

JOB VACANCY

Job Title	Zonal Education Adviser
Locations / Positions Available	Aburi – One (1) and Tamale – One (1)
Reporting	Reporting to Zonal Team Leader.
Job Profile	<p>This role is to assist Cambridge Education in implementing Transforming Teacher Education and Learning (T-TEL). T-TEL is a Government of Ghana programme funded by DFID which aims to support the Government to build a quality teacher education system that provides highly qualified and motivated teachers able to educate and inspire their pupils to achieve better learning outcomes and become lifelong learners.</p> <p>The programme requires the services of Zonal Education Advisers who, reporting to the Zonal Team Leader, will support the delivery of T-TEL related activities within their respective zone. These activities encompass three main areas: i.) curriculum delivery in teacher education universities; ii.) institutional level support within Colleges of Education and iii.) school and local-education sub-system. Zonal Education Advisers will be expected to maintain strong relationships with stakeholders in each zone and to regularly report on progress and issues to the Zonal Team Leader.</p> <p>In addition Zonal Education Advisers will be expected to provide advice and support where required and requested by the Zonal Team Leader with regard to activities relating to the national education policy system and quality assurance and regulatory system.</p>
Job Description	<p>Curriculum Delivery in Teacher Education Universities</p> <p>The Zonal Education Adviser will work as directed by the Zonal Team Leader to:</p> <ul style="list-style-type: none"> - Support universities where required and requested with development of materials and content for delivery of B.Ed curriculum in line with the National Teacher Education Curriculum Framework (NTECF). - Provide institutional support and capacity building where required to enable universities to provide effective oversight of Colleges of Education and ensure teaching and learning is aligned with NTECF. - Support universities where required and requested to ensure that all activities and documents are fully responsive to gender, equity and inclusion needs. <p>Institutional Level support within Colleges of Education</p> <p>The Zonal Education Adviser will work as directed by the Zonal Team Leader to:</p> <ul style="list-style-type: none"> - Support Colleges of Education to enable them to meet the professional and institutional requirements of their new status as Colleges of Education affiliated to universities delivering a B.Ed. - Support the professional development of tutors to enable effective delivery of the new curriculum including supporting Colleges of Education to ensure that tutors achieve the minimum qualifications required by the National Accreditation Board (NAB) & National Council for Tertiary Education (NCTE). - Support the introduction of results-based financing mechanism linked to tutor professional development as a means of incentivising Colleges to Education to achieve desired results and meet NAB & NCTE standards. - Provide advice, mentoring and support to Principals and senior leaders to ensure effective leadership and management of institutions. Support will focus on addressing areas identified as needing improvement in the Quality Assurance and Accreditation Assessment Instrument (QAAAI) scoring conducted by NAB. - Use data and evidence to assess which activities are proving most effective in bringing about positive institutional and attitudinal changes within Colleges of Education and establish mechanisms

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	<p>for sharing this learning and institutionalising positive approaches.</p> <ul style="list-style-type: none"> - Support Colleges of Education where required and requested to ensure that all activities and documents are fully responsive to gender, equity and inclusion needs. - Extend capacity development support in Colleges of Education to include non-teaching staff (including finance, administration, HR, library staff etc.) to ensure that systems and processes meet the requirements of the QAAAI and the standards expected of tertiary institutions. - Improve financial management capacity within Colleges of Education <p>School and Local Education Sub-System</p> <p>The Zonal Education Adviser will work as directed by the Zonal Team Leader to:</p> <ul style="list-style-type: none"> - Ensure effective linkages between Colleges of Education and the local education system- including partner schools and District Education Offices. - Provide ongoing advice and support to mentors within partner schools to ensure that supported teaching within schools is in line with the National Teachers' Standards (NTS) and the National School Partnerships Policy. - Work with the National Council for Curriculum and Assessment (NaCCA) to provide training and support to partner schools to enable them to develop understanding of new basic education curriculum and demonstrate mastery in its implementation. <p>In addition the Zonal Education Adviser will be responsible for the following tasks:</p> <ul style="list-style-type: none"> - Assisting the Zonal Team Leader with work planning and overseeing of monthly, quarterly and annual delivery plans. - Assisting the Zonal Team leader on financial management and reporting on funds utilised within zones. - Preparation of regular activity reports on work undertaken, and participation in programme monitoring and evaluation activities as required. - Stakeholder management and relationship building within zones.
<p>Candidate Specification</p>	<ul style="list-style-type: none"> • Postgraduate qualification or equivalent. • Demonstrate a passion for, and understanding of, the value of education • Knowledge and experience of the teacher education sector in Ghana including knowledge of teaching and learning, school management, and education quality improvement • Evidence of creativity and innovation in teaching and the learning process • Ability to manage relationships with multiple stakeholders. • Strong interpersonal and communication skills • Experience of monitoring the implementation of work plans • Experience of monitoring performance and results. • Well-organised, task- and time- oriented, and with close attention to details. • Good ICT skills (including documents, spreadsheets, e-mail, calendar, Android tablets / phones). • Independent, ability to use own initiative, ability to be flexible.

Interested applicants should send CV and cover letter to roger.aikins@mottmac.com. Only shortlisted candidates will be contacted.

Deadline for submission: 4th December, 2018