OPPORTUNITY TO WORK AT THE PAL NETWORK

POSITION: Program Manager
FT/PT: Full Time (40 hours per week)
UNIT: Assessment
LOCATION: Negotiable
REPORTS TO: Director of Programs
SUPERVISES: Senior Program Officer, Program Officer

The People’s Action for Learning (PAL) Network is currently seeking services of a Program Manager. The Program Manager will offer leadership to guide the overall implementation of the strategy ensuring it builds and strengthens the network. The manager will take charge of the Assessment Pillar, provide conceptual leadership and manage the staff assigned to the Assessment Unit. The manager will also support the other pillars (action, advocacy and research) and participate in monitoring, evaluation, learning and fundraising. The manager will also support in capacity strengthening programs for the network, enable partnerships and promote PAL Network at various fora.

About PAL Network
The People’s Action for Learning (PAL) Network is a south-south partnership of 15 member organizations working across Africa, Asia and the Americas to assess children’s basic reading and numeracy skills. Member organizations conduct citizen-led assessment and action intervention programs aimed at improving learning outcomes. Registered as an NGO in Nairobi (Kenya), PAL Network was formed to accelerate and coordinate the shared work of its members towards achieving common goals and objectives.

About the Assessment Pillar
Over the past 15 years, citizen-led assessments have provided data on children’s learning outcomes, for children both in and out of school. PAL Network members have long been associated with the CLAs in their respective countries. Assessments have placed PAL Network on the global map of education monitoring efforts. More recently, members have explored expanding this innovative assessment approach to domains beyond basic foundational competencies. We appreciate the need to balance the regular assessments with the demand for more innovative assessments. Regular innovation is required to create or adopt new items, platforms, processes and analysis techniques.

RESPONSIBILITIES
ASSESSMENT DEVELOPMENT, IMPLEMENTATION AND ADVOCACY (75%) • Provide strategic leadership for PAL Network’s Assessment Focus Area • Lead all technical and operational aspects of PAL Network’s common assessment initiatives - International Common Assessment of Numeracy (ICAN) and International Common Assessment of Reading (ICARE) • Work closely with PAL Network member organisations to understand and document country-level assessment initiatives and provide support through capacity building workshops as well as knowledge sharing sessions

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- Create linkages with assessment and data agencies for enhanced analysis and use of CLA data
- Participate in PAL Network’s global forums such as the Global Alliance to Monitor Learning (GAML) to popularize CLA data
- Support Action Focus Area and MELS team with conceptualization and development of assessments for learning
- Develop blogs, research articles and white papers on new assessment initiatives

**FUNDRAISING (10%)**
- Identify fundraising opportunities for Assessment Focus Area
- Participate in proposal writing

**STAFF MANAGEMENT (10%)**
1. Line manage and mentor the assigned staff
   - Co-create, with other staff members, an annual and quarterly work plan
   - Conduct annual appraisal, review, and set annual objectives
   - Review progress on annual work plan every month
2. Support program staff with budgeting procedures and creating annual and quarterly budgets
3. Provide oversight for day to day staff accountability

**OTHER (5%)**
- Attend, and fully participate in, network and staff meetings and retreats as required
- Write bimonthly and annual progress reports, and use these as the basis for monthly and annual engagements with the line supervisor
- Perform such other duties as may be required from time to time

**PERSON SPECIFICATION**
Evidence that applications meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), Test (T) and References (R), as indicated below:

**Education**
- Master’s or equivalent degree. Specialization in education, psychology, economics, public policy, development studies or any related field is an advantage (A)

**Work experience**
- 5 to 8 years’ experience managing large-scale assessment end to end (A)

**Communication**
- Strong attention to detail. (I,T,R)
- Ability to communicate and engage with a diverse and cross-cultural audience. (I,R)
- Clear and precise communication skills (oral and written) in English is essential. (A,I)
- Working proficiency in French, Spanish or Portuguese will be an advantage. (I)

**Technical**
- Knowledge of assessment methodologies, including developing competency-based assessment framework and tools (I,T,R)
- Experience in developing high-quality item banks, test instruments (I,R)
- Experience of research writing (A,R)
- Familiarity with the CLA approach will be an advantage (A,I)

**Organisation**
- Takes initiative, thinks innovatively and learns independently. (I,R)
- Respects diversity and is able to work in large and small groups. (I,R)
- Open to rural/international travel for long and short durations for trainings, field pilots, meetings and workshops (post COVID normalcy).

**Application Procedure**

To apply for this position, please send the following documents to [jobs@palnetwork.org](mailto:jobs@palnetwork.org) by the close of business on **15th March, 2021**.

1. Statement of Purpose (SOP) describing why, how, and what makes you a good fit for this role. Please give specific examples that align with this job description - 800 words max.
2. CV (maximum of 2 pages)

In addition, please share a short piece you have authored individually, or share your media links. Only shortlisted candidates will be contacted.