

1. Director of Operations (DO / 09 / 2015)

The Director of Operations has overall responsibility for the operational departments of the school; Finance, Admissions, Human Resources, Information Technology, Facilities, Catering and Security.

Key responsibilities

- Lead and manage the operations staff to ensure that high standards of service delivery are maintained;
- Develop and manage systems to support and ensure efficiency and effectiveness in all Academy operations;
- Design, implement and ensure adherence schedules to deliver timely and quality procurement of all Academy requirements;
- Develop and ensure compliance to Health, Safety and Environment standards.
- Key contact with parents and other stakeholders regarding student welfare.

Person Specifications

- A minimum of a Bachelor's Degree in finance or any business related field;
- At least 5 years' experience in operations management at a senior level in a business environment;
- A passion for the mission of the Academy;
- Articulate, professional demeanor with strong self-confidence and initiative;
- Demonstrated ability to work in a fast-paced, high energy environment with a proven ability to meet and complete multiple deadlines and tasks
- Excellent organization and project management skills; ability to implement programs, manage details, and work independently;
- Strong judgment and decision-making skills

2. Head of Finance (HF / 09 / 2015)

The main purpose of this role is to coordinate the development of the Academy's budget, oversee implementation and design controls to allow for monitoring.

Key responsibilities

- Generate periodical financial reports on revenue, expenditure, cash management and cost projections for decision making;
- Monitor budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that accurate allocations, expenses are within budget limits and/or fiscal policies are followed.
- Coordinate external personnel including auditors, donor representatives and regulators; and
- Ensure compliance with organization policies and procedures, and/or monitoring program components.

Person Specifications

- Minimum of a Bachelor's degree in finance or related field;
- Fully qualified CPA (K) or ACCA;
- Experience working with various ERPs;
- At least 5 years at management level heading a finance team;
- Experience in donor fund management will be an added advantage; and
- Good interpersonal and communication skills;

3. Head of Security (HOS / 09 / 2015)

The Head of Security will be responsible for delivering round the clock security and safety of all buildings, all property and equipment of The Academy and provide safety to all educators, learners, staff, contractors and visitors.

Key Responsibilities

- Formulate and maintain a security strategy that supports The Academy's vision;
- Serve as subject matter expert to the management in the identification, development, and implementation of security policies and procedures and ensure compliance;
- Develop and document security procedures/ policies for The Academy;
- Conduct regular risk assessment for The Academy and advise the management on possible solutions;
- In liaison with procurement, determine and select appropriate security systems and manage security installations where/when required;
- Orient all staff on security procedures and conduct security awareness programs;
- Take a leadership role during crises, disasters and/or other emergencies to ensure safety of all educators, learners and staff;
- Maintain relationships with high level law enforcement agencies and school counterparts;
- Assist in the selection and management of third party security providers through clear and measurable Service Level Agreements; and
- Lead investigations on all incidents of a security nature, file reports and liaise with the relevant security agents.

Person Specifications

- Bachelor's Degree in any of the following disciplines: law, security management, criminal justice, public administration, as a minimum;
- Industry certifications and expertise in security related disciplines are an added advantage;
- 8 years relevant experience in security management;
- Ability to effectively build and maintain relationships with the relevant key players;
- Excellent oral and written communication skills;
- Good interpersonal, planning and organization skills;
- Qualitative experience in strategic planning and/or policy development at a senior level;
- Ability to thrive in a fast paced environment and to manage ambiguity; and
- Strong negotiator, facilitator and consensus builder with high integrity and energy.

4. ICT Manager (IT / 09 / 2015)

The ICT Manager will be responsible for all technical aspects of ICT at The MPESA Foundation Academy, including network system management, internet provision and PC support, managing a team of ICT support staff responsible for maintaining all ICT systems.

Key Responsibilities

- Lead and manage a team to effectively operate and develop all ICT systems to meet the changing needs of the Academy;
- Develop and implement ICT strategies in line with The MPESA Foundation Academy strategic objectives;
- Manage the day-to-day operations of ICT within The Academy. This will include providing network system management, internet provision and PC support, supporting users (educators, learners, and staff) services;
- Develop, implement and ensure compliance to policies with regard to standards of operation and use of ICT equipment;
- Manage vendor contracts in line with the laid down procurement procedures and guidelines;
- Support the efficient and effective development of school communication systems;
- Work with all colleagues to develop a broad understanding of changing curriculum needs in order to create a clear vision for future ICT provision;
- Ensure the electronic 'face' of the school promotes high standards, quality and effective communication, e.g. Academy website; and
- Maintain confidentiality and observe data protection and associated guidelines, where appropriate.

