



## Ministry of Education Education Delivery Unit



<b>Position Title</b>	<b>Data Analyst</b>
<b>Report To</b>	<b>Head of the Education Delivery Unit</b>
<b>Directly Supervises</b>	<b>No direct supervision expected</b>
<b>Department/Functional Relationships</b>	<b>All departments, especially Planning, Human Resources and Education Management Information System</b>
<b>External Relationships</b>	<b>Civil Service Agency, Ministry of Finance, Non-Government Organizations and Development Partners</b>
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"> <li>• Ensure effective management, supervision, confidentiality, integrity, security and accuracy of MOE data.</li> <li>• Manage the storage and handling of MoE data to facilitate sound policy advice and decision-making through the transition period.</li> <li>• Ensure effective digitization of MoE data (includes EMIS, payroll and HR data)</li> </ul> <p><b>Duration:</b> The Data Analyst shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>• Improved data management systems and processes for the Ministry of Education</li> <li>• MoE data management becomes fully digitized</li> <li>• All MoE data is centrally stored, filed, organized, fed back and available for consumption by MoE and the public upon request</li> <li>• Reduced discrepancies in data received from lower levels</li> </ul> <p><b>Duties:</b></p> <p>The Data Analyst will support the Education Delivery Unit in delivering the Getting to Best-Education Sector Plan, namely the 3 year priority outcomes generated from a cross-Ministry, cross regional retreat.</p> <ul style="list-style-type: none"> <li>• Establish improved data management systems and processes for the Ministry of Education</li> <li>• Document education data and records management procedures</li> <li>• Ensure all MoE data is properly stored, filed, organized and available for consumption by MoE and the public upon request</li> <li>• Digitize MoE data collection and management</li> <li>• Liaise with the IT department at MoE to ensure all software are up to date and provide regular maintenance to hardware and equipment used by the EDU.</li> <li>• Publish monthly data reports that are clean, organized, and easily consumed by diverse audiences</li> <li>• Work with other departments and ministry staff to identify data needs and deliver relevant information to inform policies and programming</li> <li>• Coordinate data entry and management across all departments and staff</li> <li>• Facilitate training and capacity-building of enumerators and data entry clerks</li> <li>• Develop and implement quality assurance system to establish high quality data control operations</li> <li>• Ensure effective supervision, confidentiality, integrity, security and accuracy of personnel data inputs received from all Departments of the MOE</li> <li>• Ensure security of all processed data and records</li> <li>• Develop and implements procedures for smooth and timely transfer of records to the archives</li> <li>• Liaise with the EDU on technical data quality issues connected with personnel profiles</li> <li>• Address users concerns and complaints on the personnel input submission</li> <li>• Provide Ministry with prompt feedback on data discrepancies and complaints from the EDU</li> </ul>	

- Ensure accurate documentation of quality assurance activities relating to the HR database management and maintenance system
- Report to the Head of the EDU

Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister

### **Education**

- A Master's Degree in related field (i.e. Statistics, ICT, Management Information Systems) and minimum 3 years relevant experience;
- Or, a Bachelor's Degree in related field and minimum 5 years relevant experience

### **Work Experience**

- At least three (3) years relevant post-qualification experience
- Experience managing data, software, records and documentation
- Excellent knowledge and experience managing the software for Operating and Security Systems, Data and Telecommunication Systems, Databases and Electronic messaging, Systems design and management
- Proficient knowledge in the use of Microsoft Word and PowerPoint and excellent knowledge in the use of M&E software such as Microsoft Excel, Access, Stata or SPSS.
- Experience managing projects and teams
- Proven ability to meet deadlines and execute projects

### **Other Requirements**

- Strong planning and organizing skills
- Must be abreast with ICT or digital transformation trends
- Good negotiation and conflict management skills
- Strong oral, written communication and presentation skills
- Strong interpersonal and stakeholder management skills
- Very strong problem solving/analytical skills
- Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees
- Ability to work in a fast paced and high pressure environment
- Sound decision-making based on thorough analysis

### **Both internal and external applicants welcome**

Please submit your applications to: Human Resource Department  
Ministry of Education – R.L.  
3<sup>rd</sup> Street Sinkor  
Monrovia, Liberia

Or email a soft copy to: [jmeatay@moe.gov.lr](mailto:jmeatay@moe.gov.lr)

### **CLOSING DATE: FRIDAY, 25 AUGUST, 2017**

Applications documents include:

