



## Job Announcement

**Position Title:** Executive Director for “School of Directors for Pre-university Education Institutions”

**Reports to:** Board of Directors

**Duration of the assignment:** Full-time, One Year with possibility of extension, based on performance

### **About AADF**

Albanian-American Development Foundation (AADF) was created in 2009 by the Albanian-American Enterprise Fund with the support and encouragement of United States Agency for International Development (USAID) and the United States Government. The mission of AADF is to facilitate the development of a sustainable private sector economy and a democratic society in Albania.

### **Background information**

As part of the Education sector portfolio, AADF is currently implementing the “Center for School Leadership” (CSL) project with the aim to establish a training and certification center for school principals in Albania, called School of Directors for Pre-university Education Institutions in Albania.

In July 2018, AADF supported Ministry of Education, Sport and Youth (MoESY) to revise the Law of Pre-university Education in Albania, making training and certification by School of Directors a mandatory hiring requirement. The approval of law amendments was followed by a Decision of Council of Ministers (September 2018) and a joint agreement with the MoESY to establish the School of Directors. Currently, AADF is following the process to legally register The School of Directors Center which is aimed to be finalized by early November 2018.

The School of Directors for Pre-university Education Institutions in Albania will focus on the following:

- Professional development related to administration and managerial skills of all in service and aspiring and school principals/ vice principals of public and private educational institutions;
- Administration of certification process to be eligible for a school principal/ vice principal position;
- Continuous professional development on other related training;
- Develop projects that supports the quality of pre-higher education institutions in Albania.

AADF will finance School of Directors for the next 10 years.



## **Functions and Responsibilities**

### **1. Mission, policy and planning**

- Help the board determine values, mission and vision of the organization;
- Monitor and evaluate organizations work, it's effectiveness and results;
- Recommends policy on the field of school leadership;
- Identifies opportunities and problems and addresses them.

### **2. Partnership development**

- Facilitates discussion and communication with partners such as: Ministry of Education, Sports and Youth and relevant educational institutions, partners, donors, public & private entities etc.;
- Serves as a chief spokesperson for the School of Directors, assuring proper representation in the media and community.

### **3. Operations and Strategic Planning**

- Provides general oversight of School of Directors activities, training timeline and plans and assures a smoothly functioning and efficient organization;
- Develops standards and controls, systems and procedures in order to assure program quality and organizational stability;
- Assures a work environment that recruits, retains and support quality staff. Assures process of selecting, development motivating and evaluations staff. As a newly established organization there is no staff hired yet.

### **4. Financial & Legal Management**

- Oversee the fiscal activities of the organization including budgeting, reporting and auditing in an efficient and timely matter;
- Monitor cash flow and make daily and monthly financial decisions;
- Fundraise and diversify funding resources for the organization to meet short and long-term goals of the organization;
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant existing laws and regulations;
- Protect NGO and its' assets against fraud and financial abuse.

### **5. Support the Board of Directors (BoD)**

- Maintaining structure by sending out notices, providing agenda, and coordinating meetings;
- Respecting them and facilitating discussion on important topics relevant to meetings and structure of an NGO;
- Keeping the BoD informed of decisions and changes.



**Qualifications and Personal Attributes**

1. Have completed post- graduate studies preferably in education and leadership or a relevant field
2. At least 3 year of leadership experience in an educational organizational
3. Extensive knowledge of education system in Albania
4. Excellent communication and presentation skills
5. Excellent command of English Language
6. High integrity is a prerequisite

Please reference the job title and send a Curriculum Vitae and a Motivation Letter to the following address: [careers@aadf.org](mailto:careers@aadf.org).

Applications will be accepted only electronically and should not be dropped off at the office. All applicants will receive a confirmation that their electronic submission was received. However, only the shortlisted candidates will be contacted for an interview.

The deadline for applications is **Nov 2<sup>nd</sup>**.