



**UNIVERSITY OF BOTSWANA  
SOUTHERN AND EASTERN AFRICAN CONSORTIUM FOR MONITORING  
EDUCATIONAL QUALITY (SEACMEQ)**

**DEPUTY EXECUTIVE DIRECTOR (4 YEAR CONTRACT)  
VACANCY NO: SEACMEQ 01/2023**

Applications are invited from nationals of SEACMEQ member countries (**Angola, Botswana, eSwatini, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Uganda, Zambia and Zimbabwe**) for the position of **Deputy Executive Director** at the Southern and Eastern Africa Consortium for Monitoring Educational Quality (SEACMEQ).

**General Responsibilities**

Under direct supervision of the Executive Director, the Deputy Executive Director has responsibility for planning, directing and managing the activities of management and technical personnel and for insuring consistency of goals, policies, technical and administrative procedures and management direction. Assist with the coordination of SEACMEQ research and training programme, and management of the SEACMEQ Coordinating Centre.

**Duties**

- i. Coordinates with executive director and implement all administrative strategies within required timeframe and develop all communication according to SEACMEQ policies.
- ii. Monitors all staff activities according to existing policies and evaluate all financial statements on monthly basis and analyze all trends and develop all program grants and financial contracts.
- iii. Collaborates with policy experts and scientists to resolve all complex issues and coordinate with all senior officials to represent the organisation at various meetings and supervise staff to work efficiently.
- iv. Assists Executive Director to conduct long-range planning for the organization with an emphasis on funding, institutional ramifications, and program design.
- v. Assists the Executive Director to plan new programs and initiatives that advance SEACMEQ mission and vision.
- vi. Develops relationships with potential funders and program stakeholders, and assists to sustain those relationships through regular contacts.
- vii. Structures and leads teams to deliver outstanding work.
- viii. Builds and maintains strong stakeholders' relationships.
- ix. Represents the organisation in professional associations and committees.
- x. Supports dissemination, reporting, and communications.

## **Knowledge and Skills**

- Institution building and management
- Report writing skills
- Stakeholder relationship management
- Ability to motivate others to deliver by setting deadlines
- Software: Statistical Packages & Microsoft Office Suite
- Ability to lead, and work with, professional and clerical staff of different nationalities;

## **Language Skills**

- Excellent knowledge of English. In addition to English, a good working knowledge of French and Portuguese will be an added advantage.

## **Academic Qualifications**

Advanced University Degree in Education or Social Sciences. A PhD in Education or Social Sciences will be an added advantage

## **Work Experience**

- i. Minimum of six (6) years as head of national or international institution or organization;
- ii. Wide experience at a high level of the organization, and implementation of Research and training programmes in the field of Educational Policy Research. Experience in large scale educational assessments will be an added advantage;
- iii. Sound knowledge of the Research approaches that are applied in large-scale educational policy program, attested by publications;
- iv. Capacity to convey the importance and relevance of SEACMEQ's Educational Policy Research programme to high officials from SEACMEQ countries, relevant donors, and international agencies;
- v. Ability to work in a cooperative and consultative style so as to ensure genuine ownership of Research and training directions by SEACMEQ countries;
- vi. Managerial abilities required for the effective administration of the multi-national institution or organisation;
- vii. Ability to detect emerging educational needs and trends to which Research and training programmes falling within SEACMEQ's attributions could make a substantial contribution and to explore new avenues and patterns of action.

## **Additional Requirements**

The position is open to qualified applicants who:

- Are aged 60 years old or younger;
- Have not been convicted of any serious criminal offense.

## **Remuneration**

SEACMEQ offers a competitive salary and benefits commensurate with experience and qualifications.

**How to Apply:** All application letters quoting the vacancy number and the post applied for should be addressed to; The Executive Director, SEACMEQ Coordinating Centre, C/o University of Botswana, Private Bag 0022, Gaborone, Botswana. Application letters should be submitted together with full and up-to-date CVs, certified true copies of educational certificates, and transcripts, and sent to: **Contact Points in Respective Ministries of Education (See the list attached)**. Three reference letters are required.

**Applicants should inform their referees to:** (i) Quote the Vacancy number and position applied for and (ii) submit their references directly to the above address, on or before the closing date.

Please note that applications with incomplete information shall not be considered.

