**Job Description**

**Job title:** Project Coordinator

**Group:** Education Services Group

**Dept/Project/Service:** Roger Federer Foundation (RFF)

**Reports to:** Education Technical and Program Lead

**Responsible for: Trainer Coach x 2**

**Usual office base:**  Harare

**Grade:** 6

**Project Overview:**

Education Development Trust (EDT) will joining the School Readiness Initiative (SRI) partnership in Zimbabwe, consisting of Ministry of Primary & Secondary Education, Child Protection Society, Municipality Development Partnership, ZINECDA, University of Zimbabwe, and Roger Federer Foundation. As the SRI Strategy 2019–2025 ends, the initiative is transitioning into a consolidation, scaleup, and sustainability planning phase (2025–2028). This final phase will focus on ensuring that the gains made under the SRI are institutionally and financially sustainable through the handover of responsibilities, tools, and resources from implementing partners and the Roger Federer Foundation to the Ministry of Primary and Secondary Education (MoPSE). The consolidation phase of the SRI will focus on finalizing and integrating outstanding interventions and tools developed throughout the initiative, alongside the national scale-up of the Smart Tablet Early Learning Assessment (STELA) tool—adopted by MoPSE in April 2025—to all 8,014 primary schools and ECE A learners (ages 3–4). A key component of this effort will be the development and rollout of a cost-effective national capacity-building package delivered through MoPSE’s Continuous Professional Development (CPD) structure. Additionally, the initiative will support the integration of SRI practices into the Teacher Education Colleges training curricula of 14 colleges, whose first cohort of SRI-aligned graduates will begin deployment in 2026. To ensure inclusivity, the SRI will also assist in strengthening the quality of education in Community ECE Centres, which serve a large population of early learners in underserved areas.

**Job purpose and scope:**

The Project Coordinator will play a pivotal role in managing the overall implementation of the project, ensuring effective coordination among stakeholders, adherence to timelines, and optimal resource allocation. This role includes oversight of the project budget and work plan while also serving as a technical expert. The Project Coordinator will work closely with the MERL Officer and Capacity Building Specialist Consultant to facilitate communication on progress updates with the Ministry of Primary and Secondary Education (MoPSE), the Roger Federer Foundation, and other partners, ensuring the successful execution of project objectives.

**Job Objectives:**

1. Lead the day-to-day implementation of the SRI project in alignment with the approved workplan, budget, and donor requirements.
2. Ensure effective coordination and communication between implementing partners, government stakeholders, and donors.
3. Liaise with the MERL Officer in monitoring progress against key milestones and deliverables, adjusting implementation plans as needed to ensure timely delivery.
4. Lead project planning sessions and regular review meetings with internal teams and stakeholders.
5. Provide technical leadership on early childhood education, STELA implementation, and school readiness practices.
6. Ensure that SRI interventions align with national education priorities and MoPSE guidelines.
7. Support integration of SRI components into MoPSE’s CPD structure and teacher training institutions.
8. Guide the development and access of technical materials, training content, and tools by ECE teachers.
9. Serve as the primary liaison between the project and MoPSE, coordinating regular updates and collaborative planning sessions.
10. Facilitate clear communication with the Roger Federer Foundation, Education Development Trust, and other stakeholders.
11. Represent the project in national, provincial, and district-level forums as required.
12. Oversee project budget utilization, ensuring efficiency, compliance, and value for money.
13. Collaborate with the finance and operations teams to manage procurement and logistics related to project activities.
14. Ensure proper documentation and reporting of expenditures in line with organizational and donor policies.
15. Work closely with the MERL Officer to track project performance, identify challenges, and implement adaptive strategies.
16. Use evidence and data to support decision-making, advocacy, and continuous improvement.
17. Contribute to donor reports, learning products, and case studies capturing project impact and innovations.

**Person specification:**

#### **Knowledge**

**Essential**

* Bachelor's degree in Education, Social Sciences, Project Management, or a related field. A Master's degree is preferred.
* Experience working with government ministries and donor-funded projects.
* Strong technical understanding of the Early Childhood Development and Education, and continuous teacher professional development models/approaches.
* Proven experience in project coordination, preferably in the education or social sector.
* Excellent communication, interpersonal, and organizational skills.
* Ability to work effectively in a multicultural environment and collaborate with diverse stakeholders.
* Proficiency in project management tools and software.

#### **Experience**

**Essential**

* Demonstrated experience in developing and implementing project plans, managing timelines, budgets, and resources effectively to achieve project goals.
* Proven track record of successful delivery of project activities in similar education delivery role
* Experience of the project lifecycle at all stages from inception, through to programme implementation and closure.
* Proven track record of collaborating with diverse stakeholders, including NGOs, government entities, educational institutions, and community organizations to drive project success.
* Demonstrated experience in guiding the development of ECE Training materials

**Desirable:**

* Experience of living and working in Zimbabwe and an understanding of the issues facing the education sector in Zimbabwe

#### **Skills**

**Essential**

* Excellent verbal and written communication skills, including report writing and in presenting technical content for a non-technical audience
* Demonstrable ability to manage competing demands and set priorities
* Fluency in English

**Desirable**

* Fluency in least one Zimbabwean local language

**Competency Band:** [3]

**Key Competencies for the role:**

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| **Our Values** | **Key Competency 1** | **Key Competency 2** |
| **Excellence - Creating and Leading Success** | Delivering the vision | Motivating Others |
| **Integrity - Supporting and Building Trust** | Upholding principles and values | Communicating with impact and empathy |
| **Accountability - Delivering and Improving** | Driving performance | Delivering commercial outcomes |
| **Collaboration - Engaging and Partnering** | Engaging others to achieve goals | Influencing and negotiating |

*Education Development Trust is committed to safeguarding and promoting the welfare of everyone who comes into contact with us. We operate a zero-tolerance policy to sexual exploitation, abuse, and harassment (SEAH). Applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with past employers and police checks. Successful candidates will be required to sign a safeguarding declaration to confirm that they will abide by the Trust’s safeguarding policies and procedures, including, but not limited to, Protection from SEAH, and the Safeguarding Code of Conduct*