Person Specifications

- Bachelor's degree, preferably in Computer Science, Information Technology, Engineering, or IT related field with relevant professional certifications in either CISM or CISA or CCNA/P or MCSE/A or ITIL;
- Minimum of 5 year's successful experience in IT services and operations management. Experience in IT operations management within a learning environment will be an added advantage;
- Excellent communication and interpersonal skills, together with strong analytical & diagnostic skills;
- Demonstrated ability to develop, implement and monitor ICT policies and procedures, and in depth knowledge of laws and regulations that govern ICT;
- Demonstrated planning and organizational skills and ability to meet tight deadlines; and
- Flexibility and initiative, as well as the ability to work independently.

5. Catering Manager (CM / 09 / 2015)

The Catering Manager will be responsible for the creation of a healthy diet for students and staff.

Key Responsibilities

- Efficient management of the daily catering services for students, faculty and functions or events hosted at the Academy.
- Maintain systems and procedures for the ordering, receiving, storing, preparing and serving of food related products, as well as menu planning and development
- Motivates, trains, and supervise kitchen staff;
- Design menus that are healthy, creative and within the laid down budget.
- Liaise with the Head Chef to ensure all food is prepared fresh and to a high standard as per policy and current legislation.
- Effectively lead and develop the catering team to deliver an outstanding service to students, faculty and guests of the Academy;
- Control and monitor the financial performance of the catering unit and to maintain costs within pre-budgeted targets; and
- Implement and maintain the statutory standards of hygiene, health and safety and take any action as is necessary.

Person Specifications

- Bachelor degree in nutrition, dietetics, hospitality or other related field from a recognized institution
- At least 5 years heading a catering unit in a reputable institution;
- Experience in budgeting, forecasting and P&L accountability;
- Ability to communicate effectively with all staff, students and other stakeholder; and
- Focus on continuous improvement.

6. Farm Manager (FM / 09 / 2015)

The Academy has established a mixed farm that will serve to provide the opportunity for students to engage in farming activities not only as part of the academic requirements but also to enhance their entrepreneurial. It will also ensure sustainability of the Academy by providing food for the students.

The Farm Manager will be responsible for planning, organizing and managing the activities of the farm. They will also ensure that all produce from the farm is of high quality for The Academy's consumption

Key Responsibilities

- Plan finances and production to maintain farm progress with the budget;
- Manage the procurement of supplies and farm equipment such as fertilizer and seeds;
- Ensure proper maintenance and repair of farm buildings, machinery and equipment;
- Maintain and monitor the quality of yield both livestock and crops for The Academy's consumption;
- Understand the implications of the weather and making contingency plans;
- Plan farm production to ensure sufficient produce for daily consumption for The Academy;
- Ensure that farm activities comply with government regulations;
- Monitor animal/ crop health and welfare, including liaising with vets and agricultural experts;
- Maintain a knowledge of pests and diseases and an understand of how they spread and how to treat them;
- Apply health and safety standards across the farm estate; and
- Maintain all financial records up to date.

Person Specifications

- Bachelor's degree in Agriculture, Agricultural Economics or related field;
- At least 5 years working experience with special focus on agribusiness, large scale business awareness, marketing and knowledge of food production;
- Demonstrated experience and commitment to farming;
- Supervisory skills and management ability;
- Demonstrated planning and organizational skills and ability to meet tight deadlines; and
- Excellent communication and interpersonal skills

7. Accountant (ACC / 09 / 2015)

The accountant will be responsible for performing overviews of the financial operations of The Academy in order to help it run efficiently.

Key Responsibilities

- Manage month-end, quarter-end and year-end closing;
- Generate quarterly balance sheet and Profit and Loss statements;
- Monthly expense variance analysis for reporting purposes;
- Reconciliations including foreign currency accounting, bank statements;
- Ensure accuracy of financial statements in accordance with IFRS and compliance to internal policies;
- Review of staff advances, retirements and other payments; and
- Interface with management in various areas mainly reporting.

Person Specifications

- Bachelor's degree in Accounting or related business field with a minimum of upper second class;
- At least 5 years of work experience in an accounting role;
- CPA or ACCA qualification is required;
- Good oral and written English communication skills;
- Good interpersonal, planning and organization skills;
- Demonstrated attention to details;
- Strong knowledge of MS Office applications;
- Strong reconciliation and reporting skills; and
- Knowledge of local Tax law.

8. Human Resource Associate (HRA / 09 / 2015)

The Human Resource Associate will provide support in the various human resource activities, which include recruitment, training and development, performance monitoring and HR Administration for The Academy.

Key Responsibilities

- Providing support to the management and all staff on various HR aspects including performance management, personnel administration, rewards, industrial relation, HR procedures, leave management; counselling, grievance management and separation;
- Providing HR administration support to management in areas of promotions, staff title changes and bank letters;
- Maintaining staff records and data both on manual files and in the HRIS as well as generating reports and staff data analysis e.g. productivity analysis;
- Coordinating selection, recruitment, induction, on-boarding of staff and processing forms for exiting staff;
- Managing the payroll system including preparing payroll documents and submitting to payroll department;
- Maintaining the attendance and leave management system to ensure it is updated; and
- Coordinating quarterly staff meetings, schedule team building and attendance.

Person Specifications

- Bachelor's degree in Human Resources or a related field from a recognized institution;
- At least 3 years of related human resource experience;
- Effective interpersonal and strong communication skills (oral and written);
- Exceptional planning and organizational skills;
- Ability to prioritize and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality;
- Ability to work independently and take initiative;
- Ability to work as an effective team member in a complex and fast paced environment; and
- Experience in use of HRIS and strong knowledge of MS Office applications.

9. Chef (CHF / 09 / 2015)

Under the supervision of the Catering Manager, this position is responsible for the day-to-day operation of the school kitchen.

Key Responsibilities

- Supervise the cooks to ensure that the set menus are prepared and served according to the set standards;
- Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
- Oversees the correct storage of food and maintains an inventory of food items to ensure adequate daily supplies;
- Develop work schedules for cooks and other kitchen staff; and
- Ensure that the kitchen hygiene standards are maintained to the highest standards;

Person Specifications

- Diploma in Food Preparation from a recognized institution;
- At least 5 years' experience leading a team of cooks in a comparable institution;
- Demonstrated experience in menu development and planning; and
- Good interpersonal skills with ability to communicate courteously.

10. Cooks (CKS / 09 / 2015)

The key role of the cook is to assist in the implementation of the school menu

Key Responsibilities

- Prepare menu items as per the stipulations in the recipes;
- Ensure timely and attractive service of meals;
- Maintain set sanitation standards for food preparation and service areas;
- Assist the Head Chef in continuous modification of the menu to ensure enjoyment by the students;

Person Specifications

- Diploma of equivalent in food preparation from a recognized institution;
- At least 3 years' experience as a cook in a comparable institution; and
- Good interpersonal skills with ability to communicate courteously.

11. Farm Staff (FS / 09 / 2015)

The Farm staff will be responsible for all practical and manual work on a farm. They should have the ability to do hard physical work and will need practical skills and knowledge.

Key Responsibilities

- Livestock care and management including feeding, cleaning (mucking out), caring for sick or newborn livestock and milking cows amongst others;
- Land preparation, planting, crop protection and harvesting amongst others;
- Operate tractors, combine harvesters and other farm equipment;
- Maintain farm buildings;
- Trim and lay hedges and put up and mend fences; and
- Dig and maintain ditches.

Person Specifications

- Ability to do hard physical work and should be aware of health and safety;
- Practical skills and technical knowledge of a farm;
- Communication skills and the ability to follow instructions;
- Reliable, responsible and self-motivated;
- Willingness to work flexibly.

12. Director of Student Life (DSL / 09 / 2015)

In addition to serving as a faculty member, the holder of this role also provides oversight and support for all student activities carried out within the Academy campus.

Key Responsibilities

- Oversee student discipline by developing effective intervention techniques and promoting student accountability for actions;
- Develop and regularly review the student code of conduct with the other faculty members;
- Develop and organize regular student activities and events in conjunction with other members of the faculty;
- Oversee, coordinate and evaluate extended leadership development activities;
- Develop and manage the budget for incidental expenses related to the activities program; and
- Handle emergency or crisis situations appropriately as they arise.

