

## **Mobilization Managers - Education Sector, Africa**

Education Development Trust has exciting plans to expand its portfolio of education sector projects and programmes in Africa. We are looking to identify suitably qualified and experienced mobilization managers and education specialists to work with us who share our values and passion for improving the life chances of children and vulnerable young people through access to quality education. The possible locations are Malawi or Ethiopia or Ghana, assignments are initially for 3 months but may be extended subject to the needs of the project.

### **Background**

Education Development Trust, formerly CfBT Education Trust, is a not-for profit international education services company with over 50 years' experience, working in more than 80 countries that specialises in primary and secondary education. Our vision is to provide outstanding, sustainable education solutions that transform and improve the school education and life chances of children and young people worldwide. We have specialist experience in strengthening education systems and supporting school improvement in post-conflict, transition and early-recovery fragile states.

At Education Development Trust, we improve school systems at scale and provide empowering employability and careers services to young people and adults. We own and manage a portfolio of schools and, as a not-for-profit, we invest annually in our programme of education research that informs policymaking around the world as well as our own work. What we do affects how teachers teach, leaders lead and students learn and we help to improve the life chances for all.

We are a knowledge-led organisation, offering our clients education solutions informed by leading edge thinking and research, with a relentless focus on educational impact demonstrating the benefits we provide through our contracts. We have experience of all facets of education, ranging from running schools, supporting and training teachers and school leaders, and working with governments to strengthen education systems.

More information on the organization can be accessed through the link below:-

<https://www.educationdevelopmenttrust.com/>

### **Job Purpose:**

The overall purpose of the role is to lead the setup of a new projects during the mobilisation to inception phase. The mobilisation manager will be responsible for setting up the office and business systems as well as interim program management during the mobilisation phase. They will be supported by the Project Management Office at Ed Dev Trust headquarters and the Regional Management Team based in the Nairobi offices.

The Mobilisation Manager will lead and coordinate all mobilisation activity to enable the delivery team to operate in line with the contract from day one. This will include working closely with operational teams to ensure all aspects of mobilisation are covered to the required quality, legislative, compliance and contractual standards.

*This list is an indicative rather than final list of the responsibilities of the role. A specific term of reference will be developed once the project has been awarded.*

### **Job Objectives:**

- Act as the project lead and first point of contact for any queries from internal colleagues or the external client, maintaining a close working relationship with the Programme Management Office.
- Lead successful engagement with key government and wider stakeholders to ensure initial support during the mobilisation/inception phase at the highest levels politically for the programme, to secure necessary registration and Memorandum of Understanding.
- Support the programme management team in identifying and recruiting both full time project staff and short-term consultants.
- Ensure all project control documents and plans are prepared, maintained and tracked and prepare regular internal status reports identifying current and potential risk and opportunities.
- Coordinate, identify and manage input and interdependencies from broad, multi-disciplinary internal and external project teams, including Finance, HR, Resourcing, Facilities & Property Services, IT, legal etc.
- Engage required service providers such as banking, legal & payroll services.
- Oversee the establishment of data systems and identification of appropriate metrics to support the implementation
- Procurement of essential equipment and supplies for Ed Dev Trust facilities
- Procurement of essential facility space within organization's procedures
- Initiation and monitoring of program implementation
- Provide *ad hoc* support to the Team Leader and the project management team as required.

### **Person specification:**

#### **Knowledge**

##### Essential:

- Demonstrated project management skills with sound understanding of project management principles and practice
- Qualification / accreditation in the use of a recognised structured project management methodology
- Knowledge /experience of working on donor funded projects preferably DFID
- Good understanding of governance processes and tools

##### Desirable:

- Knowledge of education sector landscape in Africa/Sub Saharan Africa region and key issues

#### **Experience**

##### Essential:

- Significant experience and a confirmed track record of managing complex and high profile large projects
- Experienced in operational delivery: internal HR and client management, budgets & finances, policies & procedures, operational risk
- Demonstrable evidence of business project planning, budgeting and effective matrix management of resources from multiple teams / organisation
- Proven experience in rapid project mobilization

Desirable:

- Experience of working in the countries of focus or in the Sub Saharan Africa region

### Skills

Essential:

- Highly developed interpersonal and communication skills
- Ability to work with a wide variety of stakeholders, including senior managers, directors, clients and suppliers
- A motivated self-starter that can work autonomously with the complete confidence of stakeholders
- Highly organised with an aptitude in planning and the ability to work on multiple tasks
- Strong communication skills, both verbal and written with highly developed IT skills, including the use of MS Office
- Flexibility in adapting to the demands of a fast-changing environment
- Calm and assured in a pressurised environment
- A constructive thinker with a highly positive attitude
- Ability to think and plan strategically, including sound financial skills to plan and manage complex budgets