

Head of Education, Addis Ababa, Ethiopia

Company Overview

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

Established in 2011, The Foundation has been implementing numerous programmes in Ethiopia and Somaliland and is in the process of expanding into Rwanda and Kenya. The strategic pillars of the Foundation are education, health, water, and agriculture. One such example is the ongoing implementation of a large scale water project in Somaliland with the aim of bringing water to 6,000 households and their livestock. 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.

The Foundation has a programme office in Assosa, the regional capital of Ethiopia's Benishangul Gumuz Regional State (BGRS), with plans to expand operations in the country. Since its establishment in 2016, the Foundation’s programme office has been working on an integrated livelihood development programme that covers agriculture, water, health, and education. The main objective of the education programme is to increase access to high-quality education in our programme areas by improving the physical learning environment of schools, enhancing the capability of educators at all levels, offering skill-enhancing trainings for job creation, and setting up and operating model schools.

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 Africa.

Position Summary

The Head of Education position is a key leadership role within the Foundation that will be entrusted with the overall responsibility of developing and managing the Foundation’s education strategy and activities in Ethiopia. The Foundation aims to provide the highest quality education to the children and young adults of Ethiopia and is now actively looking for a driven and passionate individual who wants to make real change for the future of Ethiopia.

The position is based in Addis Ababa and will report to the Director of Education, East Africa, based in Nairobi, and the Country Representative based in Ethiopia. This is a high-level, well-remunerated role that will give the right candidate an excellent mix of challenge and fulfilment.

The role encompasses all aspects of the educational strategy and operations, from early childhood to secondary school as well as higher education and vocational schools. It includes, among others, designing curriculums, overseeing academic standards, recruitment of staff and students, well-being of students,

future expansion plans, financial budgeting, financial management and controls and external relationships with community and governmental stakeholders.

Role: Head of Education

Location: Addis Ababa

Line Managers: Director of Education (East Africa) and Country Representative (Ethiopia)

Functional Relationships: Heads of Education (Somaliland and Rwanda), and Program Managers

Direct Reports: Principals/Heads of Pharo Schools in Ethiopia, Head of Vocational Training (Ethiopia), and Coordinators in Education (ETH programme areas)

Key Duties and Responsibilities

1. Strategy

- Work with the Director of Education, East Africa to develop a comprehensive multi-year, multi-school education and expansion strategy for the Foundation in Ethiopia.
- Implementing the education strategy of the Foundation in Ethiopia, as agreed with the Director of Education East Africa, the CEO, and the Board of Trustees.

2. Academic

- Provide leadership and guidance on curriculum selection and ensure the highest academic standards are achieved at all levels.
- Ensure Pharo Schools attract and retain the best students for academic excellence.
- Create the “Pharo School” brand name as Centres of Excellence in education in Ethiopia.
- Create and monitor processes for student safeguarding.
- Ensure Pharo Schools are accredited and compliant with all national (and when applicable) international standards.
- Ensure the highest standards of teaching and learning pedagogy.
- Promote the focus on the holistic child in all Pharo Schools.
- Promote the teaching of 21st century skills with a key focus on critical thinking and problem solving.

3. Human Resources Development and Management

- Attract and retain the highest quality teachers, administrative and support staff.
- Develop and implement procedures to train, supervise, evaluate and upgrade staff continuously to ensure high academic and work standards.
- Ensure all students and staff are informed of and internalise the Pharo Culture, Vision, Mission and Values.
- Establish a culture of open communication, shared learning and cooperation across all Pharo Schools.
- Promote Continuous Professional Development (CPD) of teachers and direct reports.

4. Financial Management

- Prepare and manage multi-year financial statements and budgets.
- Prepare and submit monthly management accounts.
- Coordinate financial auditing and the production of annual audited accounts.
- Put controls in place to ensure all schools run with fiscal responsibility and accountability.

- Undertake regular financial reporting as guided by the fiscal policies of the Foundation.

5. Policy Development

- Prepare and implement appropriate and robust policies, ensuring that they are revised and updated regularly.
- Create safeguarding policies and ensure that they are reviewed regularly, and all staff and students are aware of these policies and follow guidelines.
- Enforce other relevant policies and procedures as they are developed.

6. Compliance, Audit and Risk

- Ensure that all Pharo Schools in Ethiopia are in compliance with all local and national requirements and policies.
- Protect the Pharo Schools and the Foundation from undue risk exposure and mitigate where necessary.
- Ensure that regular financial, management and academic audits are carried out in all Pharo Schools and Pharo Education Programmes in Ethiopia.

7. Stakeholder Relationships

- Ensure good working relationships with cooperation and support from governmental entities, parents, alumni and the larger community.
- Represent the Foundation in educational forums in Ethiopia.
- Represent Pharo Schools in the media and public engagements in Ethiopia.

8. Operations Management

- Supervise the management of all schools' facilities, and their on-going care and maintenance.
- Ensure proper maintenance and care of all movable assets.
- Maintain the asset register, ensuring that all assets are properly labelled and all records are easily accessible.

9. Reporting

- Ensure open and continuous communication with the Director of Education East Africa and all key stakeholders.
- Provide regular reports on all aspects of the schools' business and operations.
- Inform the Director of Education, East Africa and the Country Representative, Ethiopia of any issues or concerns that might jeopardise Pharo Schools or the Foundation with respect to non-compliance, reputational risk, or safeguarding.

Qualification Requirements

- Bachelor's degree in Education, with a Master's degree being an added advantage.
- S/he must possess a minimum of ten (10) years professional experience, eight (8) of these in senior management roles in schools or as a School Head/Principal.
- Demonstrated experience in successfully recruiting, retaining and developing educators, staff and administrators.
- Excellent business acumen.
- The ability to work autonomously, have strong self-motivation and the maturity to remain accountable for results.

- Excellent communication skills both when working with peers and colleagues, as well as when remaining an approachable and accessible figure to direct reports.

Personal Attributes

- Great attention to detail and a flexible approach to work.
- High professional and ethical standards.
- Structured and process-oriented.
- Excellent time and project management skills with the ability to balance multiple priorities.
- Motivated to learn and perform and not afraid to ask questions.
- Willing to challenge the status quo and add value by introducing positive change.
- Excellent communicator and comfortable to work in a team environment.
- Positive outlook and outgoing personality with solid leadership, interpersonal and diplomatic skills.

Application Procedure

Review of complete applications will be on a rolling basis. In the event that we identify an outstanding candidate 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 shortlisted candidates.

Please send the information listed below, as a single PDF file, to the following email address: **recruiting.et@pharofoundation.org**. Please indicate **“Head of Education, Addis Ababa”** in the email subject line.

1. A detailed CV and Covering Letter. In your cover letter, please state where you heard about this position or saw it advertised e.g. through our website, jobs board, etc.
2. An essay of no more than 1,000 words outlining:
 - a) What education leadership experience have you gained that makes you the most qualified candidate for the role?
 - b) What is your plan and/or experience in transforming schools into high performing schools? Kindly give an example from your past experience, if any.
3. A one-page list of five references with current addresses, phone numbers, and email contacts.