**Job Title:** Model Schools Director

**General Job Description:** Project Zawadi’s mission is to partner with communities, schools, and teachers to support quality education for Tanzanian children and youth.  Project Zawadi (PZ) is a small non-profit organization that provides support via three programs: Student Sponsorship, School Support (Model Schools), and Teacher Training (Tenda Teachers).

The Model Schools Director will be responsible for managing all aspects of the Model Schools program.  This program currently partners with two rural government primary schools to address needs in several areas: strategic planning, infrastructure (construction) projects, teacher professional development, leadership training, and student support (via student clubs, life skills, and career counseling).  An additional two primary and two secondary schools are anticipated to be added to the program in the upcoming years.

**Major Duties and Responsibilities:**

1. Partner with schools/communities and facilitate the planning process to develop a vision of a model school for their community and take action steps necessary to achieve those goals.
2. Maintain regular contact with school/community leadership from planning to implementation to evaluation.
3. Help create project budgets, monitor expenses, and collect appropriate reporting documentation.
4. Each month, report details of all activities to organizational leadership via a web-based application, written reports and phone calls.
5. Perform additional responsibilities as assigned

**Qualifications for the Job:** A Bachelor’s degree in Education or related field or comparable work experience.  Ability to work independently and communicate clearly in both English and Swahili as well as via email, text and telephone. The successful applicant will have solid math and computer skills. Experience as a teacher or head of school is a plus. Experience with community participatory planning, public meeting facilitation, programmatic evaluations, and public speaking is a plus.  Work is done primarily in Nyamuswa Village, Bunda District, Mara Region but may require substantial travel in Tanzania.

**Key Competencies:** Ability to work independently, an empathic communicator, professional behavior with integrity, flexibility as job changes and grows. Computer, database, Office, Communication skills, Grant-writing/fundraising, Social Media.  The candidate should be detail oriented, organized, and able to manage priorities for multiple projects at the same time with the ability to delegate tasks and manage subordinates to create an effective and cohesive team.

Applicants should submit their cover letter (including salary history/requirement) and CV by email to: [bsinger@projectzawadi.org](mailto:bsinger@projectzawadi.org).  Applications accepted until Oct 12, 2018.