Person Specifications

- Minimum of a Bachelor's degree in Education or related field;
- At least 3 years in a similar role at a reputable institution;
- Understanding and experience in applying student development and learning outcomes theories;
- Ability to sustain communication with diverse stakeholder groups
- Conflict management and resolution skills, and maintain a strong philosophical base for student activities;
- Ability to think on one's feet and provide practical solutions to emerging unforeseen challenges;
- Demonstrated superior organization skills;
- First aid certified; and
- Passion for young people and their character development

13. Head Coach (HC / 09 / 2015)

The Head Coach will be responsible for coaching and providing direction to student athletes so as to achieve a high level of skill as well as an appreciation for discipline, sportsmanship and teamwork in various sports.

Key Responsibilities

- Coordinates all scheduled events in all sports, takes all actions necessary for the proper administration of these events and maintains a master schedule of such events;
- Accounts for all monies handled in the physical education program in accordance with prescribed The Academy's procedures;
- Provides support and leadership to all personnel engaged to teach in the physical education program;
- Promotes continuous evaluation and development of assigned program(s) and makes recommendations to the Director of Teaching and Learning;
- Prepares physical education teaching curriculum and schedules and coordinate with other departments and programs;
- Manages the purchase of new equipment, supplies and instructional materials and ensuring inspection for safety hazards and cleanliness of all equipment; and
- Supervises sports days, play days, demonstrations, exhibitions and other performances.

Person Specifications

- Bachelor's degree in Physical Education or related field;
- Over 8 years' experience in teaching, coaching and athletics administration;
- Demonstrated experience teaching in an outdoor setting (camping);
- Experience in developing programs for youth, providing opportunities for students to participate and using questions to promote understanding and higher level thinking skills;
- Knowledgeable in teaching techniques that meet the diverse needs of students;
- Ability to thrive in a fast paced environment and to manage ambiguity;
- Excellent oral and written communication skills; and
- Good interpersonal, planning and organization skills.

14. Wellness Coach (WC / 09 / 2015)

The Wellness Coach will coordinate the Academy's health and wellness program for students, faculty and staff.

Key Responsibilities

- Develop and facilitate implementation of a culture of wellness;
- Design and coordinate before and after school wellness opportunities for students, faculty and staff;
- Develop and conduct onsite wellness seminars and training courses for students and staff;
- Developing wellness coaching relationships with students and staff to support them towards better health by providing support, encouragement, and education; and
- Identify and cultivate with health professionals to secure their support of the Academy's wellness initiatives.

Person Specifications

- A degree in health education, nursing, athletic training, nutrition, or other health related field;
- Two or more years of experience in counseling or life coaching (certification required)
- Certification from an accredited professional wellness coach training program will be an added advantage;
- Proven track record in running effective school or workplace wellness programs;
- Good communication skills; and
- Stakeholder management experience;

15. School Nurse (SN / 09 / 2015)

The School Nurse is charged with the responsibility of maintaining and operating the Academy clinic.

Key Responsibilities

- Manage and coordinate the Academy's health services program based on requirements established by the Academy's policies, procedures, and protocols, and by the Ministry of Health regulations;
- Provide basic medical services to both the staff and students and organize referrals to specialist when necessary;
- Carry out regular surveillance checks on the students to ensure their continued health;
- Maintain clinic equipment and assess and ensure the supply of consumable supplies on an ongoing basis.
- Liaise with the local health authorities to keep abreast of any updates on regulatory changes and public health alerts;

Person Specifications

- Bachelor of Nursing Degree or Diploma in nursing from a recognized medical training institution;
- At least 5 years' experience in a similar role;
- Good communication and interpersonal skills; and
- Experience in inventory management to ensure that there are no stock outs.

16. Head of Technology and Learning Innovation (TLI / 09 / 2015)

The primary role of the Head of Technology and Learning Innovation is to lead innovation in the area of design and technology-enhanced pedagogy in teaching and learning.

Key Responsibilities

- In liaison with the Director of Teaching and Learning, develop strategies to enhance learning experiences across online, blended and technology-enhanced initiatives;
- Provide design consultation for individual teachers to advance innovative digital learning initiatives
- Mobilize the staff to facilitate knowledge sharing;
- Demonstrate and share a passion for digital learning in a collaborative environment;
- Conduct and disseminate research and analysis on new and emerging technologies, instructional design theories, and approaches;
- Work with teachers to design and develop new courses, enhance programs and strengthen digital engagement tools; and
- Help design new tools, templates, and resources that support teachers' innovation in digital education.

