



Field Director – Namibia

Location: **Windhoek, Namibia**

Reports to:	Program Manager in US office (Cambridge, Mass.)
Scope of Responsibility:	<p>The Field Director position is a full-time in-country position responsible for the day-to-day management of the WorldTeach program in Namibia, as well as the ongoing support and oversight of its volunteer participants, and the coordination with the hosting schools and the Department of Education.</p> <p>The Field Director actively seeks opportunities to develop the WorldTeach program in Namibia in close consultation with the Program Manager.</p> <p>Field Directors are responsible for adhering to all WorldTeach policies, standards and procedures as outlined in the most current personnel and field staff manuals, mindful that our highest priority is the safety and well-being of WorldTeach volunteers during the course of their service.</p>

Specific Duties Include:

Administration in Namibia:

- Administer and coordinate the WorldTeach program in Namibia by working with government officials and departments, as well as with the Program Manager of WorldTeach at the US office in Cambridge, Massachusetts.
- Work with the Namibian Ministry of Education to implement educational objectives and program goals.
- Assist with communications between US office and Ministry of Education, host schools and other partner institutions.
- Maintain a WorldTeach office in Namibia, obtain necessary supplies, phones, internet connections, etc.

Volunteer Placements:

- Under the direction of the Namibian Ministry of Education, arrange teaching placements for volunteers , working with local school principals and other school officials.
- Visit new teaching sites to assess school and volunteer accommodations for appropriateness. Continue assessments of existing sites by visiting the schools, speaking with the principal, English department personnel, etc.
- With the help of school officials, arrange housing for the volunteers on or near the school campus.
- Ensure that each WorldTeach volunteer signs a contract with their host school regarding the terms of his/her teaching assignment and responsibilities.

Support for Volunteers:

- Work with the representative of the Namibian regional governments to obtain the necessary documents for the volunteers to teach in Namibia.
- Visit volunteers at their sites and observe them in the classroom at least once during their service.
- Provide support and encouragement to volunteers during the duration of the program, such as assisting with cultural adjustment, health issues, placement issues, communication, and other support issues, and, when warranted, intervention.



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- Respond to problems that may arise, taking appropriate action, giving support to volunteers, and insuring appropriate communication with the U.S. office, parents, the Ministry, etc. regarding the problems.
- Respond with the highest level of concern to any emergencies the volunteers may have; notify U.S. Duty Officer and emergency assistance provider in crisis situations, as well as others as appropriate.

Administration of Orientation and other Training:

- Plan and implement arrival (one month), mid-year (3-5 days) and end-of-service (1-3 days) orientation sessions for both yearlong and semester (6 month) volunteers, to include training in TEFL teaching methods and teaching practice, language and culture, health and safety, general country history, geography and local information on logistics, health and safety, etc.
- Plan and direct the logistics of orientation trainings, including transportation, housing, meals, training materials, classes for practice teaching, activities, trips, guest speakers, etc.
- Hire and supervise project-oriented temporary staff, e.g. past volunteers as Orientation staff, language and culture teachers, as budget allows.

Coordination of Summer Program:

- Oversee the WorldTeach summer program in Namibia. Coordinate with Ministry of Education and participating schools on program objectives and set up.
- Train and supervise the Summer Program Coordinator who implements the summer program in Namibia.
- Insure that appropriate hosting institutions and housing arrangements are made for the summer program.
- Administer and report the finances for the summer program.
- Help run the arrival (1 week), mid-service (2 days) and end-of-service (2 days) orientation trainings for the summer volunteers

Finances:

- Work with the Ministry of Education to coordinate the payments to WorldTeach (i.e. for summer program).
- Oversee the stipend payments to the volunteers.
- Maintain a bank account and coordinate all money transfers between partner schools/organizations and WorldTeach and between WorldTeach Namibia and the US office.
- Provide input into and manage the budget of your program.
- Keep careful records of **all** expenditures and income, including receipts for transactions on a regular basis.
- Submit monthly expenses reports to the U.S. office in a timely manner, in general by the 15th of the following month. Initial reports will be made by email attachment, receipts and bank account statements by regular mail.

Administrative Reports to the U.S. Office:

- Provide weekly reports to Program Manager in the U.S. office according to the WorldTeach reporting forms.
- Submit a various reports to document the administration of the program, including in-service conference reports and partner/principal feedback reports.
- Assist in revising literature designed for future program applicants and participants, including
 - “Welcome to Namibia”,
 - “Living and Teaching in Namibia”



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- “Parent’s Guide
- The website sections on the Namibia year-long and summer programs.
- Write and submit to the Namibia Education Department and to the US office an annual report, including
 - Results of a survey of principals who have WorldTeach volunteers in their schools
 - A financial report of the annual funding for the program
 - A narrative of the year’s progress
 - A listing of volunteers and schools and living arrangements
- Work with Program Manager to make recommendations for improvements in programs and procedures.

Miscellaneous:

- Assist the Ministry of Education with special projects or extra-curricular activities as time allows after fulfilling responsibilities to the WorldTeach volunteer program.
- Assist with the month-long in-country training of incoming Field Director upon completion of your term of service.

Preferred Qualifications:

<ul style="list-style-type: none"> ● Familiarity with international volunteer programs, esp. WorldTeach and Peace Corps, given strongest preference ● Bachelors Degree required ● Comfortable working in cross-cultural environments. ● Knowledge of Namibia ● Teaching experience, preferably in ESL and preferably in Namibia ● Group facilitation or training experience 	<ul style="list-style-type: none"> ● Ability to work independently and manage multiple tasks ● Project management/coordination experience ● Basic computer literacy (Word, Excel, e-mail; Access preferred but not required) ● Commitment to excellent volunteer service & support ● Flexibility and a sense of humor ● Excellent judgment and ability to function effectively in crisis situations ● Commitment to WorldTeach mission and values
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Terms:

The Field Director salary starts at US \$1000 a month, and an additional housing allowance will be provided. Health insurance (through the WorldTeach group insurance policy) will be provided for the term of the position. The FD will receive 15 days of paid leave per year in addition to 12 paid holidays (local and/or American). WorldTeach will cover a one-way air ticket from a gateway city in the US to Windhoek and a one-way return air ticket from Windhoek to the US upon successful completion of contract. In-country travel for program purposes will be covered by WorldTeach. The incoming FD will receive training from the current Field Director in Windhoek.

The minimum duration of this position will be from the beginning of October 2011 until January 2013, with possibility for extension pending review. All WorldTeach positions are subject to a three-month probationary period, concluded with a performance review.



To Apply:

Please submit a cover letter and resume to Maggie Tabach (Director of Programs) at jobs@worldteach.org by **Thursday, August 25, 2011** and include the words "Namibia FD" application" in the subject line. Applications will be reviewed in the order in which they are received, and the position may fill before the deadline. Please submit your application electronically so that copies can be forwarded to the staff in the Namibia office.

For more information about WorldTeach see www.worldteach.org.

WorldTeach is an equal opportunity employer.