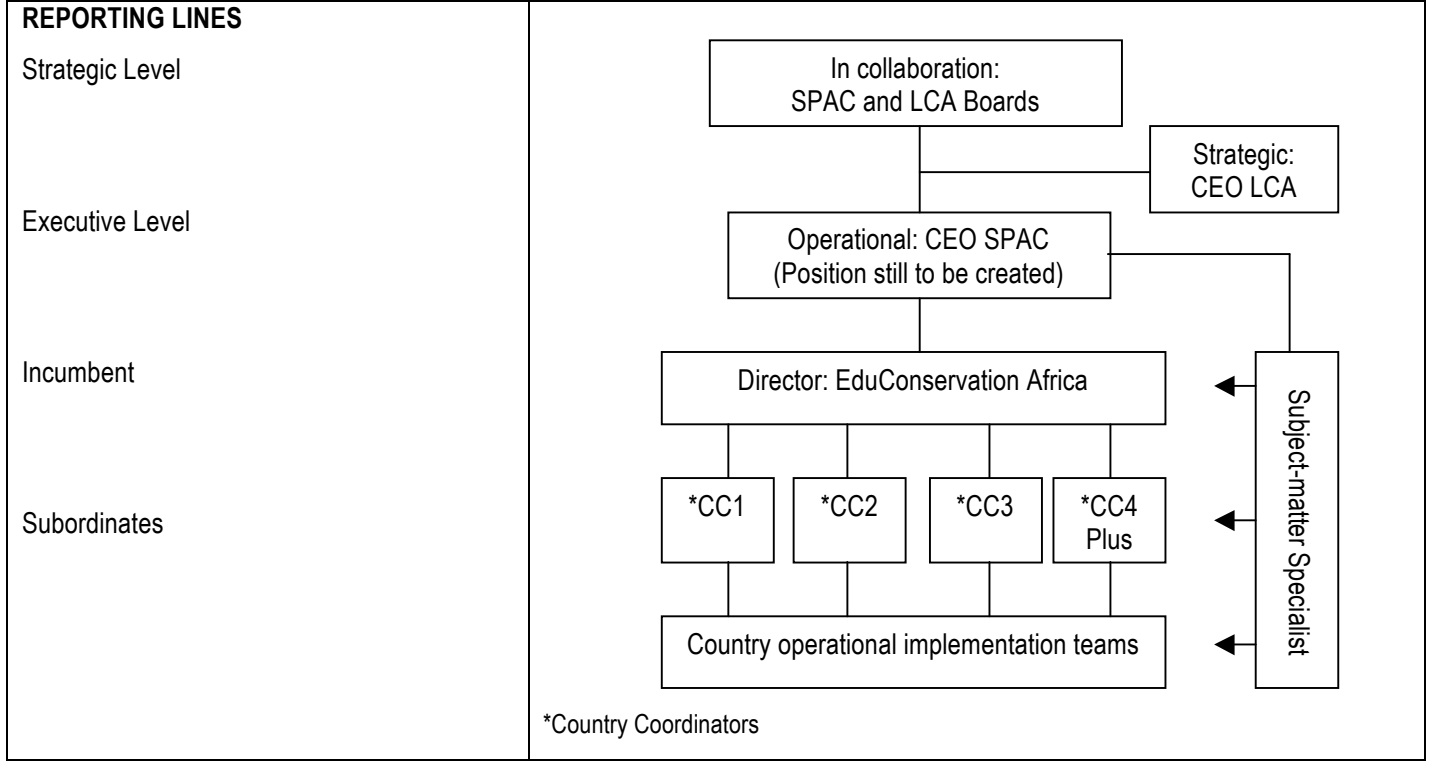




**SABINE PLATTNER AFRICAN CHARITIES (SPAC)
and
LEADERSHIP FOR CONSERVATION IN AFRICA (LCA)**

JOB DESCRIPTION
Director: EduConservation Africa

JOB TITLE	Director: EduConservation Africa
PRESENT JOB HOLDER	None
PRESENT SUPERVISOR	Chris Marais (CEO: LCA) in collaboration with Mrs Sabine Plattner (SPAC)
JOB DESCRIPTION DATE	December 2018
DATE OF LAST APPRAISAL	N/A



1. PURPOSE OF THE JOB:
To work in close collaboration with Ministries and Departments of Education in various African countries, enriching and/or integrating nature conservation-related subject material into the syllabi of selected schools, developing pedagogically sound, generic, Afro-centric and country specific learning content, for such content to be digitised, forming part of a *SPAC free online open data access platform*, in support of an informed young Africa generation.

