

IMAGINE WORLDWIDE

JOB DESCRIPTION

Job Title: Executive Associate

Incumbent(s) or Open: Open

Department/Country: Programmes - Malawi

Duty Station: Lilongwe

Direct Report: Executive Director - Malawi

Date Finalized: 28 May 2024

About Imagine Worldwide

Imagine Worldwide Ltd is a subsidiary of Imagine Worldwide, is a California-based (United States) nonprofit organization. Imagine exists to demonstrate that children with personalized technology in their hands can become literate and numerate with little or no adult instruction. More than 250 million children and youth worldwide do not have access to school. And hundreds of millions more go to school but never learn to read or write. We believe in working with schools and communities to address these seemingly intractable problems.

We are partnering with organizations across the globe to implement tablet-based learning solutions. We are continuously building evidence on what works, why, and under what conditions. We use data to continuously improve content, approach, and implementation. Then we provide tools, expertise, capital, and a network to enhance the ability to scale. We envision a world where all children have access to opportunity. Through rigorous implementation of tablet-based learning solutions in areas with few alternatives, we continue to open up limitless possibilities for all children.

Imagine Worldwide Ltd has partnered with the Ministry of Education, Government of Malawi, and other partners to scale up nationally an innovative Edtech program that is focused on improving literacy and numeracy skills among learners in standards 1-4 in all public primary schools in Malawi. To support this ambitious program, Imagine Worldwide Ltd seeks to engage an Executive Associate to join the team to support the Ministry of Education and other implementation partners in the successful roll out of the program.

Candidate Profile

The Executive Associate will play an instrumental role in carrying out Imagine's mission, to test and scale tablet-based learning solutions that enable children in Malawi to become literate and numerate. The successful candidate will play a key role in supporting our Executive Director providing technical leadership and coordinating with implementing partners who will support the Ministry of Education at national, district, zone and school levels to ensure effective program planning, knowledge management, monitoring, and evaluation. The Executive Associate will join a highly committed and collaborative team that is working together to empower every child, to achieve their full potential. The position offers an international, flexible, learning environment to enhance individual career development and growth.

Key Responsibilities

The Executive Associate will work closely with Imagine Malawi's Executive Director and the management team to provide administrative and operational support. The Executive Associate's responsibilities will include - but will not be limited to - the following:

Executive Director Support

- Work directly with the ED to support all aspects of his daily work routine.
- Act as the point of contact among the Imagine Malawi and Global team, the PIMU and other external partners. This includes receiving calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Manage the ED's calendars and set up meetings as required, ensuring the calendar is accurate and up to date. Exercise discretion in committing time and evaluating needs.
- Organize and prepare for meetings, including gathering documents, drafting documents or presentations and attending to logistics of meetings
- Take minutes during meetings, share action steps and follow up to resolve issues. Draft, review and send communications on behalf of the ED
- Keep the ED advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Assist the ED in the development of presentations and white papers for external audiences.
- Make travel arrangements for flights, accommodation and road transport and prepare expense reports
- Contribute to the efficiency of our business by providing personalized and timely support to the ED

Team Support

- Manage information flow in a timely and accurate manner to maximize productivity of the teams
- Coordinate work with other staff as needed; play a key role in the coordination of team efforts both within and outside Imagine Worldwide
- Schedule team and/or departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Facilitate alignment of team activities and tasks with the theory of change and logic models of the program to maximize results
- Assist in project management activities and processes including project planning, intake,

prioritization, initiation, execution, and training; as well as in fostering collaboration of team members

- Lead and coach team members on the use of online collaboration and productivity tools to enable as much asynchronous work as possible to maximise working hours
- Perform a variety of administrative and document preparation tasks to support the management team

Donor Support

- Identify and monitor key donor reporting dates and requirements for all Malawi programs
- Prepare for report submissions, including gathering documents, drafting documents or presentations and/or formatting documents to deliver a high professional output
- Ensure timely and comprehensive report submissions to donors and partners
- Schedule donor meetings and co-ordinate with team members where their attendance is required
- Take minutes during donor meetings, share action steps and follow up to resolve issues.

Board Support

- Schedule board meetings well in advance; co-ordinate with board members and attend to logistics of meetings
- Organize and prepare for board meetings, including gathering documents, drafting documents or presentations and/or formatting documents to deliver a high professional output
- Take minutes during board meetings, share action steps and follow up to resolve issues.

Qualifications

The successful candidate will possess the following competencies, experiences, and qualities:

- Bachelor's Degree in a relevant field (statistics, development or social studies).
- A minimum of 5 years' experience in planning or management of development programs, or monitoring and evaluation of development programs, or similar field.
- Strong digital literacy skills using a variety of productivity and collaboration tools
- Additional work experience is welcome.

Specific skills (required)

Exceptional project management skills and proven experience that includes:

- Excellent written and oral communication skills in English and Chichewa
- Strong communication skills and ability to write clear and concise reports and to synthesise information into compelling presentations
- Strong interpersonal and relationship building skills
- Ability to work effectively in multicultural environments and teams
- Strong organization skills and superior attention to detail
- Ability to work under pressure and meet deadlines
- Excellent working knowledge of MS Office
- Familiarity with productivity and collaboration tools for task and project management

- Ability to prioritize and display a high level of adaptability/flexibility while handling job responsibility

Qualities

- Passion for Imagine's mission and vision
- Demonstrated commitment to equity in educational access and outcomes
- Demonstrated competency in project management and desire to manage complex projects
- Demonstrated ability to think independently and solve problems
- Collaborative team player; clear and proactive communicator
- Flexible, adaptable, and able to work in a fast-paced, changing environment
- Discretion and confidentiality

Compensation & Benefits

Salary is competitive and commensurate with experience.

Location

The Executive Associate must be based in Lilongwe, Malawi, with travel to field sites as required. The Executive Associate will frequently collaborate and coordinate with the local team and Imagine Global.

How to Apply

Please submit your application by completing the form in the link below. You will be required to upload a cover letter and your resume. Applications for this role close on 30 June 2024.

[Application Form](https://bit.ly/imaginejune24): bit.ly/imaginejune24

Details on Imagine's operations, leadership and funders can be found at imagineworldwide.org.

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Imagine Worldwide is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.