

# Job Description

<b>Position Title</b>	<b>SENIOR EDUCATION ADVISOR</b>
<b>Division</b>	<b>EDUCATION</b>
<b>Department</b>	<b>OPERATIONS</b>
<b>Reporting To</b>	Operations Manager
<b>Location</b>	Sarawak Cluster
<b>General Job Accountabilities</b>	<p>Lead the cluster of schools and advisory team in Sarawak during the sustaining phase of the Yayasan AMIR Trust School Programme.</p> <p>Provide advisory support to the schools with a focus on leadership development to ensure sustainable continuance of the project within the wider Network of Yayasan AMIR Trust Schools, beyond the initial 5 years of the project.</p> <p>Ensure that Project KPTs and contractual milestones are met.</p>
<p><b>Strategic leadership of the Advisory Team</b></p> <ul style="list-style-type: none"> <li>Provide strategic leadership guidance to advisory team members.</li> <li>Facilitate the performance management and subsequent professional development of the advisory team members.</li> <li>Monitor both performance and progress of the advisory team members, and take action as required in consultation with the Operation Manager.</li> <li>Ensure effective deployment of the advisory team members in accordance to skill sets and programme' needs in the sustaining years.</li> </ul> <p><b>Trust School Programme Implementation</b></p> <ul style="list-style-type: none"> <li>Establish &amp; maintain supportive relationships with the school leaders, teachers and community geared towards learning and empowering them through knowledge transfer.</li> <li>Develop, monitor and review strategic plans to ensure the effective implementation of all Trust School programmes in line with the company's vision, missions, values and contractual deliverables.</li> <li>Support the advisory team in engaging with all the schools to ensure effective implementation of the Trust School programmes.</li> <li>Guide the school improvement process with and through the advisory team members by providing strategic guidance where necessary to ensure that schools continue to make progress towards the achievement of the Trust School strategic goals.</li> <li>Support the advisory team members in knowledge transfer and capacity building activities.</li> <li>Conduct Quality Assurance activities in collaboration with Education &amp; Research Development Dept, to monitor, review and evaluate impact as well as effectiveness of LeapED's programmes, and services.</li> </ul>	

<b>Position Title</b>	SENIOR EDUCATION ADVISOR
<b>Division</b>	EDUCATION
<b>Department</b>	OPERATIONS
<b>Reporting To</b>	Operations Manager
<b>Location</b>	Sarawak Cluster
<b>Tracking and Reporting</b>	
<ol style="list-style-type: none"> <li>1. Monitor progress and performance level of advisory team members; against their work schedule, actions, coaching &amp; modelling exercises.</li> <li>2. Provide the agreed periodical operations reports, feedback and highlight school improvement status against the KPT and schools' TSIP.</li> <li>3. Track delays and highlight issues in implementation progress, and facilitate best practice initiatives across the advisory team.</li> </ol>	
<b>Other Responsibilities</b>	
<ol style="list-style-type: none"> <li>4. Assist in developing LeapEd Business Strategy focusing on the operational aspects.</li> <li>5. Any other appropriate duties as allocated by the CEO, General Manager: Education, or Operations Manager.</li> <li>6. Promote and adhere to the Company's Vision and Values at all times.</li> <li>7. Maintain high commitment to quality, positive attitude, accountability and enthusiasm at all times.</li> <li>8. Observe culturally sensitive and appropriate behaviour, dress codes and language at all times.</li> <li>9. Acquire relevant knowledge of the local culture and customs.</li> </ol>	
<b>Academic Qualification</b>	Minimum a Bachelor's Degree with a recognized teaching qualification and significant education leadership and management experience. Master's Degree in education field is preferable.
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Significant leadership experience within the education sector is essential.</li> <li>• Experience of international school transformation projects is desirable.</li> <li>• Experience as an International School Head Teacher or Principal is essential.</li> <li>• Work experience in an advisory capacity is essential.</li> <li>• Project Management experience is desirable.</li> </ul>
<b>Skills &amp; Traits Desired</b>	<ul style="list-style-type: none"> <li>• Proven ability to lead, motivate and inspire others.</li> <li>• Highly effective leadership and team management skills.</li> <li>• Effective interpersonal skills including high levels of emotion intelligence.</li> <li>• Excellent oral and written communication skills.</li> <li>• Excellent change leadership, analytical and problem solving skills.</li> <li>• Creative, strategic thinker and excellent organisation skills.</li> <li>• Reliability, adaptability, self-reliant and high level of self-motivation.</li> <li>• An understanding of the ethos of partnering and evidence of delivering in that environment.</li> <li>• Self-disciplined with a strong work ethic and ability to operate with minimal supervision.</li> <li>• Competent and independent user of Microsoft Office programmes (Word, Excel, and PowerPoint).</li> </ul>

<b>Position Title</b>	<b>SENIOR EDUCATION ADVISOR</b>
<b>Division</b>	<b>EDUCATION</b>
<b>Department</b>	<b>OPERATIONS</b>
<b>Reporting To</b>	Operations Manager
<b>Location</b>	Sarawak Cluster
<b>Leadership Criteria</b>	<ul style="list-style-type: none"> <li>• Work independently, able to follow up and ensure work completion.</li> <li>• Professionalism and good work ethics.</li> <li>• Punctuality.</li> <li>• Self-disciplined, self-motivated and committed.</li> <li>• Ownership of job and timely completion of work.</li> <li>• Able to take on decision making role in accordance with the company's values and standard operating procedures and programme priorities.</li> </ul>

*Last reviewed: 03 May 2013*

Please take note that the company reserves the right to revise and variance the Job Description and deliverables as per the requirement of the business and the project without notice, changing the terms and conditions of the employment.

<b>Job Holder</b>	Signature	Name:
		Date: