



Organization of
American States

GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES (OAS)

The Department of Human Development, Education and Employment

**Local Manager Consultant for the ProFuturo Educational Programme in
[BARBADOS]**

Type of contract: Results-based - Part time consultancy

Organisational Unit: Department of Human Development, Education & Employment

Estimated Start Date: September 1st, 2019

Estimated End Date: December 31st, 2019,

Deadline for Application: **August 18th, 2019**

ProFuturo Educational Programme in the Caribbean is a joint initiative of the OAS and ProFuturo Foundation to provide access to digital education for children and youth from the most disadvantaged areas in the Caribbean. Focusing on the acquisition of skills through technology, this programme contributes to creating equal opportunities for children in the region.

The consultant will provide local operational and monitoring support to the Operations Coordinator of the programme.

QUALIFICATIONS

The OAS seeks candidates who possess:

- A Professional degree in education, administration, development, business management, project management, international relations or equivalent.
- At least one (1) year of relevant work experience in project management for education and development.
- Experience in children education and the use of ICTs for education.

- Skills for teacher training, experience in developing educational content or experience as a teacher or trainer with skill in student evaluation
- Proficiency in the use of digital media (YouTube, blogs, Google+, Skype, WhatsApp). Intermediate level.
- Experience working with government agencies or international organisations.
- Full oral and written proficiency in English is required; Spanish is a plus.
- Computer literacy including full proficiency with MS Office
- Knowledge of education trends in the Caribbean context is strongly preferred
- Excellent writing skills with clear, concise style.
- Strong diplomatic, interpersonal and teamwork skills; strong ability to work in a multi-cultural environment
- Self-motivation, ability to work with minimal supervision and meet all deadlines.
- Candidates must be nationals of at least one OAS member state and be resident in the country of programme execution. See list here: http://www.oas.org/en/member_states/

OBJECTIVES and ACTIVITIES

The consultant will, in collaboration with OAS and ProFuturo team members:

- Monitor the activities carried out by the designated Coaches that will be training the participating teachers of this programme.
- When required for the programme's coordination, make follow-up visits to each participating school in the country to carry out monitoring and evaluation activities or to attend meetings, trainings, or events.
- Provide support for the organisation of training activities, events, ceremonies, *inter alia*.
- Ensure the application of instruments and procedures to facilitate the programme's monitoring and retrieval of information from the Ministry and participating schools.
- Monitor and report the status and use of technological equipment in the country, in coordination with the National Coordinator.
- Attend meetings and technical and operational committees to follow-up on the programme.
- Coordinate and manage trips and visits scheduled by the OAS and ProFuturo related to this programme.
- Manage the delivery and retrieval of results, materials, and information necessary to follow up on and report the achievement of the objectives of the ProFuturo Educational Programme.
- Prepare monthly reports and quarterly reports on the operational progress of the educational program.

The consultant will be required to travel inside of the country often and may perform other tasks considered pertinent for the position and abilities of the candidate.

APPLICATION REQUIREMENTS

Please submit to Luis Benitez at LBenitez@oas.org with copy to OASBarbados@oas.org all documents listed below no later than **August 18th, 2019** with the subject line **“Barbados Local Manager Consultant”**:

1. CV - maximum three pages
2. Cover letter – Must demonstrate why you are qualified for this position and mention examples of previous similar experience.
3. Contact information (email and telephone) of two to three individuals who may be asked to provide references.

Applications will be reviewed on a rolling basis.

CONTRACT TERMS

This is a part-time consultancy opportunity. This contract must be performed in Barbados for an initial period of 2 months with the possibility for renewal of up to December 2019 based on performance.

The working team is a small team with a dynamic work environment. The candidate is expected to work independently under limited supervision of the Operations Coordinator of the programme and in collaboration with other team members.

To qualify, candidates must be nationals of at least one OAS member state. See list here: http://www.oas.org/en/member_states/

Only short-listed candidates will be contacted.