

TERMS OF REFERENCE

AFRICA 1 AND 3 TEAM

Background

Who we are:

The Global Partnership for Education (GPE) is a shared commitment to ending the world's learning crisis. It is the only global partnership and fund dedicated entirely to helping children in lower-income countries get a quality education, so they can unlock their potential and contribute to building a better world.

We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to achieve our shared vision that every child deserves to learn.

What we do:

GPE currently supports 78 low- and lower-middle-income countries to transform their education systems so that all children can get the education they need to thrive. We work where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those who live in countries characterized by extreme poverty or conflict.

How we work:

Transforming education is about creating lasting changes and achieving impact at scale. GPE's new strategic plan, GPE 2025, sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries get more girls and boys in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century.

Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. In 2020, GPE was also the largest provider of education grants in the global COVID-19 response, rapidly providing partner countries with vital resources to ensure that learning could safely continue.

Africa 1 and 3 team is constituted of 5 senior education specialists, 3 education specialists, 3 grants officers, and a program assistant. The team works with 27 countries in eastern and southern Africa.

Duties and accountabilities

State the overall purpose of the job

- Support the education specialists in preparing grant and GPE 2025 related documentation, presentations, and follow up of actions from various meetings.
- Prepare team meeting minutes and follow up on actions.
- Keep track of grants request coming from countries
- Support country teams in keeping track of engagement memo actions
- Liaison with other teams as requested by CTLs/ESs
- Support internal communication and knowledge management

Selection criteria

- A Bachelors's degree in education, economics, international development or a relevant related field.
- Should be currently perusing graduate studies.
- At least one year relevant experience working in the education development sector (or equivalent combination of education and experience).
- Experience working in the global south on education policy, or education program development and implementation is a plus.
- Strong oral and written communication skills.

- Strong teamwork and interpersonal skills.

Competencies

Collaboration & Teamwork – Actively collaborates with others and displays an open, helpful disposition. Acts as a teammate, stepping in to support colleagues when asked. Recognizes and values the role of each team in delivering on GPE’s mission. Approaches challenges and obstacles as shared challenges to be overcome.

Communication & Interpersonal Skills – Has experience & success working in multicultural environments. Speaks and writes clearly and effectively, adapting language, tone, style and message to diverse, multicultural audiences. Is able to communicate complex information in succinct and digestible ways. Shares information and keeps people informed; Operates with transparency, in a way that builds trust in a culturally diverse environment. Maintains productive working relationships with colleagues.

Planning & Organizing – Works well independently and in teams. Plans and prioritizes work effectively, making adjustments as needed to accommodate changes. Sets and meets individual deadlines. Ability to work under pressure and against tight timelines, and still deliver high-quality work.

Foundational Technical Knowledge in Education & Development – Some awareness of education and/or development issues and stakeholders. Some awareness of unique considerations in fragile and conflict affected contexts.

Policy Dialogue Skills – Is aware of, and sensitive to, different stakeholder perspectives, interests and needs. Is effective at building trust and support for proposed courses of action or solutions.

This internship program is for 10 weeks including 8 weeks of virtual work and 2 weeks based in DC starting as soon as October 1, 2022.

DIVERSITY AND INCLUSION

Poverty has no borders. Neither does excellence. This is why we continually search for qualified individuals with a diverse set of backgrounds from around the globe. We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, creed, race, color, ethnicity, sexual orientation or disability.

GPE has a zero-tolerance policy against all forms of sexual exploitation, abuse and harassment in line with its PSEAH policy.

Individuals with disabilities may be provided reasonable accommodations to perform essential functions of the role and support in receiving other workplace accommodations.

› **[Read more about the GPE Inclusive Internship Program.](#)**