

JOB ADVERT

Program Manager (Numeracy)

1. About Zizi Afrique Foundation

Zizi Afrique Foundation is dedicated to improving learning outcomes for children and youth, ensuring they acquire the foundational skills they need to learn and thrive. As we advance our mission on foundational learning, we are seeking to recruit a highly qualified individual to be part of our team. Specifically, we are looking for a numeracy expert to join our programs team. ZAF's areas of focus include Values and Life Skills, Foundational Literacy and Numeracy, Parental Empowerment and Engagement, Whole Child Development and Technical and Vocational Education. ZAF envisions a world where all children and youth learn and thrive. We contribute to the nurturing of a generation of children and youth who are well-equipped with the skills for learning, skills for living and skills for working. ZAF's mission is to consolidate evidence, innovate solutions through collaborative networking, and shape policy and practice to equip children and youth with competencies they need for life and work.

2. Role Overview

As a technical lead in Foundational Numeracy, the suitable candidate will spearhead the design, implementation, and scaling of numeracy interventions at Zizi Afrique Foundation, ensuring alignment with the organizational vision and mission. Working under the guidance of the Director of Innovation and Practice, the technical lead will oversee the roll out of high-impact evidence-based numeracy interventions, extending pedagogical support on foundational numeracy to the implementing teams.

3. Specific roles and responsibilities (Not limited to);

Program Design & Implementation (70%)

- Design an organizational strategy and blueprint that will guide the design and implementation of foundational numeracy priorities.
- Lead the design, adaptation and scaling of numeracy interventions to enhance acquisition of numeracy skills among learners.
- Package relevant frameworks and oversee the development and refinement of numeracy curricula and assessment tools to support implementation.
- Contribute to the design and development of learning support materials including workbooks, teacher guides, facilitator manuals, and visual aids to support the implementation of numeracy initiatives.
- Ensure the integration of play-based and engaging activities/strategies to build foundational numeracy skills.
- Conceptualize the mainstreaming of core competencies and values and parental engagement in our numeracy interventions.
- Extend technical expertise and support to field teams and our network of impact partners on effective literacy instruction and improvement strategies.
- Support the packaging of high impact training and continuous professional development programs on numeracy for implementing teams.
- Conduct training sessions and workshops for target teachers and program implementers to enhance their numeracy teaching skills.
- Foster a culture of continuous improvement through regular feedback and support.

Program Monitoring, Budgeting and Reporting (10%)

- Prepare program budgets and workplans and ensure timely implementation.
- Manage program reporting by ensuring accuracy and timeliness of narrative and financial reports to our funding partners.
- Oversee periodic monitoring. Consolidate lessons and implement program improvement to strengthen the design and delivery of numeracy initiatives.
- Collaborate with research teams to generate evidence on effective numeracy practices and share findings with stakeholders.
- Coordinate storytelling and program visibility initiatives during implementation.

Stakeholder Engagement & Advocacy (10%)

- Ensure proper contracting and engagement of internal and external auditors.
- Build and maintain partnerships with government agencies, NGOs, and community organizations to support numeracy initiatives.
- Identify and engage with relevant networks and partners to scale Zizi Afrique's mission on improvement of foundational numeracy.
- Represent Zizi Afrique Foundation in national and regional forums on foundational numeracy.
- Line supervision of implementing teams.
- Advocate for policies and practices that promote equitable access to quality numeracy education.

Line management (10%)

- Provide day-to-day leadership, management, and support to the Numeracy staff.
- Support the team to develop their understanding, expertise, and confidence to execute their designated duties.
- Undertake annual appraisals of the team, review and development of their JDs and preparation of learning and development needs for the unit.
- Perform other duties as assigned.

4. Desirable Skills and Qualifications

- Master's degree in Education, Mathematics, Curriculum Development, or a related field.
- Minimum of 7 years of experience in education, with a focus on early-grade numeracy.
- Proven track record in designing and implementing large scale numeracy interventions in low-resource settings. Experience working with international or bilateral organizations is an added advantage.
- Experience in monitoring and evaluating educational programs, including data collection and analysis.
- Strong report writing skills, analytical skills and problem-solving skills with a data-driven approach to decision-making.
- Excellent communication and interpersonal skills, with the ability to build relationships and engage diverse stakeholders.
- Strong leadership and people management skills with a proven track record of building and leading high-performing teams.
- Excellent strategic planning and organizational skills, with the ability to manage multiple priorities and projects simultaneously.
- Develops and encourages new and innovative solutions.
- Holds oneself and others accountable for making decisions and managing resources to deliver on the responsibilities.
- Agile worker, future oriented and a strategic thinker.

5. Work environment and compensation

- ZAF offers a very competitive package that includes a family medical cover, pension scheme, annual leave of 25 working days, and other benefits.
- The position will be based in Nairobi, with a physical office and flexible work-from-home possibilities and occasional travels to the project areas.
- The job is often not an 8 am – 5 pm job. The job has flexibility, and is also demanding, requiring high skills of work-life balance, and a strong sense of responsibility.
- Experience is needed to work in a self-driven and ambitious, fast - paced environment, carrying the heavy responsibility of delivering the mission of ZAF.
- This is a two - year contract, renewable subject to availability of funding.

6. How to apply

Interested and qualified candidates should include:

- A detailed application letter expressing interest.
- A detailed resume and copies of academic and professional certificates.
- Three work referees with contact information.
- Indicate your current and expected remuneration/salary.
- Submit their applications by email to **jobs@ziziafrique.org** latest by **Friday 23rd May 2025** clearly indicating the position title on the subject line of the email.

Only short-listed candidates will be contacted for interviews.

Applications will be reviewed on a rolling basis and the position will be filled as soon as we land on the suitable-candidate, given we need this person ASAP.

Zizi Afrique Foundation is an equal-opportunity employer.