1. Application Letter
2. One (1) Passport sized photo
3. Updated CV
4. One (1) Letter of Recommendation
5. Copy of your Academic Degrees & Credentials

***Female professionals are strongly encouraged to apply!***



## Ministry of Education Education Delivery Unit



<b>Position Title</b>	<b>Donor Coordinator</b>
<b>Report To</b>	<b>Head of the Education Delivery Unit</b>
<b>Directly Supervises</b>	<b>No direct supervision expected</b>
<b>Department/Functional Relationships</b>	<b>All departments, especially Planning, Finance and Procurement</b>
<b>External Relationships</b>	<b>All Non-Government Organizations and Development Partners working in the education sector</b>
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"> <li>• Manage relationships with donors, NGOs and other development partners working in the education sector</li> <li>• Ensure proper alignment of MoE, EDU and partner/donor priorities in the delivery of quality education in Liberia</li> <li>• Advocate for grant funding and other sources of financial aid for education projects when required</li> <li>• Assist in the coordination and management of donor-funded Education Projects.</li> <li>• Facilitate sound education policy advise and decision-making post-October elections by providing program funding opportunities to the new administration</li> </ul> <p><b>Duration:</b> The Donor Coordinator shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>• Integrated MoE-partner/donor education plan developed in line with MoE priorities, capturing all education sector projects and publically accessed by staff on request</li> <li>• Funding commitment(s) obtained from existing and new donor/development partnerships to plug any identified ESP funding gaps</li> <li>• New donor and development partnerships established</li> <li>• Existing donor and development partnerships strengthened</li> <li>• Routine communication between MoE and partners/donors established</li> <li>• Increase in donor funding of ESP-related projects and activities</li> </ul> <p><b>Duties:</b></p> <p>The Donor Coordinator will support the Education Delivery Unit in delivering the Getting to Best-Education Sector Plan, particularly the 3 year plan priority outcomes generated from a cross-Ministry, cross regional retreat.</p> <ul style="list-style-type: none"> <li>• Ensure all education sector projects are aligned with the Education Sector Plan, the Ministry's 3-year vision for quality schools, and other national strategies and procedures</li> <li>• Liaise with all donors, NGOs and other development partners operating in the Education Sector to plug funding gaps in the ESP</li> <li>• Develop and update periodically a mad with all relevant relationships and interventions lead by Donors, NGOs or Private Sector</li> <li>• Reduce duplication of efforts by coordinating between funders, implementers and MoE</li> <li>• Maintain up-to-date information on all donor-funded and NGO projects in the education sector</li> <li>• Initiate activities for the start-up of new projects and closing of others as needed</li> <li>• Make recommendations for changes to projects being implemented in light of financial or other constraints that would require collaboration with other projects</li> </ul>	

- Coordinate all support to the education sector regardless of the funding mechanism used
  - Submit reports to the Director of Education and Project Funding and donor leads on the progress of the implementation of projects including problems militating against efficient implementation
- Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister

#### **Education**

- A Master's Degree in related field (i.e. Public Administration, International Development) and minimum 3 years relevant experience
- Or, a Bachelor's Degree in related field (i.e. Public Administration, International Development) and minimum 5 years relevant experience

#### **Work Experience**

- Relevant post qualification experience in the education sector
- Experience building and managing relationships and partnerships among diverse stakeholders, both internal and external
- Experience designing and implementing projects and programs
- Demonstrable experience using management tools
- Familiarity with the procedures and requirements of major donors, such as USAID, EU, World Bank, etc. (including developing log-frames, responding to Requests for Proposals, grants and financial compliance, etc)
- Proven ability to raise, secure and manage funds for projects and programs

#### **Other Desired Qualifications**

- Knowledge of the Liberian education system, G2B-ESP, including familiarity with MoE mandates, procedures and programs as well as applicable legislation, regulations and guidelines (Including but not limited to the Education Reform Act 2011)
- At least one (1) year experience working with the Public Service of Liberia
- Good oral and written communication skills, especially presentation skills
- Negotiation, persuasion and conflict management skills
- Ability to maintain professional relationships with internal and external stakeholders
- Ability to execute high-quality projects on time
- Attention to detail
- Good interpersonal and stakeholder management skills
- Good knowledge in the use of software/tools Microsoft Word, PowerPoint and Excel
- Strong strategic planning, problem solving/analytical and critical thinking skills

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## Ministry of Education Education Delivery Unit



