www.ageafrica.org

VACANCY
DISTRICT OFFICER - DOWA

Advancing Girls' Education in Africa (AGE Africa) is seeking a dynamic and talented District Officer (DO) responsible for the oversight and implementation of AGE Africa's comprehensive scholarship fund and life skills school program Creating Healthy Approaches to Success (CHATS) in partner schools throughout the Dowa District. This is an exciting role, in a growing organization, for a talented, dynamic and creative professional. The DO will also lead the design and implementation of AGE Africa's community engagement program in each community surrounding AGE Africa's school partners in Dowa District. She/he will work closely with AGE Africa's program team and ensure timely and accurate data collection from schools in her/his catchment area. The DO is expected to reside in Dowa District with weekly travel into rural areas for program oversight. The District Officer will report to the Central Region Coordinator.

KEY RESPONSIBILITIES

Program Design & Development

- Lead in the implementation of AGE Africa CHATS program and CHATS school sessions.
- Facilitate the provision of Secondary School Scholarships, monitor students' performance and provide ongoing mentorship support to all AGE Africa Scholars.
- Be the focal person and spokesperson for AGE Africa and its programs with donors, district officials, school head-teachers, and peer organizations in Dowa district.
- Ensure the signing and maintaining active Memorandum of Understandings with current and new school partners.
- Train Mentors and school-based Faculty Advisors.
- Design and implement AGE Africa's community engagement program in each school catchment area.
- Recruit mentors to support partner schools and provide adequate supervision to the mentors.
- Timely collect period monthly and quarterly M&E data from her/his district includes attendance records, pre/post-test surveys, and student profiles.
- Produce timely and regular monthly and quarterly reports on district activities to the Program Coordinator.
- Manage relationships with school head-masters, district education officials, District Education Networks, and other organizational partners.
- Act as an advocate and role model to all mentors, faculty advisors, and program participants.
- Support other AGE Africa programming and resource mobilization efforts as needed.

Staff Training and Supervision.

- Supervise mentors and faculty advisors at partner school sites and provide monthly performance assessments to the Program Coordinator and provide professional development support.
- Recruit and train faculty advisors and mentors to support the CHATS curriculum and effectively track student progress or success.

Organizational Learning

- Make curriculum recommendations to senior staff based on lessons learned from program implementation.
- Work with mentors and faculty advisors to identify struggling students and report performance and/or health issues of students to the program team at regional level for collective problem-solving.
- Submit student profiles with student interviews monthly to Program Coordinator.
- Work with faculty advisor to collect accurate attendance data for CHATS sessions/CHATS radio program data.
- Work with Program Coordinator Central and M&E Officer to administer agency survey, pre/post-test and other monitoring tools for AGE Africa beneficiaries.
- Work with FAs to collect school-level data for all students at all schools.

Reporting

- Make regular written monthly and quarterly reports to the Program Coordinator about program and student progress.
- Write required grant reports for all programs under her/his purview.
- Submit requested promotional materials to USA office, (pictures, writing and statistics) to effectively communicate AGE Africa's work to donors.
- Keep accurate financial records and supporting documentation for program expenditures.

QUALIFICATIONS:

- Bachelor's Degree level in Education or equivalent
- Minimum 5 years proven experience of:
    - Managing education programs for Secondary Schools.
    - Demonstrated project management and supervisory skills.
    - Volunteer/mentor management skills.
- Proficiency in Microsoft Word, Excel and other relevant MS office packages.
- A genuine interest in and commitment to the values and ethos of AGE Africa, which centers on promoting girl's education.
- Experience working at District level managing various stakeholders.
- Must have a valid driving license.

Desirable Requirements

- Experience working in Malawi's education programs.
- Understanding of the Malawi education system.
- Experience working with adolescent girls.

KEY COMPETENCIES:

- Excellent English oral and written communication skills.
- Excellent analytical skills and attention to detail.
- Excellent organizational and networking skills.
- Extremely well organized and able to coordinate and prioritize varied activities.
- Able to work under pressure and meet deadlines.

- A team player, able to work both proactively and supportively within a community of practice.
- Able to work on own initiative.
- High levels of personal integrity and commitment.

Mode of application
suitably qualified and experienced candidates should submit their application, including detailed Curriculum Vitae (CV) with three traceable referees clearly marked with the position being applied for to:

Country Director
Advancing Girls' Education in Africa (AGE Africa),
Malawi Post Corporation Conference Centre,
Opposite Blantyre Museum
P.O Box 31074
Chichiri
Blantyre

Email: recruitment@ageafrica.org. Closing date for receiving of applications is **15th December 2023 5:00pm**