

Programme Associate, Transforming School Accountability

Location: Cape Town, South Africa

Salary: Competitive, based on experience

Hours: Full-time

Term of contract: July 2020 – December 2020, with possibility to renew, funding dependent

Background

The Education Partnerships Group (EPG) is an international not-for-profit consultancy that partners with governments to shape and strengthen their education systems. We believe that every child has the right to a high-quality education, wherever they go to school. We also believe that the world cannot afford to lose another generation of children to the education crisis. Our vision is that every government is equipped to ensure that every child goes to school and learns. Today, EPG works in seven countries, six of which are in Sub-Saharan Africa.

We prioritise working directly with governments on reforms at the system level and being contextually relevant – taking into account the political, cultural and social landscape in the countries where we work. We strive for our work to be evidence-based and aim to use what we learn to refine our support and inform global debate.

Purpose of the position

EPG is looking for a highly motivated and capable candidate to join its growing team. The successful candidate will work closely with the Transforming School Accountability (TSA) programme manager to support the expansion and management of EPG's South Africa portfolio. The TSA programme aims to improve institutional school accountability in the South African provinces through policy reform and implementation, to ultimately transform learning outcomes in schools across the country.

The right candidate will find EPG an exciting and entrepreneurial environment and see this role as an opportunity to have a positive impact on the lives of children in South Africa.

Responsibilities

- Performs research and analysis to support project delivery, including interpreting data and drawing out conclusions relevant to projects and aligned with sound principles around policy design.
- Presents and facilitates small group or narrowly focused discussions on relevant topics.
- Provides input into project management (e.g. maintain workplans) and supports the programme manager on all logistics associated with delivery of the project internally and externally.
- Contributes to the design and use of effective monitoring and evaluation mechanisms on projects.
- Assists in the development of budgets and project planning for new projects.
- Delivers high quality input into the writing of reports and other written documents internally and externally, including synthesising key findings and developing logical arguments.
- Builds and maintains relevant relationships with government officials.

- Supports the Programme Manager to develop and maintain relationships with new and existing funders, including developing proposals, regular report, and participating in annual programme reviews.
- Is proactive in contributing to programmes, projects and wider EPG work with any available time.
- Keep abreast of the latest global and national research, news and trends in education, development and country/client contexts, and sharing this information with the rest of the team.

Candidate profile

- South African resident, fluent in English. Fluency in an additional South African language(s) is beneficial.
- At least a bachelor's degree.
- A minimum of 3 years of professional experience.
- Detail orientated with strong organisational skills and project management skills.
- Excellent interpersonal skills, as the project will include significant client engagement.
- Exceptional written and oral communication skills.
- High level of proficiency in Microsoft Office, particularly Word, Power Point and Excel.
- Is open and responsive to coaching, seeks opportunities to address personal development needs.
- A sense of humility and commitment to EPG's core values
 - Responsive | we start from a place of "yes"
 - Accountable | we accept ownership and healthy conflict
 - Rigorous | we create and meet high expectations
 - Inclusive | we seek diversity of perspectives and experiences
 - Respectful | we are quick to listen and empathize
- Experience in the education sector, policy design, management or strategy consulting or in an analytical capacity is beneficial.