



## **Statement of Work**

### **Deputy Chief of Party**

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.

The Strengthening Teacher Education and Practice (STEP) activity is a five-year project funded by the United States Agency for International Development (USAID) and implemented in partnership with Florida State University. It has two overarching objectives: (1) to strengthen primary teacher education preparation programs (pre-service); and (2) to operationalize a national continuing professional development (CPD) framework (in-service), including an established system for new teacher induction.

### **Responsibilities**

The Deputy Chief of Party (DCOP) will support the Chief of Party (COP) in operational and technical planning and management of the STEP activity. The DCOP provides leadership in planning and implementing key activities, including developing workplans, monitoring budgets, tracking progress against objectives, and ensuring quality delivery. *This position is based in the STEP Activity's Office in Lilongwe, Malawi.*

The responsibilities of the DCOP may include, but are not limited to, the following.

- Monitor work planning systems to track progress on technical and operational activities.
- Provide key technical leadership and support including provision of technical assistance on standards, tools, and guidelines that will contribute to improved teacher pre- service education.
- Assist with, prepare, and/or submit reports, work plans, and various activity documents and deliverables in conjunction with FSU, and consortium partners.
- Assist in the oversight of financial planning, projections, and reporting.
- Other duties as assigned.

## Qualifications

- Master's Degree in an education related area (e.g., international education, teacher education, non-formal and/or other alternative education approaches, higher education, open distance learning, and/or social/behavioral sciences).
- At least 5 (five) years of demonstrated significant, relevant, progressively increasing responsibility in managing activities in international development assistance.
- Demonstrated track record of working in teams and fostering partnerships.
- Mastery of USAID rules and regulations.
- Experience managing and coaching remote staff and consultants.
- Demonstrated commitment to results for marginalized and vulnerable populations, which may include women and girls or people with disabilities.
- Strong communication abilities, including strong writing.
- Experience working on USAID projects within Malawi.
- Teaching experience, preferred.
- Familiarity with pre-service teacher training, preferred.
- Experience working in and knowledge of international education, preferred.

**Location:** Lilongwe, Malawi

**Salary:** \$40,000-\$115,000 or the equivalent in Malawi kwacha

**Benefits:** School-to-School International offers excellent benefits, including health, dental, vision, disability, and life insurance, generous time off, employee assistance program, mobile phone reimbursement, flexible work schedule, and 401K match. Non-monetary benefits include a unique opportunity to be part of a growing, mission-driven organization that is working to promote education as a human right.

**Please submit a resume/CV and cover letter describing your interest and qualifications to [communications@sts-international.org](mailto:communications@sts-international.org) with the subject line "DCOP - STEP." 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 race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by applicable law.*