Person Specifications

- Minimum Bachelor's degree and five or more years' experience in instructional design, instructional technology, educational technology;
- Demonstrated experience designing and developing digital and blended learning courses
- Strong commitment to teamwork and problem solving, as well as the ability to act independently
- Demonstrated organizational, interpersonal, oral, and written communication skills
- Demonstrated experience working across learning management system; and

17. Student Enterprise Manager (SEM / 09 / 2015)

The Student Enterprise Manager will be responsible for growing the business development function of the Academics Department.

Key Responsibilities

- Lead the implementation and commercialization of the projects designed in the entrepreneurship program within the Academy;
- Identify and cultivate strategic partnerships for the Academy for successful implementation of the entrepreneurship projects.
- Conduct market research and develop new business ideas for enhancing the Academy's sustainability; and
- In liaison with the faculty in the entrepreneurship department, cultivate and direct staff and students on best practices as well as mentoring them on their progress within the enterprise function at the Academy.

Person Specifications

- A minimum Bachelor's degree in Entrepreneurship or related field;
- At least three years of experience in an education setting, is required, alongside proven experience of enterprise development in business of related context.
- Demonstrated coaching skills;
- Creativity and energy; and
- Good stakeholder management skills;

18. Leadership and Entrepreneurship Faculty (LEF / 09 / 2015)

While the holder of this role will have similar responsibilities as the other teachers, primary focus of this role is to develop curriculum, course and delivery support material to teach leadership and entrepreneurship skills.

Key responsibilities

- In liaison with the Director of Teaching and Learning develop a curriculum for leadership and entrepreneurship skills;
- Identify and develop opportunities for incorporating subject content within other subjects and co-curricular activities;
- Select and use a range of emerging technologies to promote understanding of concepts, topics and learning experiences specific to leadership and entrepreneurship;
- Manage student behavior in the classroom and on school premises;
- Undertake counselling duties and supporting pupils on an individual basis through academic or personal difficulties;
- Communicate with parents and care givers over students' progress and participate in departmental meetings, parents' meetings and The Academy training events; and
- Participate and organize extracurricular activities, such as outings, social activities and sporting events;

Person Specifications

- A Bachelor's degree in Education or equivalent with specialization in leadership and entrepreneurship ;
- At least 5 years teaching experience in a comparable institution;
- Demonstrated experience in developing curriculum and delivery methods specific to leadership and entrepreneurship;
- Ability to foster a supportive environment for learners and educators to establish a leadership and entrepreneurship culture;
- Ability to maintain professionalism in all areas;
- Excellent communication and interpersonal skills; and
- Demonstrated planning and organizational skills and ability.

Teaching Faculty

The Academy seeks to recruit teaching faculty who have depth of knowledge and able to teach the following subjects that shall be offered at the Academy:

- English
- Kiswahili
- Mathematics
- Biology
- Physics
- Chemistry
- History and Government
- Geography
- Home Science
- Music
- Art and Design
- Agriculture
- Woodwork
- Drawing and Design
- Computer Studies
- Business Studies
- French
- German

19. Senior Teachers (STE / 09 / 2015)

Under the supervision of the Director of Teaching and Learning, the Senior Teachers will be responsible for planning, preparing and delivering the curriculum and monitoring student progress to determine enhanced learning experiences.

Key Responsibilities

- Participate in the design of a curriculum that is enriched (developing higher-order thinking and entrepreneurial skills) and personalized (reflecting learning levels and interest of individual students); and demonstrate mastery in differentiating learning experiences;
- Create conducive classroom environments to enhance collaborative and individual learning;
- Deliver and implement the unique curriculum, and ensure that standards for learners success is achieved;
- Encourage high expectations of behavior and engagement that are ambitious and nurture leadership and entrepreneurial skills;
- Model a culture of respect, enthusiasm and rapport among learners and fellow staff; and
- Spark curiosity in learners and support learning by exploring.

Person Specifications

- A Bachelor's degree in Education or equivalent, a Master degree in Education is an added advantage;
- At least 8 years of prior teaching experience with demonstrated high-progress student outcomes in relevant subjects and evaluations;
- Technology proficiency and knowledge of digital learning;
- Excellent communication and interpersonal skills;
- Flexible and agile problem solvers;
- Comfortable with a Socratic style, where raising questions is more important than giving answers;
- Energized by different cultures, languages, and learning styles
- Committed to their own personal journey and growth; and
- Experience with co-curricular youth entrepreneurship and/or leadership programs.

Teaching Faculty

The Academy seeks to recruit teaching faculty who have depth of knowledge and able to teach the following subjects that shall be offered at the Academy:

- English
- Kiswahili
- Mathematics
- Biology
- Physics
- Chemistry
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- Geography
- Home Science
- Music
- Art and Design
- Agriculture
- Woodwork
- Drawing and Design
- Computer Studies
- Business Studies
- French
- German

20. Teachers (TE / 09 / 2015)

Teachers support, observe and record the progress of their class. They also plan lessons in line with national 8-4-4 curriculum, with the aim of ensuring a healthy culture of learning.

Key Responsibilities

- Prepare and deliver lessons to a range of classes of different ages and abilities;
- Select and use a range of emerging technologies to promote understanding of concepts, topics and learning experiences;
- Manage student behavior in the classroom and on school premises;
- Undertake counselling duties and supporting pupils on an individual basis through academic or personal difficulties;
- Communicate with parents and care givers over students' progress and participate in departmental meetings, parents' meetings and The Academy training events; and
- Participate and organize extracurricular activities, such as outings, social activities and sporting events;

Person Specifications

- A Bachelor's degree in Education or equivalent;
- At least 5 years teaching experience in a comparable institution;
- Ability to foster a supportive environment for learners and educators to realize their full potential and willingness to work collaboratively;
- Ability to maintain professionalism in all areas;
- Excellent communication and interpersonal skills; and
- Demonstrably planning and organizational skills and ability.

21. Technology Coach (TC / 09 / 2015)

The primary focus of the Technology Coach is to enrich and support teaching and learning by strengthening the technology skills of students, teachers and staff.

Key Responsibilities

- Work closely with classroom teachers in the development of lesson plans that encompass the use of technology;
- Coordinate all activities surrounding the professional technological development of teachers, staff and students;
- Coordinate selection of technologies for instruction.
- Develop guides and other support materials necessary for effective teacher/student instruction and use of equipment;
- Participate in cooperative long-range planning to make the most effective use of resources;
- Support the planning and implementation of a variety of extended opportunities for student learning; and
- In liaison with the IT Manager, ensure all hardware and software used for classroom instruction is maintained according to the set maintenance schedules.

Person Specifications

- Minimum of Bachelor's degree in computer science information technology or a related area of study;
- Strong technology skills in up-to-date computer software applications including word processing, database, spreadsheet, Web page development, presentation, digital video and audio editing, image processing, and graphics applications;
- Experience using SmartBoard, Promethean Board and other instructional equipment will be an added;
- Ability to coach, mentor, and teach adults and students; and
- Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative.

22. Faculty Assistant (FA / 09 / 2015)

This role provides administrative to all teaching members of staff.

Key Responsibilities

- Provides support the preparation of letters, memoranda, reports, course materials, and presentations;
- Serves as principal contact and source of information for students, staff, faculty, and external stakeholders;
- Manages calendars, arranges for meetings, appointments and travel arrangements.
- Coordinates events, including conferences, seminars, and related activities.
- Purchases and maintains inventory of supplies for office or lab.
- Maintains custody of all correspondence, reports and documentation; and
- Answers and routes phone calls, mail and e-mail messages and may handle wide-range information dissemination.

Person Specifications

- Minimum Diploma in a business related field;
- Three plus years related experience with proven office administration and customer service skills required;
- Solid working knowledge of office processes and systems, and of related computer software and electronic communications tools;
- Proven interpersonal skills with experience providing complex administrative support to one or more people; and
- Ability to work across teams and with a variety of projects.

23. Sustainability Associate (STA / 09 / 2015)

The Sustainability Associate will play a central role in defining, implementing, and monitoring The Academy's sustainability initiatives to drive resource mobilisation. Key responsibilities include developing, managing and tracking sustainability and business development initiatives of the Academy.

Key Responsibilities

- Assist the management in defining goals, performance metrics and a long-range plan for sustainability at The Academy;
- Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness;
- Communicate and represent The Academy sustainability programs to the overall community (educators, learners, staff and parents);
- Liaison with groups, programs, offices and departments across The Academy to achieve sustainability objectives;
- Represent The Academy's sustainability programs to the public; attend professional meetings as appropriate; interface with external organizations to fulfil and achieve sustainability objectives; and
- Research, disseminate and implement best practices from other institutions with regards to sustainability that can be applied to The Academy.

Person Specifications

- Bachelor's degree in business or related field ,
- At least 3 years of relevant experience with demonstrated ability in project management and sustainability efforts;
- Ability to thrive in a fast paced environment and to manage ambiguity;
- Excellent oral and written communication skills; and
- Good interpersonal, planning and organization skills.