



Programs Assistant

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 30 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

Role: The newly awarded Transforming Teacher Education is a five-year project funded by the United States Agency for International Development (USAID) and implemented in partnership with Florida State University. Its aim is to strengthen Zambia's pre-service teacher training institutions' capacity to improve student learning outcomes. The project will align pre-service education with current, evidence-based practices in primary school and in-service education programs. School-to-School International is seeking a **programs assistant** to join the team in its Lusaka-based office. The responsibilities of the programs assistant may include but are not limited to the following bullets.

Responsibilities:

- Support the technical team in planning logistics of all programmatic activities
- Complete procurement forms, collect quotations, and other related work for all programmatic-related procurements
- Manage participant invitations and communications for trainings, meetings, and workshop logistics
- Provide general programmatic support, such as meeting planning, taking minutes of programs meetings, monitoring files, filing program-related documents, and other programmatic services as required
- Work with the technical and finance team to support teaching and learning materials' printing, procurement, and distribution processes as necessary
- Manage the chief-of-party's scheduling and transportation to/from meetings, trainings, and other events
- Attend team meetings and organizational initiatives, as needed
- Coordinate and support international and local travel arrangements, as needed
- Coordinating with key partners such as the University of Zambia, the ministry of general education, and Zambia's colleges of education

- Provide IT, computer, electronics support during meetings, workshops, and activities
- Report to the Senior Literacy Specialist
- Other duties as assigned by supervisor

Qualifications:

- Degree in business administration, communication, project management, or other related fields. Comparable and relevant work experience may replace educational requirements
- At least one year of specific experience in the field of administrative management, executive secretariat, or project management with international organizations
- Experience working with remote teams and communicating using Skype, WhatsApp, Zoom, or other communication platforms
- Experience in IT a plus
- Extremely organized
- Excellent command of the Microsoft suite (Word, Excel, PowerPoint) and project management software
- Strong communication, written, and interpersonal skills
- Fluency in English
- Ability to interact professionally with team members, consultants, financial institutions, and USAID
- Willingness and flexibility to adapt to changing priorities and shifting deadlines
- Willingness and ability to travel occasionally to sites as needed

Please submit a resume/CV and cover letter describing your interest and qualifications to admin@ttezambia.org no later than April 16, 2021, with the subject line "Programs Assistant."

School-to-School International is an equal employment opportunities (EEO) employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.