



**Office Coordinator
for Transforming Teacher Education - Zambia**

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 in primary schools. 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 an office coordinator to join the team in its Lusaka-based office. The responsibilities of the office coordinator may include, but are not limited to, the following bullets.

Responsibilities

- Manage the front desk
- Handle incoming and outgoing calls
- Receive hand-delivered correspondence and packages and distribute them to the relevant officer
- Welcome visitors, assist or direct them to the relevant offices
- Collect mail from the post office
- Take inventory of the storeroom supplies and request for restocking, as needed
- Disburse storeroom supplies to staff, as requested
- Receive and verify vendor delivered supplies
- Manage the chief of party's scheduling and transportation to and from meetings, trainings, and other events
- Support the chief of party with preparing for remote and in-person meetings. This could include, but is not limited to, preparing agendas and materials, setting up zoom links, drafting invitations and communications, managing online meeting attendance, and taking minutes.

- Coordinate travel arrangements for the local team, including hotel bookings and transportation schedules.
- Attend team meetings and organizational initiatives, as needed
- Take minutes during the weekly TTE Team meetings and other meetings, as needed
- Coordinate and update the TTE calendar in Outlook; organize team meetings and events as needed
- Serve as the point of contact for all international travelers; setup transportation and coordinate any logistics needed
- Provide Word processing and secretarial support such as typing, photocopying, scanning, and filing
- Provide IT, computer, and electronics support during meetings, workshops, and activities
- Other duties as assigned

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 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 is 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 October 15, 2021, with the subject line "Office Coordinator." This position reports to the Senior Finance and Administration Lead.

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.