be creative and innovative in generating new ideas and putting them into practice.
- Experience in participatory programme development approaches and techniques.
- Fluency in Somali and excellent command of written and spoken English; and good writing and reporting skills.
- Ability to multi-task, work under pressure and meet deadlines.
- A self-starter with initiative and the ability to work alone when necessary.
- Excellent written and verbal communication skills.
- Flexible and willing to work for long hours.

#### **Application Procedure**

This position is open to both female and male nationals from Somaliland.

Review of applications will begin as soon as they are received, and only complete applications will be considered. In the event that an outstanding applicant is identified 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, we regret that we will only be able to contact short-listed candidates.

**How to Apply:**

Please send the information listed below, as a single PDF file, to the following email address: [Recruiting.SL@pharofoundation.org](mailto:Recruiting.SL@pharofoundation.org). Please indicate **Application for Education Program Assistant** in the subject line.

**Requirements:**

1. A detailed CV and Cover letter.
2. An essay of no more than 1,000 words detailing the experience you have gained that makes you the most qualified candidate for the role.
3. A one-page list of three (3) references with current addresses, phone numbers and email contacts.
4. Copies of your qualifications.
5. State on your application where you saw the advert for this position.