

STIR Education is looking for people who approach their roles with flexibility and self-initiative with strong emphasis on learning, growth, performance accountability and organisational growth; to fill the roles of **Associate Head of Finance** and **Head of Programmes**. If you are this type of person, then this is a great opportunity for you!

About STIR Education

- Founded in 2012, STIR Education is a fast-growing international education NGO, headquartered in London and currently operating in India and Uganda. We are supported by 18 of the world's leading foundations and development agencies, including DFID, USAID, MasterCard, MacArthur, Ikea Foundation, Dubai Cares and UBS Optimus.
- STIR sees teachers as the solution, not the problem, in addressing the global learning crisis that affects 250 million children in developing countries today.
- STIR's core mission is to partner with governments to ignite and sustain teacher intrinsic motivation (TIM). We do this in order to improve classroom practice and student learning, and in the process boost financial efficiency for education systems.
- In its fifth year of operations STIR is working with 27,000 teachers and 1.1 million children. It has been recently challenged by the Indian government to grow to 60 million children over the coming years and this marks a new chapter in our organisation development and growth.
- Organisationally, we have grown into a vibrant team of over 100 full time staff working across our offices in London, Kampala and New Delhi, Lucknow and Bangalore. This cross-cultural team has a strong mix of education, business and social entrepreneurship experience – from founding Teaching Leaders, an education non-profit that attracted over \$25m in scale up capital; to former employees of Teach First, Teach for India, Google, J-PAL, Gandhi Fellowship, Booz & Co, Citibank, Nomura and Tech Mahindra.
- STIR has a unique set of values that guides its work:

We don't have all the answers upfront.

Instead, we empower people: with high expectations and support, we'll find answers together.

We'll continually listen, reflect, learn and improve – and lead through whatever obstacles come our way.

We're united by a shared belief, passion and vision – which we'll build, achieve and grow together.

Our Approach

At the core of our approach is the building of teacher networks: local, ongoing communities of practice. These networks meet physically once a month, and a typical network consists of 30 teachers across 10 or more local schools. Teachers go through an initial two-year structured development journey where they gain exposure to key teaching principles and are supported to make tangible change in their classrooms. The networks continue after the two years and provide a mechanism for teachers to improve in other areas. We form a partnership with an education system (a state or country) for a period of approximately five years, during which existing officials in the system – whom we call Education Leaders – are closely trained and supported to run the teacher networks.

Current Status of STIR Education, Uganda

As we expand into our fourth year of operations in Uganda, we are presently working with over 8,426 teachers – at both primary and secondary schools – in 66 districts of Uganda. 2016 was the first year of our 5 year strategy which sees us working to support up to 30,000 Teacher Change makers; and testing out the most effective ways to build our model into the education systems in Uganda. Our teams are broken into “hubs” – clusters of implementation groups with partners (ie government structures; the teachers union- UNATU; key national-scale education NGOs) – with Senior Programme Managers who provide leadership to a programme team within that hub. Within each hub/cluster a team of Programme Managers is directly responsible for model delivery.

Role Name: Associate Head - Finance

Supervision: This role will be heading the finance unit in Uganda. The position will be supervising the finance and administration team in Uganda.

Reporting: This position will report to the Director, Global Finance and Administration centrally and be part of driving the Terms of Reference of Finance and Administration Strategy of STIR.

Roles and Responsibilities:

- Oversee the finance and administration function in Uganda.
- Ensure STIR’s policies and procedures are implemented within the Uganda office and flag any issues immediately to Director Finance.
- Responsible for preparing and consolidating Uganda annual budgets and coordinate and assist Director Finance for consolidation for STIR organisation wide.
- Responsible for providing data on monthly/quarterly basis for management reports and donor reports from time to time.
- Prepare monthly/quarterly financial variance analysis for Uganda and flag issues on variances to the Country Director and Director Finance.
- Ensure the monthly accounting entries are done in the accounting system. Regularly review (monthly) the General Ledger and make any necessary rectification entries from time to time and keep Director Finance informed.

- Review monthly advance status of staff, signing of petty cash verification and prepare monthly bank reconciliations.
- Coordinate with Global Senior Finance Manager – Donor and provide information/data for donor reporting and any other information needed for donor proposals from time to time.
- Ensure all the procurement within Uganda is as per the policies. Review purchase orders, program/admin/HR contracts, etc to ensure that STIR's interests are properly safeguarded and get them approved from Director Finance or as per the delegation of Authority.
- Ensures compliance with established STIR's policies and report to the Director Finance for any deviations etc.
- Responsible for Internal and Statutory audits in Uganda in consultation with Director Finance.
- Prepare Uganda financials for audit and send to Director Finance for review and final submission to Auditors.
- Review the contracts related to Government, Universities, sub-grantees, Support supervision, Studies etc. and provide with comments to Director Finance and Country Director for final review and approvals.
- Prepare Funds requests.
- Coordinate with the program and all functional teams for forecasts and be the part of senior team in Uganda.
- Prepare payroll and responsible for all compliances as per the Uganda laws for STIR.
- Provide inputs for improving finance and admin function in Uganda
- Any other task assigned by Director Finance and the Country Director

Skills and competencies required:

The ideal candidate is one with

- MBA in Finance or MSc (Accounting/Finance) or any relevant qualifications at The ideal candidate must hold an MBA (Finance) /MSc (Accounting/Finance) or any relevant qualifications at Masters Level.
- Possession of a relevant post graduate qualification is an additional advantage.
- Experience of more than 5-7 years in finance in similar capacity and working in a program management environment with grant and multiple donor management
- Professional membership i.e. ACCA and CPA is added advantage
- Knowledgeable of financial planning and budget management principles, policies, laws and regulations as applied to non-governmental institutional.
- Mature in character and strong interpersonal and communication skills and the ability to work effectively with people of diverse backgrounds.
- Broad knowledge and understanding of budgeting and financial management principles and practices in NGOs.
- Ability to supervise and train employees based on identified needs; ability to work cooperatively as a member of a team;
- Ability to communicate clearly to diverse audiences;
- Excellent computer skills especially Microsoft Office, internet and intranet, Excel and use of other accounting packages (specifically Tally ERP 9)
- Is creative and innovative to improve the function in Uganda
- Experience working with databases and developing, will be an asset.
- Experience in national or international non-profit entity with multi donors.

ROLE: HEAD OF PROGRAMMES

Reporting: This position will report to the Country Director.

Supervision: This role will be heading the Programme unit in Uganda.

Job Location: Based in Kampala with frequent travel in areas of implementation

Roles and Responsibilities:

1. Provide lead in the development and monitoring of the annual programme plans and budgets.
2. To lead the high STIR quality delivery of the different programme models and ensure learnings are shared between departments.
3. Provide leadership in the development and implementation of programme strategies ensuring quality, efficiency and effectiveness of the programme.
4. Maintain and create relationships with partners. We collaborate and network with partners ranging central and local government, CSOs, the teachers union, and education NGO partners.
5. Work with the Country Director to ensure smooth scale-up through expansion and pilot programmes, in order to meet the strategic targets for STIR's Teacher Changemaker Movement
6. Responsible for people management in accordance with STIR values and culture; empowering them to achieve growth/development of skills and competencies.
7. Model a data-driven approach to your work – through ensuring that the programmes collect timely data through coherent data management; evaluate their learning and use it in decision making.
8. Develop and share a knowledge base about what enables an effective embedding and implementation of the STIR programme at a system level (based on certain geographic hubs) and ensure lessons are shared with all partners, policymakers and key stakeholders, as well as used to improve STIR's programming
9. Oversee the quality implementation framework at STIR, to ensure STIR's core goals and learning questions are met during the five-year current strategy period.
10. Build a strong external profile, working with the Uganda Country Director and other senior team within Uganda and STIR globally, to maintain funder relationships, and generate new key relationships /partnerships in Government, Union and NGOs to broaden the visibility and presence of STIR externally
11. Perform as a member of the Senior leadership team

Skills and competencies required:

The ideal candidate is one with

- Masters in Education/Management/ Public Administration or relevant qualification
- Possession of a post graduate qualification in PPM or M&E is added advantage.
- Experience of 5-7 years in programme work at leadership level with multiple projects
- Experience in initiating new project cycle; management of partners; reporting; Planning and budget management
- Ability to foster a cooperative work environment.
- Mature in character and strong interpersonal and communication skills with the ability to work effectively with people of diverse backgrounds.
- Ability to supervise and train employees based on identified needs.
- Creative and innovative to grow the programme in Uganda

Application and selection Process

- *In a cover letter (no longer than one page) please share with us why you are interested in and how your experience makes you a suitable candidate for, Associate Head – Finance*
- *Please also send a copy of your CV and details for three professional referees to stwongyeirwe@stireducation.org to reach before 15th May 2017, 5.00pm Uganda local time. For more information about STIR and our mission please visit www.stireducation.org.*
- *Mention your Current Notice period, Current CTC and Expected CTC in the text of your mail.*
- *Assessment will be carried out by a panel which will cover the technical skills as well.*

**STIR Education is an equal opportunity employer. We consider applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, economic status, marital status, sexual orientation, or any other legally protected status.*