- 2. QUALIFICATION AND EXPERIENCE**
- Qualified pedagogue: Post Graduate level
 - Experienced as School Principle or at least (subject) Head of a Department
 - Experienced in sub-curriculum / subject development and/or enrichment
 - Experienced and academically well equipped to lead (sub-curriculum) development and enrichment
 - Experience and exposure within the Africa educational environment
 - Bilingual French and English speaking

- Academic training in biology and/or related fields (E.g. environmental Education)
- Proven track-record of excellent written and verbal communication skills
- Excellent administrative, budgetary and logistical management skills
- Conversant with open system data platforms and networks

3. KEY PERFORMANCE AREAS

KPA 1: Strategically plan and lead the African-based EduConservation syllabi enrichment program.

KPA 2: Liaise with Ministries of Education, relevant governmental departments and leading (country specific) pedagogues in support of a country-specific development program.

KPA 3: Work in close collaboration with experts on various levels regarding content development, enrichment publication and digitisation processes.

KPA 4: Plan, organise, lead and control country specific syllabi enrichment and or integration development programs

KPA 5: Ensure an effective and academically professional, international, continental and countries specific communication Strategy

KPA 6: Coherently capture and professionally illustrate the development content, to be discriminated in both *hard-copy* (activity booklets) and digitised format, (the latter to form part of an online open data access platform).

KPA 7: Coordinate, implement and control all financial, human resources, administrative, logistical and related functions

4. COMPETENCIES NEEDED

- Well-developed leadership competencies
- Well-rounded ability to liaise and collaborate with a diverse groups of stakeholders
- Able to effectively build relationships including strategic partnerships at all levels
- Balanced and mature problem solving ability
- Feel for, understanding of and respect towards both the rural and urbanised Afro-centric lifestyle
- Able to work in, inspire and build positively motivated teams

5. KEY TASKS AND RESPONSIBILITIES REGARDING EACH KPA

KPA 1: Strategically plan and lead the African-based EduConservation syllabi enrichment program.

Tasks and responsibilities:

- Strategically plan, in collaboration with various Africa and international experts, a syllabi enrichment program within the Africa context.
- Analyse and evaluate the content, level- and developmental need of existing (country specific) educational material to ensure a holistic cohesive well-planned overall (continental) intervention strategy.
- Develop, in collaboration with relevant authorities, an intervention strategy per (pilot) country.
- Ensure the integration of individual country strategies into an holistic EduConservation development and enrichment plan.

KPA 2: Liaise with Ministries of Education, relevant governmental departments and leading (country specific) pedagogues in support of a country-specific development program.

Tasks and responsibilities:

- Approach members of the Ministry of Education and related Departments (such as the department of Forestry or Environment), to foster a relationship, create an understanding and seek cooperation to collaborate in the development of a conservation-led enrichment and integration program of relevant syllabi.
- Ensure regular visits to the Ministry and relevant Departments to maintain positive relationships.
- Create an awareness of the holistic program and continental actions taken and establish a link between the various country leaders in support of a cohesive development program and cross-pollination.
- Create an awareness of the overall visions, goals and value-systems of the patrons of the EduConservation program i.e. SPAC (also as funding patron) and the LCA.
- Ensure that each counties syllabus development and country specific content need is well addressed.

KPA 3: Work in close collaboration with experts on various levels regarding content development, enrichment, publication and digitisation processes.

Tasks and responsibilities:

- Identify specialists and/or subject experts to serve in an advisory capacity of both the overall and country specific program development.
- Source, where applicable, relevant country-specific (internal) organisations and specialists in support of each individual country strategy.
- Ensure, in collaboration with respective experts a well-planned, pro-active publishing, illustrative and digitisation process.
- Work in collaboration with the Director ECD: Congo and Director Scientific Research: Congo basin, to ensure a well coordinated and holistic outcome in support of the *SPAC open data access platform*.

