



Educational Quality Improvement Program (EQUIP), Sikkim Manager for the Associates Program

About EQUIP

The Educational Quality Improvement Program (EQUIP), Sikkim, is an innovative project closely working with the Human Resource Development Department (HRDD), Sikkim. It serves as a platform of collaboration, ideation and co-creation of solutions between teachers, principals, government education bodies and innovative external organizations to:

- 1) **Create Education Leaders** - Support principals and teachers to be the best leaders they can be to lead the process of transformation in their schools;
- 2) **Transform Pedagogy** - Develop a nurturing and supportive pedagogy in language and arithmetic learning which facilitates learning.
- 3) **Mobilize for Systemic Reform** – Establish a collaborative and learning culture across the system, from school to the administration and policy level to mobilize for systemic reform.

EQUIP just completed its Pilot year in 2017 with the program in 8 Senior Secondary Schools and will be scaled up to another 100 schools this year in 2018.

Manager, EQUIP Associates Program

We are seeking a dynamic and enterprising candidate with strong managerial and leadership skills to manage a 2-year program of the EQUIP Associates. The dynamic and enterprising Manager of the EQUIP Associates will envision, plan and execute the 2-year program, providing mentorship to the Associates as well as support them in their personal and professional development. The EQUIP Associates Program Manager will closely work with the Director of the EQUIP Program to manage and implement the EQUIP program at the school cluster level.

Each of the Associates will head the activities of the EQUIP program in the 8 cluster of schools in the year 2018. Each Associate will be planning and managing activities of the EQUIP program in a cluster of 6-10 schools. The Associate Program as mentioned will be for 2 years and each Associate will also be engaged in a professional development induction program at the beginning of their program. The Associates are individuals who are passionate and driven about working to transform school systems.

Responsibilities

1. Lead the planning and design of all activities to implement the Associate Program.
2. Prepare a strategic roadmap for the program with goals and outcomes and work closely to operationalize the roadmap.
3. Support the 8 Associates in the management of the EQUIP program at the cluster level. Providing mentorship in management of the various aspects of the program.
4. Planning a 2-year long program for professional and personal development for the Associates as part of the roadmap.

5. Coordinate and plan with the Program Management Team in supporting the Associate Program to enable the implementation of EQUIP at the school level.
6. Plan and execute block and district level programs to showcase the work of the Associates and the schools.
7. Plan for documentation of processes, success stories and innovations coming out of the Associate Program.

Candidate profile and experience prerequisites

1. At least 1-2 years of managerial experience where the candidate has engaged in the development of team members/adults.
2. Strong leadership skills with an ability to help develop others..
3. Strong planning and organizational skills.
4. Strong problem solving and analytical skills.
5. At-least 2 years of experience in the education space.
6. Previous program management experience required.
7. Minimum Bachelor's Degree and Master's Degree preferred.
8. Strong written and verbal communication skills in English.
9. Proficiency in Nepali a plus.
10. Ability to build relationships with government stakeholders.

Remuneration

Rs. 25,000 per month.

How to Apply

Please send a resume (not more than 2 pages) and 500-word Statement of Purpose expressing why you are an ideal candidate for the Manager of EQUIP Associate Position to pmu.equip@gmail.com.

All application related queries can be directed to pmu.equip@gmail.com.

The deadline for application is **15th January 2018**.