**NB: Correspondence will be entered into with shortlisted candidates only.**

**Closing Date: 9<sup>th</sup> August 2023**

## **Contact Points in Respective Member Countries**

### **Angola**

Contact Person: Moses Pardon Joseph  
Physical Address : Rua 3, Bloco 10, Edifício 3, apto 102-B, Centralidade do Sequele,  
Cacuaco, Luanda-Angoa  
Email: [moisesperdao@gmail.com](mailto:moisesperdao@gmail.com)  
Phone number: +244923320944

### **Botswana**

Contact Person: Mr. Onalenna Senwedi – National Research Coordinator  
Physical Address: Government Enclave Block 6,  
Ministry of Education & Skills Development  
Floor 7, Office 22  
Postal Address: P/Bag 005  
Gaborone, Botswana  
Email: [osenwedi@gov.bw](mailto:osenwedi@gov.bw)  
Phone number: +267 3715225 / +267 3932579

### **eSwatini**

Contact Name: Mr. Jabulane T. Shabalala  
Ministry of Education and Training  
office of the Director of Education  
Physical Address: Offices 104 - Hospital Hill  
Postal Address: P. O. Box 39  
Mbabane H100  
Email: [jabu022000@yahoo.com](mailto:jabu022000@yahoo.com)  
Phone number: +24048300/24043307/ 24042496/1/2/3/4  
Fax No: +24043880

### **Kenya**

Contact Name: The Chief Executive Officer / NRC  
The Kenya National Examinations Council  
Physical Address: The New Mitihani House, South C  
Off Mombasa Road, Along Popo Road  
Postal Address: P. O. Box 73598, 00200  
Nairobi, Kenya  
Email: [info@knec.ac.ke](mailto:info@knec.ac.ke)  
Phone Number: +254720741001 / +254732333860

### **Lesotho**

Contact Name: Lineo Mamonaheng Mokitimi  
Ministry of Education & Training  
Physical Address: Constitutional road  
Postal address: P. O. Box 47, Maseru 100  
Email: [lineomokitimi@gmail.com](mailto:lineomokitimi@gmail.com)  
Phone Number: +266 58754442

## Malawi

Contact Name: Victoria Geresomo  
Director of Education Policy and Planning  
Ministry of Education, Science and Technology

Email Address: [vcgeresomo@yahoo.com](mailto:vcgeresomo@yahoo.com)

Phone number: +265 882 455 921

## Mauritius

Contact Person: Mr. K. Samlall  
Ag. Senior Chief Executive  
Ministry of Education, Tertiary Education, Science and Technology

Postal Address: Pont Fer, Phoenix 73544  
Republic of Mauritius

Email: [moesceoffice@govmu.org](mailto:moesceoffice@govmu.org)

Phone number: +2306015210

Fax No.: +2306989627

## Mozambique

Contact Person: Patício Jonasse Mazivile  
National Institute for Education Development

Physical address: João Carlos Beirão, n. 81-C.Postal 4653

Postal address: C.Postal 4653

Email: [patriciojonasse@gmail.com](mailto:patriciojonasse@gmail.com)

Phone number: +258846150794

## Namibia

Contact Person: Sanet Steenkamp  
Executive Director  
Min of Education, Arts and Culture

Physical Address: Government Office Park, Luther Street

Postal Address: Private Bag 13186, Windhoek

Email: [Sanet.Steenkamp@moe.gov.na](mailto:Sanet.Steenkamp@moe.gov.na)

Phone number: +264 61 2933111

## Seychelles

Contact Person: Jean-Marc Athanase

Physical Address: Ministry of Education, Mont Fleuri, Mahé, Seychelles

Postal address: Ministry of Education, Mont Fleuri, Mahé, Seychelles

Email: [jm.athanase@eduhq.edu.sc](mailto:jm.athanase@eduhq.edu.sc)

Phone number: +248 2823245

## South Africa

Contact Person: Dr Mark Chetty  
Physical address: Department of Basic Education  
Office No. FF492  
222 Struben Street, Pretoria Central  
Pretoria 0001  
Postal Address: Private Bag X895  
Pretoria 0001  
Email: [Chetty.M@dbe.gov.za](mailto:Chetty.M@dbe.gov.za)  
Phone Number: +2712 357 3835/012 357 3501

## Uganda

Full Name: Mr Ambrose EMOLU  
Physical Address: Ministry of Education and Sports  
Embassy House  
Postal Address: P.O. BOX 7063, KAMPALA  
Email: [emoluambrose@gmail.com](mailto:emoluambrose@gmail.com)  
Phone Number: +256 775 212817 / +256 758 050677

## Zambia

Full Name: Gwendoline Maponga Mulaisho  
Physical Address: Ministry of Education  
Headquarters  
Postal Address: P.O. Box 50093 Lusaka  
Email: [gmulaisho@gmail.com](mailto:gmulaisho@gmail.com)  
Phone Number: +260760188425

## Zanzibar

Full name: Khalid Masoud Wazir  
Postal Address: 143 Barabara ya Julius Kambarage Nyerere  
Mazizini, S.L.P 394  
70475 Mjini Magharibi  
Email Address: [wazir.khalid@moez.go.tz](mailto:wazir.khalid@moez.go.tz)  
Phone number: +255 773 824 801

## Zimbabwe

Full Name: Mr Lawrence Mkwala  
Physical Address: Ministry of Primary and Secondary Education  
Room 13, 18th Floor. Lozikheyi Building, Kwame Nkrumah Avenue  
Postal Address: P.O. Box CY 121  
Causeway, HARARE  
Email Address: [lawmkwala@gmail.com](mailto:lawmkwala@gmail.com)  
Phone Number: +263 712 790373 /+263 773459590