<b>Position Title</b>	<b>Communications Specialist</b>
<b>Report To</b>	<b>Head of the Education Delivery Unit</b>
<b>Directly Supervises</b>	<b>No direct supervision expected</b>
<b>Department/Functional Relationships</b>	<b>All departments, especially the Minister's Office and Communication teams</b>
<b>External Relationships</b>	<b>Media, Government agencies, Civil Society, Non-Government Organizations and Development Partners</b>
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"> <li>• Provide comprehensive, current and accurate information about the policies, programs and services of MoE through the use of dynamic communication and PR tools and strategies</li> <li>• To promote the vision, mission, core values of the EDU and the Ministry of Education</li> <li>• Liaise with other relevant education stakeholders to harmonize the media and communication strategies related to the Education Sector.</li> <li>• To create a lasting positive image of the Ministry of Education as a professional public institution and a center of excellence for delivery of public services</li> <li>• Facilitate sound education policy decision-making and dissemination by publishing story placements that emphasize the EDU's mandate in local and international media</li> </ul> <p><b>Duration:</b> Communications Specialist shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>• Increased positive story placement coverage of MoE projects and programs in local and international news outlets</li> <li>• Improved coordination of communications within the Ministry of Education</li> <li>• Timely and regular release of high-quality internal and external communication projects, award (entries and public relations materials (press announcements, briefings, articles, etc.)</li> <li>• Timely resolution of all internal/external communication requests</li> </ul> <p><b>Duties:</b></p> <p>The Communications Specialist will support the Education Delivery Unit in developing and executing the communication strategy of the Getting to Best-Education Sector Plan, particularly the 3 year plan priority outcomes generated from a cross-Ministry, cross regional retreat.</p> <ul style="list-style-type: none"> <li>• Coordinate all Ministry communications, press releases, briefings, webcasts, email announcements, interviews and social media</li> <li>• Serve as point of contact of media enquiries</li> <li>• Identify ideal topics or headlines for internal and external communication projects based on need and issues requiring publicity</li> <li>• Write, edit, lead and direct short, medium and long-term overarching strategic communications and marketing plans and activities for MoE</li> <li>• Provides strategic and tactical communication advice to the Minister and other MoE representatives</li> <li>• Anticipate, mitigate and plan strategic responses to potential criticisms or negative press to improve the image and reputation of the Ministry of Education</li> <li>• Develop close linkages and coordination with MoE partners' public relations teams and media outlets to ensure alignment of messages</li> <li>• Work with the Heads of MoE Directorates/Departments/Sections/Units and their teams to ensure that as decisions are made there is an informed process in place for rolling out announcements</li> <li>• Establish effective relationships and collaboration with internal and external stakeholders to ensure acceptance and achievement of the Ministry of Education's vision and programs</li> </ul>	

- Liaises with the Donor Coordinator to ensure all media and communication related to programs implemented by the MoE are harmonized with the Ministry's communication strategy.
- Participate in the documentation and evaluation of MoE programs to ensure the story-telling is harmonized with the communication strategy.

Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister of Education

### **Education**

- A Master's Degree in related field (i.e. Communications, Public Relations) and minimum 7 years relevant experience
- Or, a Bachelor's Degree in related field and minimum 10 years relevant experience

### **Work Experience**

- At least 7 years experience developing strategic communications and marketing plans
- Proficient with current communications and information technologies and platforms
- Experience managing and responding to public enquiries
- Experience managing diverse stakeholder relationships, encouraging cooperation and collaboration between actors with competing interests
- Experience working with local and international media outlets or public relations firms

### **Other Requirements**

- Excellent oral and written communications, editing, advisory and consultation skills
- Well-developed skills in analyzing and assessing public opinion, media perception and stakeholder positions
- Demonstrable portfolio of media and communication outputs developed in previous jobs
- Specialized knowledge of communication principles and practices
- Excellent presentation and public sector advocacy skills
- Excellent skills in the use of Microsoft Word, PowerPoint, Publisher and any other relevant software
- Knowledge of the Liberian education system, including familiarity with MoE mandates, procedures and programs as well as applicable legislation, regulations and guidelines (Including but not limited to the Education Reform Act 2011)
- Understanding of the Liberian Education System (Grade 1 to Grade 12), including operations of schools and school jurisdictions, administrative structures of school authorities, development partners, NGOs, and other departments to determine relevant stakeholders

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## Ministry of Education Education Delivery Unit



