DEVELOPING DIVERSE FUTURE LEADERS IN THE 21ST CENTURY

JOB OPPORTUNITY

Teach For Zimbabwe (TFZ) is an early stage entrepreneur whose mandate is to attract young and diverse university graduates and develop them into innovative and creative leaders. TFZ seeks to raise advocates for equitable and holistic education in high need communities through a leadership development program by placing fellows as teachers for two years in primary and secondary schools of Zimbabwe. During their placement, the fellows will unleash their leadership influence their learners and community through guidance, counselling, and entrepreneurial activities for community impact.

TEACHER LEADERSHIP DEVELOPMENT OFFICER/TRAINER

JOB SUMMARY

The Teacher Leadership Development Officer/Trainer (TLDO) will be reporting to the Head of Training & Support. The TLDO will be responsible for evaluating the TFZ leadership program needs and current practices, creating and delivering a training development plan complete with materials, tutorials, instructions, and learning resources such as online modules and guides. The job incumbent must be a confident public speaker and a devoted educator who is up-to-date on the latest tools and resources needed to improve employee and fellow training and performance. The TLDO will also be responsible for researching and selecting the best platform to deliver including online platforms and utilize training materials and equipment.

Duties and Responsibilities

- Develop a schedule to assess training needs
- Conduct employee and fellow surveys and interviews
- Consult with other trainers, coaches, and leadership
- Track and compile collected data
- Conceptualize training materials and modules based on data and research
- Communicate training needs and online resources
- Create training strategies, initiatives, and materials
- Contact and utilize outside vendors and resources for instructional technology
- Test and review created materials
- Maintain a database of all training materials and modules
- Instruct employee/fellow training and onboarding
- Conduct training through new materials and equipment
- Review employee/fellow performance and learning
- Coordinate and monitor enrolment, schedules, costs, and equipment
Requirements and Qualifications

- Master’s degree in Leadership, Education, Business, Human resources, Information Technology, or related field
- Certification from talent and training associations e.g. IPMZ a plus
- Two (2) years’ previous experience as a trainer, corporate training specialist, or related position
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Experience with technologies and best practices for instructional manuals and teaching platforms
- Strict adherence to company philosophy/mission statement/sales goals
- Strong project management skills with the ability to supervise multiple projects
- Good interpersonal skills and communication with all levels of management
- Organized and able to create multiple timelines, budgets, and schedules
- Able to multitask, prioritize, and manage time efficiently
- Encouraging leadership, team building, and management skills
- Excellent leadership, team building, and management skills
- Excellent verbal and written communication skills
- Able to analyse problems and strategize for better solutions

Job Offer

Teach For Zimbabwe offers a commensurate package that will be disclosed only to successful candidates.

Application

Please send your CV and cover letter to Head of Training on tfzapplications@gmail.com by the 15th of July 2020.

Contact details: +263 783549990/+263 777150931, Email: info@teachforzimbabwe.org, www.teachforzimbabwe.org

Dated: 26 June 2020