

# Head of Education Innovation

## About EAA

Education Above All (EAA) aim is to contribute to human, social, and economic development through quality education and other welfare programmes and initiatives. With a particular focus on areas affected by poverty, conflict and disaster, we will champion the needs of children and women and empower them to be active members of their communities. By meeting the demand for education, we will equip them to support sustainable development and to nurture environments of peace, security, justice and prosperity.

Working for Education Above All is more than just a job. It's the feeling of knowing that your work is contributing to making the world a better place for children and working with others who feel the same. If you share our mission, are passionate about making it happen and strongly believe you can contribute - then join us and you'll be in for a challenging and rewarding experience.

## About the Position

EAA is looking for a highly motivated Education Expert to join its Innovation Development (ID) team as a Head of Education Innovation. The ideal candidate should have a solid experience in designing, and development of educational materials, educator professional development materials, and facilitation of training sessions for ID programs as well as for external partners.

Will be able to independently develop high quality curriculum products and training manuals with limited supervision. Has solid understanding of different knowledge/skill delivery models (classroom-based, online, blended, and experiential). S/he will be responsible for developing, delivering and evaluating the educational activities of ID programs under the direction of directorate director.

S/he is expected to support the development of education programming, policy, and research initiatives at the global level. Provide support to the country teams to enhance program effectiveness; and, build capacity in education programming and approaches.

## Job Responsibilities

- Development of new curriculum and educator professional development products, tailored to specific purposes, ensuring alignment with ID learning frameworks, coherence with organizational pedagogy and approach, and for core ID curriculum products, ensuring visual and content consistency;
- Ensure that the material is aligned and coheres with organizational pedagogy and approach (online, hybrid, blended approaches);
- Develop new iterations of ID, including integrating other content and issues into curriculum ;
- Develop and innovate ID learning frameworks and conduct comprehensive reviews of curriculum products, including consultation with academics, consultants, donors and partners to embed best practices and learnings from research and M&E into curriculum revisions and development. This includes engaging expert working groups and advisory boards for new content;
- Design curriculum for multiple formats of delivery, specifically adapting curricula to digital platforms and the development of new digital curriculum products;
- Keep abreast of latest thinking & innovations in curriculum development around social and financial education and 21st century skills;
- Supervise and manage ID internal team and external consultants (education consultants, for core curricula: designers and translators);
- Create Capacity Building / Training of Trainers materials;
- Create contextualization guidelines;
- Organize and facilitate trainings.
- Represent the curriculum team internally at cross-departmental meetings;
- Represent ID externally and present work in international events, meetings and conferences when asked.
- Provide content for education development projects and contribute to curriculum components of other project proposals in coordination with internal teams.
- Act as Project Manager for a set of assigned donor-funded curriculum projects;
- Develop a project plan and budget, execute the project according to the project plan, manage consultants, making adjustments to ensure successful delivery of the project in compliance with donor requirements;
- Establish and maintain and monitor project documentation, including contracts, plans, timelines, budgets, reporting & invoicing and all other relevant project information, following the organization's project management tools and processes;
- Lead the development of measurement indicators for education programs that align with global education indicators and data sets.

- Develop progress and financial reporting with input from partners;
- Liaise with partner organizations, stakeholders to monitor project deliverables and timeline.
- Positively contribute to team discussions, and the effective running of the organization;
- Cross-departmental collaboration, compliance with organizational policies and procedures including submitting monthly timesheets;
- Be willing to adapt to different tasks and different cross-organisational tasks.
- Consolidate learning from other international programs to inform strategic direction, priorities and cross-country learning.
- Input into RTP's research agenda as it relates to education research and learning.

### **In order to be successful in this role you will bring;**

- 10+ of experience working for large education development programs in the developing world.
- Master's Degree in one of the following study areas: Education, Education Policy, International Development or any other related field; PhD is preferred.

### **Other Requirements;**

- Strong research, analytical, problem-solving, technical writing, and instructional/curriculum design skills
- Proven skills working collaboratively with others to produce and deliver inquiry-based training, curriculum and professional development
- Experience in training and facilitating methodologies;
- Proficient in developing lesson plans and/or curriculum frameworks;
- Excellent written and spoken communication skills in English, Knowledge of additional languages such as Arabic, French, and Spanish would be an advantage;
- Experience producing and publishing high quality written materials in English;
- Process and project management experience;
- Proven track record in delivering results;
- Demonstrated ability to manage multiple priorities and to meet tight deadlines
- Excellent communication, public speaking and presentation skills; including experience-facilitating trainings required;
- Flexibility and ability to handle the stressful situations and support project staff in times of pressure;

- Ability to see a “bigger picture” by not only focusing on the day-to-day tasks but planning for the future through setting the priorities in line with the organizational goals, reviewing systems and policies in place;
- Ability to quickly adapt to unfamiliar situations, and come up with unorthodox solutions to the arising challenges;

## Application Procedures

If you are interested and this is something you would like to consider, please send an updated copy of your CV along with a cover letter to [career@eaa.org.qa](mailto:career@eaa.org.qa)

Please ensure your application email has the subject heading of [Head of Education Innovation] – [insert your name].

Due to the large volume of applications, we usually receive; only shortlisted candidates will be contacted and advanced to the next stage of the selection process. EAA might review applications before advert deadline therefore; interested candidates are encouraged to apply early.