<b>Position Title</b>	<b>Monitoring Specialist</b>
<b>Report To</b>	<b>Head of the Education Delivery Unit</b>
<b>Directly Supervises</b>	<b>No direct supervision expected</b>
<b>Department/Functional Relationships</b>	<b>All departments, especially Planning, Instruction</b>
<b>External Relationships</b>	<b>Schools, Education Officers, Development Partners</b>
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"><li>• Lead the design and delivery of MoE's Monitoring and Supervision, and school accountability projects</li><li>• Develop and improve the utilization of school quality monitoring tools</li><li>• Facilitate the execution of school monitoring and evaluation and support strategic planning and review processes</li><li>• Harmonize and disseminate school management policies and guidelines into one National policy</li><li>• Facilitate sound education policy advice and decision-making by advocating for the adoption of monitoring and supervision frameworks and school quality assurance tools.</li></ul> <p><b>Duration:</b> The Monitoring Specialist shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"><li>• Harmonized national school monitoring and supervision framework established and implemented</li><li>• School Quality Assurance tool implemented</li><li>• Increased number of flash visits/spot checks</li><li>• Timely resolution of issue reports related to school quality, teacher attendance, etc</li><li>• Developed public database with relevant information on school quality, teacher attendance, etc.</li></ul> <p><b>Duties:</b></p> <p>The Monitoring Specialist will support the Education Delivery Unit in delivering the Getting to Best-Education Sector Plan, particularly the 3 year plan priority outcomes generated from a cross-Ministry, cross regional retreat.</p> <ul style="list-style-type: none"><li>• Develop, implement and oversee the overall framework for Monitoring and Supervision of schools in accordance with the Ministry's strategic plans</li><li>• Establish a reliable and consistent set of outcome indicators for all program activities as well as developing a sector-wide core set of indicators</li><li>• Develop systems and tools for monitoring and supervising national education programs</li><li>• Lead the development/refinement of strategic performance indicators and tools that enable the measurement of impact of work done in the achievement of the Ministry's strategic objectives</li><li>• Guide the process for identifying the key performance questions and parameters for monitoring project performance and target comparison</li><li>• Identify and centralize data sources held by other donors, current information gaps and data systems at the MoE.</li><li>• Coordinate quarterly portfolio performance reviews and produce reports</li><li>• Gather key sector outcomes, outputs, and performance indicators to inform policy and programs</li><li>• Support project accountability by reporting on activities funded through donor agents</li></ul>	

<ul style="list-style-type: none"> <li>• Work with the Data Analyst to develop and manage central databases on quality, payroll, etc.</li> </ul> <p>Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister</p>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• A Master's Degree in related field (i.e. Public Administration, Economics, International Development) and minimum 3 years relevant experience</li> <li>• Or, a Bachelor's Degree in related field and minimum 5 years relevant experience</li> </ul>
<p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Experience developing tools and frameworks for monitoring and supervision of complex projects and systems</li> <li>• Proven ability to design and deliver high quality projects on time and under budget</li> <li>• Experience managing field work, including planning timelines, procurement, training and deploying field teams, monitoring field work, responding to issues encountered in the field, and reporting on field work results</li> <li>• Experience managing large amounts of data and ability to use information to report to stakeholders and enable informed and evidence-based decision making.</li> <li>• Ability to develop and manage diverse internal and external stakeholder relationships</li> <li>• Specialized knowledge of existing monitoring and supervision frameworks and best practices for development and implementation of education monitoring tools</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Specialized knowledge of the Liberian education system, including familiarity with MoE mandates, procedures and programs as well as applicable legislation, regulations and guidelines (Including but not limited to the Education Reform Act 2011)</li> <li>• Strong strategic, analytical and critical thinking skills</li> <li>• Good oral and written communication skills, especially presentation skills</li> <li>• Ability to maintain professional relationships with internal and external stakeholders</li> <li>• Ability to execute high-quality projects on time</li> <li>• Attention to detail</li> <li>• Good interpersonal skills</li> <li>• Proficient knowledge in the use of Microsoft Word and PowerPoint and excellent knowledge in the use of M&amp;E software such as Microsoft Excel, Access, Stata or SPSS.</li> </ul> <p><b>Both internal and external applicants welcome</b></p> <p>Please submit your applications to:     Human Resource Department  Ministry of Education – R.L.  3<sup>rd</sup> Street Sinkor  Monrovia, Liberia</p> <p>Or email a soft copy to: <a href="mailto:jmeatay@moe.gov.lr">jmeatay@moe.gov.lr</a></p> <p><b>CLOSING DATE: FRIDAY, 25 AUGUST, 2017</b></p> <p>Applications documents include:</p> <ul style="list-style-type: none"> <li>• Application Letter</li> <li>• One (1) Passport sized photo</li> <li>• Updated CV</li> <li>• One (1) Letter of Recommendation</li> <li>• Copy of your Academic Degrees &amp; Credentials</li> </ul> <p><i><b>Female professionals are strongly encouraged to apply!</b></i></p>





## Ministry of Education Education Delivery Unit



<b>Position Title</b>	<b>Workforce Professionalization Specialist</b>
<b>Report To</b>	<b>Head of the Education Delivery Unit</b>
<b>Directly Supervises</b>	<b>No direct supervision expected</b>
<b>Department/Functional Relationships</b>	<b>All departments, especially Instruction and Human Resources</b>
<b>External Relationships</b>	<b>Schools, Education Officers, Development Partners, Non-Government Organizations, Rural Teacher Training Institutess, Civil Service Agency, Ministry of Finance</b>
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"> <li>• Lead the design and delivery of MoE's Workforce Professionalization projects</li> <li>• Facilitate the execution of workforce professionalization activities and support strategic planning and review processes</li> <li>• Facilitate sound education policy and decision-making by advocating for the sustenance of workforce improvement initiatives</li> </ul> <p><b>Duration:</b> The Workforce Professionalization Specialist shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>• 40% of schools have a trained, qualified teacher per grade on the Ministry payroll and 2 qualified administrators</li> <li>• Improvements in the following indicators: Student to Qualified Teacher Ratio, Teacher Attendance, Teachers enrolled in Mobile Money payments, Pass rate on national teacher's exam</li> <li>• Supplementary payroll resolved</li> <li>• Improved competency of District Education Officers and school principals to supervise and manage teachers</li> <li>• Non-functional county school boards reactivated with nominated members attending regular meetings</li> </ul> <p><b>Duties:</b></p> <p>The Workforce Professionalization Specialist will support the Education Delivery Unit in delivering the Getting to Best-Education Sector Plan, particularly the 3 year plan priority outcomes generated from a cross-Ministry, cross regional retreat.</p> <ul style="list-style-type: none"> <li>• Work with the HR division, Civil Service Agency and Ministry of Finance to resolve outstanding payroll issues including: vetting all teachers and administrators, identifying and removing ghosts from payroll, resolving supplementary payroll, removing unqualified or illiterate teachers from payroll, establish revised pay scale for teachers and administrators to incentivize career progression</li> <li>• Develop, implement and oversee the overall strategy for professionalization of the teacher workforce in accordance with the Ministry's strategic plans</li> <li>• Define terms of reference, source of operational funding, support structure and reactivate county school boards across the country</li> <li>• Roll out leadership trainings for DEOs and school principals</li> <li>• Plan, coordinate and deliver teacher and principal training activities implemented by either the Ministry or by development partners</li> <li>• Manage payroll database to ensure it is updated and disaggregated by school, district and county. Ensure that it also contains all credentials and qualifications.</li> <li>• Assist decisionmakers to make informed decisions on teachers' distribution based on quality and special needs, using the information generated from the Payroll Vetting Reform.</li> <li>• Develop and implement strategies to get more qualified, trained teachers into classrooms and on the</li> </ul>	

Ministry's payroll

- Develop revised teacher recruitment and replacement guidelines/SOPs that decentralizes these functions
- Update relevant in-service teacher training policies where needed

Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister of Education

### **Education**

- A Master's Degree in related field (i.e. Public Administration, Education) and minimum 3 years relevant experience
- Or, a Bachelor's Degree in related field and minimum 5 years relevant experience

### **Work Experience**

- Experience working with teachers, administrators and directors.
- Experience working with educators and education providers
- Experience designing and delivering educator training
- Comprehensive knowledge of human resource management; including recruitment and selection principles, methods, techniques and practices as well as knowledge of all phases of the recruitment and selection process including sourcing and attracting applicants, structuring and conducting interviews, and determining candidates' suitability for positions
- Thorough knowledge of current employment legislation or national labor laws and regulations
- Sound knowledge of research methods and techniques; experience in budget planning; and ability to analyze data in relation to identifying institutional efficiencies and cost recoveries
- Specialized knowledge of best practices in teaching and school management
- Experience managing large amounts of data and using it to enable informed decision-making.

### **Other Requirements**

- Specialized knowledge of the Liberian education system, including familiarity with MoE mandates, procedures and programs as well as applicable legislation, regulations and guidelines (Including but not limited to the Education Reform Act 2011)
- Must possess excellent organizational, administrative and presentation skills; well-developed analytical, problem-solving and interpersonal skills; effective facilitation and interviewing skills; excellent written and oral communication and project management skills; tact and sound judgment.
- Ability to maintain professional relationships with internal and external stakeholders
- Attention to detail
- Good knowledge in the use of software/tools Microsoft Word, PowerPoint and Excel
- Strong strategic, analytical and critical thinking skills

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Position Title	Delivery Advisor
Report To	Head of the Education Delivery Unit
Directly Supervises	No direct supervision expected
Department/Functional Relationships	All departments related to EDU focus workstreams
External Relationships	Government of Liberia, donors and Development Partners
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"><li>• Support the Head of the EDU and work stream leads to deliver on key priorities</li><li>• Provide advice to other work stream leads through the EDU Head</li><li>• Facilitate sound education policy and decision-making by supporting the EDU Head to prioritize and sustain education initiatives</li></ul> <p><b>Duration:</b> The Delivery Advisor shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"><li>• EDU achieves 80% success rate delivering on priority projects over 6 months</li><li>• Improved capacity within the EDU and supporting MoE bureaus and divisions</li></ul> <p><b>Duties:</b></p> <p>The Delivery Advisor will support the Education Delivery Unit in delivering the Getting to Best-Education Sector Plan, particularly the 3 year plan priority outcomes generated from a cross-Ministry, cross regional retreat.</p> <ul style="list-style-type: none"><li>• Assisting the new EDU Head on setting up the delivery unit using proven methodologies e.g. Ministerial stock-takes, presentations at Senior Management Team meetings</li><li>• Support to the Head of the EDU and the Minister of Education to think through leadership challenges and how they want to achieve their goals and serve the Ministry of Education's needs</li><li>• Facilitate evidence gathering for education policy interventions, helping EDU staff to develop and sustain Liberian-context appropriate solutions pre and post government transition</li><li>• Support to establish measurable outcomes and data collection methods for each EDU workstream</li><li>• Support to agree methods of engagement, relationship building and collaboration with MoE bureaus, other Ministries (esp. MFDP and CSA) and responsible Ministers</li><li>• Liaise with Donors Coordinator to ensure all new and current interventions are aligned.</li><li>• Work with the communications specialist to ensure the media and communications strategy is aligned with the policy framework developed at the Ministry.</li><li>• Support to maintain agreement with bureaus on implementation plan, milestones and monitoring</li><li>• Support to set up good practices and techniques such as effective minute taking, follow up on actions, development of concept notes, engagement of donors, development and maintenance of performance dashboards, data collection methods</li><li>• Liaise with the relevant areas to centralize data to inform stakeholders and enable informed and evidence-based decision making.</li><li>• Support better communication of Ministry progress and engagement of local stakeholder groups</li><li>• Support on gathering evidence of public policy and management as well as education interventions in other countries and helping EDU staff to develop Liberian-context appropriate solutions</li><li>• Provide support to other areas of the EDU and improve capacity within the staff members.</li></ul> <p>Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister</p>	

**Education**

- A Master's Degree in related field (i.e. Public Administration, International Development, Management) and minimum 7 years relevant experience
- Or, a Bachelor's Degree in related field and minimum 10 years relevant experience

**Work Experience**

- Experience of working in delivery units
- Knowledge of delivery unit techniques and willingness to work with the new Head of EDU and relevant staff to find the best ways of progressing priorities in the Ministry using these e.g. performance dashboards, Ministerial stock takes, milestone setting and close monitoring of these, inter-departmental consultation and working groups
- Understanding of different capacity building techniques, evidence of coaching and support of others, ideas on how to build capacity that lasts in the MoE after 2 years
- Experience of working with Director and junior level civil servants to build capacity
- Experience providing oversight, encouraging appropriate spending and focus on task completion, termination or extension
- Experience working closely with Ministers and senior Liberians to support them to articulate their priorities, develop plans and manage implementation of these
- Experience working with local and international NGOs, donors and private sector related to the education sector.

