

## OVERSEAS PLACEMENT: Management Support Officer, Ghana

<b>PARTNER NAME :</b>	Ghana Education Service
<b>LOCATION:</b>	Ghana
<b>EXPECTED START DATE:</b>	October 1 2010 (flexible)
<b>LENGTH OF PLACEMENT:</b>	12 months

### ABOUT CUSO-VSO

CUSO-VSO is an international development organization that works through volunteers. We work directly with local partners in 40 developing countries around the world, helping connect North American professionals with opportunities to contribute to life-changing work overseas.

### THE VOLUNTEER'S ROLE

The three northern regions of Ghana (Upper East, Upper West and Northern) are the poorest and most disadvantaged area of Ghana. In these regions, 28.5 per cent of adults are illiterate, whilst less than nine per cent of school children who finish primary school can barely read with understanding. VSO is working in partnership with the Ghana Education Service to improve access to and the quality of education in primary schools.

### Overall placement purpose and specific placement/ partner objectives:

As a management support officer with the District Education Office in Zebilla, you will support this work by strengthening the capacity of Ghana Education Service staff and Head teachers at the district level to implement functional monitoring services.

Likely duties and responsibilities of the volunteer:

- Lead head teachers and staff in basic schools to do a quick organization self assessment as a basis for planning and targeted support
- Provide training and coaching on leadership skill and management for basic school head teachers
- Provide training and coaching on developing school improvement plans and budgets, staff support and management
- Coach on how head teachers can provide instructional support to their teachers through demonstration lessons to make their teaching more inclusive for all children.
- Revive/ form a network of head teachers in the district to create a platform for support, learning and sharing among head teachers
- Train a core team of head teachers/circuit Supervisors who are willing and enthusiastic to provide leadership and coordination to keep the leaning and sharing ongoing.
- Facilitate the process of enabling the Director and his staff do and organizational development assessment.

## SKILLS AND QUALIFICATIONS:

### Essential requirements

- A qualified principal/vice-principal with relevant experience as a primary teacher.
- Experience as an education management or managing a school is essential.
- Ability to train others in a workshop setting and also through one –one on- coaching
- Ability to take initiative.
- Development of school improvement plans and budget

### Desirable requirements:

- Coaching and mentoring skills.
- Ability to use local materials for teaching and learning materials.
- IT skills and computer skills

## ABOUT GHANA

Ghana is located on North Africa's Gulf of Guinea, bordering the Ivory Coast, Burkina Faso and Togo. It is a land of plains and low plateaus, covered by rainforests in the west and magnificent Lake Volta in the east. Zebilla is the capital of the Bawku West District, which was created in 1990. It is a major stop and therefore has fairly easy access to transport to Bolga. You will be sharing your accommodation with another volunteer. Your accommodation will have electricity though water is from a borehole nearby. There is a district hospital in Zebilla and a market where you can buy food and other essential items.

## TRAINING AND FINANCIAL SUPPORT

Our training and support package covers the costs of being an overseas volunteer, allowing you to enjoy a modest but healthy lifestyle while you volunteer abroad. This includes:

- Attendance at a CUSO-VSO assessment day (candidates must cover the first \$150 of the most cost-effective travel expenses and accommodation costs).
- Travel and accommodation costs associated with pre-departure training.
- Return airfare and visa/permit (this includes a return flight in the case of a family emergency).
- Coverage for required vaccinations, medications and comprehensive health insurance.
- Accommodation while overseas.
- A modest living allowance, which varies depending on the country where you are placed
- Quarterly payments to support you in your placement

**KEY INFORMATION AND DATES**

<b>APPLICATION DEADLINE:</b>	As soon as possible
<b>ASSESSMENT DAYS (GROUP INTERVIEW)</b>	August/September 2010
<b>TRAINING DATES:</b>	September/October 2010
<b>APPLY ONLINE:</b>	<a href="http://www.cuso-vso.org/volunteer/apply-online/">http://www.cuso-vso.org/volunteer/apply-online/</a>
<b>FOR MORE INFORMATION, EMAIL:</b>	<a href="mailto:questions@cuso-vso.org">questions@cuso-vso.org</a>

**PLACEMENT REFERENCE CODE:** Ghana -LTV-81