

## **Job Description**

### *Technical Lead, Diploma Development*

### **Strengthening Teacher Education and Practice**

### **(STEP) Activity, Lilongwe.**

The Strengthening Teacher Education and Practice (STEP) Activity is a five-year project funded by the United States Agency for International Development. It's aims are:

- (1) to strengthen pre-service primary teacher education preparation programs and
- (2) to operationalize the national continuing professional development (CPD) framework (in-service), including establishing a system for new teacher induction.

STEP Activity is staffed by a team of consortium members who provide technical support to the Ministry of Education, with specific focus on the Department of Teacher Education and Development (DTED). The consortium is led by Florida State University with members from School-to-School International (STS), Development Aid from People to People (DAPP), CharChar Literacy, and the University of Malawi.

STS is recruiting a Technical Lead, Diploma Development on behalf of STEP Activity. 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, STS has 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. STS has worked in more than 30 countries across the globe helping in research and evaluation, curriculum and training, and policy and planning.

#### **Purpose of the role:**

The Technical Lead, Diploma Development, leads the STEP Activity's support of DTED in transitioning from the current 2-year Initial Primary Teacher Education (IPTE) Certificate to a 3-year Primary Teacher Education Diploma. This position requires excellent coordination skills and works directly with the Ministry of Education and STEP colleagues. Areas of focus include developing effective, practical, and sustainable solutions that improve teacher education and practice in primary teacher training colleges (TTCs) and primary teacher training institutions, providing technical assistance to primary TTCs and related institutions regarding curriculum development, demonstration, and teaching practice primary schools, and creating clear linkages between the Primary Teacher Education Diploma with other areas of STEP's work.

#### **Responsibilities:**

The responsibilities of the Technical Lead will include, but are not limited to, the following:

- Manage all work within the STEP Activity related to the transition from IPTE Certificate to a Primary Teacher Education Diploma, including conceptualizing the Primary

Teacher Education Diploma, and developing the Primary School Teacher Diploma Curriculum (ensuring that literacy content and materials are reflected within it).

- Lead the conceptualization, planning, and implementation of STEP Activity initiatives focused on members of DTED, including working consistently on these tasks through the Diploma Task Force.
- Work with the STEP Activity senior management, technical team, and colleagues to support joint conceptualization, planning, implementation, and reporting.
- Assist in developing, presenting, and disseminating materials and related research.
- Help maintain strong relationships with stakeholders.
- Ensure work aligns with the STEP Activity framing including the technical proposal, implementation plan, and activity monitoring, evaluation, and learning plan.
- Draft concept notes (activity plans and budgets) and activity reports.
- Contribute to quarterly and annual reports and presentations.
- Other duties as assigned.

#### **Qualifications and Experience:**

- Master's level degree in Education or commensurate experience and discipline.
- At least five years' experience working in the primary teacher training sector.
- Experience working with the Malawi Government Primary Teacher Education system.
- Experience in following and advancing government systems and processes.
- Experience working within externally funded programs.
- Experience facilitating trainings, workshops, round table discussions, etc.
- Experience in education research.
- A proven record of successful results in the teacher education sector.
- Strong analytical skills and ability to articulate technical information clearly to both technical and non-technical audiences.
- Excellent report writing and communication skills, including oral presentations.
- IT and digital skills.
- Excellent interpersonal communication skills.
- Ability to successfully manage competing priorities.
- Strong team player with excellent collaborative skills.
- Fluency in English and Chichewa.
- Willingness to travel within Malawi and externally.

**Location:** The role is based in the STEP Activity office in Lilongwe. At times there is extensive fieldwork.

**Salary Range:** Commensurate with skills and experience.

**Please submit a resume/CV and cover letter describing your interest and qualifications to [info@sts-international.org](mailto:info@sts-international.org) no later than January 19, 2024 with the subject line "Technical Lead, STEP Activity." Applications will be reviewed on a rolling basis.**

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