**Other Requirements**

- Specialized knowledge of the Liberian education system, including familiarity with the Education Sector Plan, Getting to Best agenda, 3 year plan, and other key priorities
- Understanding of different ways of delivering on these priorities and willingness to work with the new administration to find ways that work for them to keep progressing Liberian education around core areas of need
- Good oral and written communication skills, especially presentation skills
- Ability to maintain professional relationships with internal and external stakeholders
- Excellent coaching skills
- Strong strategic, analytical and critical thinking skills
- Ability to execute high-quality projects on time
- Good interpersonal and stakeholder management skills
- Excellent knowledge in the use of software/tools Microsoft Word, PowerPoint and Excel

**Both internal and external applicants welcome**

Please submit your applications to: Human Resource Department  
Ministry of Education – R.L.  
3<sup>rd</sup> Street Sinkor  
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Or email a soft copy to: [jmeatay@moe.gov.lr](mailto:jmeatay@moe.gov.lr)

**CLOSING DATE: FRIDAY, 25 AUGUST, 2017**

Applications documents include:

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- One (1) Letter of Recommendation
- Copy of your Academic Degrees & Credentials

***Female professionals are strongly encouraged to apply!***



## Ministry of Education Education Delivery Unit



<b>Position Title</b>	<b>Partnership Schools for Liberia (PSL) Providers Coordinator</b>
<b>Report To</b>	<b>Head of the Education Delivery Unit</b>
<b>Directly Supervises</b>	<b>PSL support team</b>
<b>Department/Functional Relationships</b>	<b>All departments, especially Instruction</b>
<b>External Relationships</b>	<b>Schools, Education Officers, PSL partners, donors</b>
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"> <li>• Coordinate the Partnership Schools for Liberia program for the Ministry</li> <li>• Roll out a cost-effective PSL model to other public schools in Liberia</li> <li>• Facilitate sound education policy and decision-making by supporting the EDU Head to advocate for the benefits of the PSL model to Liberia's education system with the new administration</li> </ul> <p><b>Duration:</b> The PSL Coordinator shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p> <p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>• Adequate funding available for rollout of updated model</li> <li>• Successful rollout and delivery of PSL</li> <li>• Increased number of PSL schools across the country</li> <li>• Increased enrollment of students at public schools</li> </ul> <p><b>Duties:</b></p> <p>The PSL Providers Coordinator will work with the PSL Contracts Manager to support the Education Delivery Unit in delivering the Partnership Schools for Liberia component of the Getting to Best-Education Sector Plan and 3-year vision for Quality Schools.</p> <ul style="list-style-type: none"> <li>• Act as the key communication line managing information flows to and from providers / contractors to the Ministry</li> <li>• Implement updated PSL operations model and secure funding to implement</li> <li>• Manage coordination of providers and processes, including weekly meetings</li> <li>• Ensure CEOs and DEOs are informed of the program and coordinating with providers. Ensuring roles and responsibilities are clear</li> <li>• Where necessary -managing donor coordination and donor visits</li> <li>• Chase up PSL data returns - KPIs and other information required from providers</li> <li>• Problem solve and unblock provider issues as they come up - working with the relevant bureaus e.g. where payroll additions are not taking place fast enough; where infrastructure plans cut across a PSL school</li> <li>• Work with the relevant bureaus and the PSL contract manager to develop policies needed for PSL schools e.g. teacher transfer</li> <li>• Communicate to providers on Ministry-wide policies that they must take into account or which may impact on them</li> <li>• Communicate to the wider education sector on PSL reforms</li> <li>• Capture lessons learned and capacity gains for the MoE so that contracting out schools can increasingly be run by the Ministry without external support</li> <li>• Be able to articulate the benefits of PSL, being proactive in communications - including with local</li> </ul>	

stakeholders such as teachers unions, working with the communications lead. Ability to articulate what evidence and measurement frameworks are showing us

Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister

#### **Education**

- A Master's Degree in related field (i.e. Public Administration, Education) and minimum 3 years relevant experience
- Or, a Bachelor's Degree in related field and minimum 5 years relevant experience

#### **Work Experience**

- Demonstrated ability to manage complex projects with tight deadlines
- Experience working with educators and education providers
- Ability to manage diverse stakeholders with competing interests and priorities, aligning all actors around a common goal
- Experience managing and developing junior staff
- Ability to take initiative identifying and solving problems

#### **Other Requirements**

- Specialized knowledge of the Liberian education system, including familiarity with MoE mandates, procedures and programs as well as applicable legislation, regulations and guidelines
- Must possess excellent organizational, administrative and presentation skills; well-developed analytical, problem-solving and interpersonal skills; excellent written and oral communication skills, tact and sound judgment.
- Understanding of the PSL program, why it came about, the PSL vision, benefits to Liberia and risks to manage
- Comfort articulating the PSL program to opponents
- Attention to detail
- Good knowledge in the use of software/tools Microsoft Word, PowerPoint and Excel
- Strong strategic, analytical and critical thinking skills