KPA 4: Plan, organise, lead and control country specific syllabi enrichment and/or integration development programs**Tasks and responsibilities:**

- Establish a specific (tailor-made) intervention strategy per pilot country.
- Appoint, in collaboration with the Education Department, a local *Country Coordinator to spearhead, coordinate, manage and to provide the necessary administrative, financial and logistical support of the particular country program.
- Analyse and evaluate the content, level- and developmental need of existing (country specific) educational material.
- Plan the necessary intervention strategies (in light of the above analysis) per region and/or per school, in collaboration with the local “Inspectors” and relevant Heads of Departments.
- Ensure that all intervention strategies are well planned, that all financial and logistical arrangements are pro-actively organised and well communicated upfront.
- Ensure that all local teachers and learners understand the purpose of the EduConservation program as well as *their* role contributing to the Afro-centric, as well as their country specific content development and enrichment.
- Seek ways to creatively enrich the learning experience and content within the country-specific (own) cultural and local context.
- Continuously ensure a well-structured holistic and cohesive intervention strategy, with a well-planned flow of activities and timeframes across countries.

KPA 5: Ensure an effective and academically professional, international, continental and countries specific communication strategy.**Tasks and responsibilities:**

- Plan a communication strategy which will focus on country specific level, also create a link between (pilot) countries, communicates the EduConservation processes and achievements at academic (journal) level and creates and international awareness in education circles of the EduConservation program.
- Investigate which form of communication (with specific reference to social media) is best to discriminate generic information re the EduConservation program internationally).
- Find ways to ensure that the availability of free open data access is known by the education-fraternity internationally.

KPA 6: Coherently capture and professionally illustrate the development content, to be discriminated in both *hard-copy* (activity booklets) and digitised format, (the latter to form part of an online open data access platform).**Tasks and responsibilities:**

- Plan, with the assistance of relevant (ICT and printing) specialists, the printing and/or digitisation of all material and content developed.
- Plan the most effective way to optimise the integration of both these two dissemination methodologies (printed and digitised) with the latest ICT, iPhone and related technologies.
- Ensure that all material, content and illustrations are free of copyright, other than that of SPAC and/or the LCA, as to own the distribution, printing and copyrights of all material developed through the EduConservation program.
- Where copyright is applicable (such as *Activity Booklets* developed), ensure a business strategy, how such material will

be duplicated, utilised, sold and/or continentally disseminated.

- Investigate and plan, in collaboration with the ICT specialists, best practice in open data platforms development.

KPA 7: Coordinate, implement and control all financial, human resources, administrative, logistical and related functions

Tasks and responsibilities:

- **Plan organise and control budgetary & financial matters:**

- Compile in collaboration with the CEO SPAC, CFO SPAC, CEO LCA, (or representatives) all budgetary and financial matters upfront.
- Monitor, in collaboration with each Country Coordinator, report and pro-actively attend to the administration and spending of funds per country program.
- Approve national (country) expenses to ensure day to day operations and implementation of program
- Control and approve all cash spending and proof of spending.
- In collaboration with SPAC HQ ensure the correct insurances are in place
- Ensure good governance and financial reporting of all staff who are authorised to handles money and do payments

- **Plan organise and control Human Resources**

- Ensure an excellent communication flow between all relevant staff and stakeholders.
- Ensure that all labour related documentation and governance are in line with the relevant national legislative requirements.
- Ensure that all records and necessary documentation are in keeping with the relevant national, SPAC and LCA policies and procedures.
- Plan and effectively co-ordinate the use of specialists and or consultants serving in an advisory capacity.
- Implement occupational health & safety systems where applicable.

- **Plan and coordinate other administration related matters**

- Ensure best-practice regarding the administrative processes of the program.
- Ensure the training of Country Coordinators re their role in good governance and administration.
- Ensure that all logistical matters are planned and well organised upfront.

5. NOTE: UNSUITABLE WORKING CONDITIONS

- Irregular hours
- Regular long distances travel, flying economic class only
- Work in various countries, having to adapt to each new and cultural context

Draft One:

9 December 2018

Inputs received from:

- a.
- b.
- c.
- d.
- e.
- f.

Adjustments made:

Date: