

QUALITY ASSURANCE MANAGER POSITION

The Molteno Institute for Language and Literacies NPC is looking to appoint an experienced Quality Assurance Manager (QAM) on a three-year contract as part of the implementation of a dedicated Foundation Phase literacy project. The position is based in the Ruth Segomotsi Mompati District in the North West province. The incumbent must have expertise in the delivery of the Setswana Home Language (HL) curriculum, and the English First Additional Language (EFAL) curriculum for Grades 1, 2 and 3.

Job qualification requirements

- A minimum of a bachelor's degree in education or equivalent recognised professional teaching qualification, specialising in the Foundation Phase. A post-graduate qualification would be an added advantage.
- A minimum of eight years' Foundation Phase teaching experience.
- A minimum of five years' experience in a teacher training and support management position (e.g. Head of Department, Subject Advisor, NGO literacy specialist).
- Expert knowledge of the Setswana Home Language and EFAL Foundation Phase Curriculum and Assessment Policy Statements (CAPS), and all relevant pedagogic policies.
- Advanced knowledge of the use of technical platforms such as tablets for virtual coaching support, and different online applications such as Microsoft Teams and Zoom.
- Experience in Foundation Phase literacy interventions and studies such as the GPLMS, EGRS, RSP and PSRIP would be an added advantage.
- Experience of working in an NGO or related environment would be an added advantage.

Job description

- High-level planning, data management, programme systems management, and reporting.
- Development of detailed work plans and schedules.
- Monitoring, support and quality assurance of programme implementation.
- Participation and presentation at steering committee meetings, project management meetings, and multi-stakeholder meetings at national, provincial and district levels.
- Liaison, communication and relationship-building with all stakeholders, in particular district-based subject advisors.
- Mitigation, troubleshooting and risk management at district level.
- Co-ordination of implementation of all district-based operational activities.

- Coordination of and participation in training of master trainers, coaches and teachers.
- Training of coaches and teachers in Setswana Home Language and EFAL, if required.
- Management, support and professional development of coaches.
- Participation in LTSM materials review and alignment processes, and coordination of materials provision.
- Development of training and other support resources, if required.

Job competency requirements

- High-level competency in verbal communication and presentation.
- High-level competency in written communication.
- High-level attention to detail and self-organisational ability.
- Ability to proactively manage one's time and plan ahead in order to meet deadlines.
- Ability to think strategically and be solution-orientated.
- Have a growth mindset in the pursuit of new skills and knowledge.
- Ability to work well as part of a team.
- Excellent interpersonal and motivational skills.
- A vibrant and energetic personality.
- High-level proficiency in Microsoft Word, Excel, PowerPoint and Outlook.
- Willingness to undertake extensive travel for purposes of programme monitoring and quality assurance, including school-based visits.
- Own transport and valid unendorsed Code 8 driver's licence.

Interested candidates should forward a one-page motivational letter and their CV to Ms Tlharhani Precious Khoza at precious@molteno.co.za. Short-listed candidates will be required to submit certified copies of their qualifications.

Closing Date: 23 November 2020

Should you not hear from us within three months, please consider your application unsuccessful.