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## Ministry of Education Education Delivery Unit



<b>Position Title</b>	<b>Partnership Schools for Liberia (PSL) Contracts Manager</b>
<b>Report To</b>	<b>Head of the Education Delivery Unit</b>
<b>Directly Supervises</b>	<b>No direct supervision expected</b>
<b>Department/Functional Relationships</b>	<b>All departments, especially Instruction</b>
<b>External Relationships</b>	<b>Schools, Education Officers, PSL partners, donors</b>
<p><b>Purpose:</b> The overarching objective of this role is to:</p> <ul style="list-style-type: none"> <li>• Manage the contracting and technical aspects of PSL for the Ministry</li> <li>• Define an ideal and sustainable PSL model for public schools</li> <li>• Facilitate sound education policy and decision-making by supporting the EDU Head to advocate for the benefits of the PSL model to Liberia's education system with the new administration</li> </ul> <p><b>Duration:</b> The PSL Contracts Manager shall be contracted for a period of six (6) months, commencing from the start of the contract, contingent on satisfactory performance. His/her evaluation shall be conducted at the end of the contract period by an evaluation committee (with the Assistant Minister for HR &amp; Fiscal Affairs and development partners overseeing the unit) and delivered to the Minister for Education upon which satisfactory performance shall lead to the completion of the contract.</p>	
<p><b>Key Results Areas:</b></p> <ul style="list-style-type: none"> <li>• Cost-effective and scalable PSL model defined and implemented</li> <li>• Successful rollout and delivery of PSL</li> <li>• PSL performance management system in place</li> <li>• Increased quality of PSL schools</li> </ul> <p><b>Duties:</b></p> <p>The PSL Contracts Manager will work with the PSL Providers Coordinator to support the EDU in delivering the Partnership Schools for Liberia component of the Getting to Best-Education Sector Plan and 3-year vision for Quality Schools.</p> <ul style="list-style-type: none"> <li>• Set the standards for PSL with the relevant bureaus within the Ministry and making sure these are upheld through the year e.g. minimum teacher and classroom numbers and assessing whether these need to change for different regions of the country</li> <li>• Set out the terms of contract and building capacity for managing the legal framework / contracting for PSL in future years</li> <li>• Ensure the right measurement frameworks are in place (from school monitoring, KPI self-reporting, RCT and other evidence gathering) and effectively hold PSL contractors to account</li> <li>• Evaluate cost and performance data to identify cost-shaving areas in the current PSL model</li> <li>• Update PSL operations model and identify funding gaps</li> <li>• Negotiate with providers who wish to change their terms or where the Ministry is slow to deliver on their roles</li> <li>• Manage junior staff to collate KPI data in simple templates that the Ministry can easily use</li> <li>• Analyze flows of data to be able to assess whether PSL working and which provider are performing. Identifying where there are gaps in data</li> <li>• Be able to articulate what data is showing to the wider education sector and potential donors</li> <li>• Analyze learning from PSL that can be transferred to other government schools</li> <li>• Capture lessons learned and capacity gains for the MoE so that contracting out schools can increasingly be run by the Ministry without external support</li> <li>• Be able to articulate the benefits of PSL, being proactive in communications - including with local stakeholders such as teachers unions, working with the communications lead</li> </ul>	

Provide other support functions to the Ministry as directed by the Head of the EDU and the Minister

### **Education**

- A Master's Degree in related field (i.e. Public Administration, Education) and minimum 3 years relevant experience
- Or, a Bachelor's Degree in related field and minimum 5 years relevant experience

### **Work Experience**

- Experience writing and managing contracts
- Demonstrated ability to manage complex projects with tight deadlines
- Experience working with public and private educators and education providers
- Experience negotiating and enforcing terms of contract with diverse signatories
- Ability to manage diverse stakeholders with competing interests and priorities
- Understanding of the PSL program, why it came about, the PSL vision, benefits to Liberia and risks to manage
- Understanding of different measurement frameworks and school monitoring

### **Other Requirements**

- Specialized knowledge of the Liberian education system, including familiarity with MoE mandates, procedures and programs as well as applicable legislation, regulations and guidelines
- Must possess excellent organizational, administrative and presentation skills; well-developed analytical, problem-solving and interpersonal skills; excellent written and oral communication skills, tact and sound judgment.
- Understanding of the PSL program, why it came about, the PSL vision, benefits to Liberia and risks to manage
- Strong negotiation skills
- Strong strategic, analytical and critical thinking skills

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