Job Opportunity

Direct Services Assistant Coach, Arusha, Tanzania

Consultant Position: Assistant Coach, Direct Services, Tanzania
Schedule: Full-time Contract
Location: **Open to Tanzanian nationals only.** Arusha, Tanzania + travel within the region to meet the needs of the position or attend regional events as needed.
Reports to: Senior Implementation Manager, Africa
Schedule : 11-month contract. Renewable based on performance and availability of funding.
Monthly Salary: $1,180 per month
Type: This position is a project-based contract position

About TeachUNITED

TeachUNITED designs and delivers an evidence-based teacher professional development program that improves instructional quality, student outcomes, and teacher retention in under-resourced and rural schools. The program combines personalized 1:1 coaching, peer learning communities, contextualized delivery, and flexible training, designed by experienced educators and led by local coaches to ensure lasting, system-level change.

Project Assignment and Scope

The Contractor will support various grant-funded projects and initiatives as assigned by TeachUNITED. Specific responsibilities and project assignments will be determined based on organizational needs, the Contractor's skills and capacity, and available funding.

Project assignments are contingent upon continued grant funding and may be adjusted or discontinued if funding changes or ends. TeachUNITED will communicate any changes to project assignments in writing.

Position Overview

This position will support TeachUNITED's work in training, coaching and mentorship of teachers at TU schools and partner schools in the TeachUNITED curriculum to increase reach and impact. He/she will provide ongoing professional development to educators in their networks and thus requires someone with not only strong and demonstrable classroom experience but also training, coaching and mentorship of teachers. The position will be based in the Arusha region and is open to **Tanzanian nationals only**.

Roles and Responsibilities

- **Educational Activities**: You will train teachers and support Teacher Trainers/Coaches in TeachUNITED's teacher training program using our curriculum and conduct coaching and mentorship meetings, regular school site visits, managing Communities of Learning., and supporting data collection as required. Additionally you will be engaged with supporting TU partners through training using our model.
- **Team Communications**: You will ensure timely and consistent communication with other Instructional Coaches, the Africa team, and the Global team.
- **Communications and Reporting**: Communicate and report frequently with fellow TeachUNITED Trainers, Implementation Manager, and Africa Director, including weekly and monthly updates to work calendar, project plans, reports, online meetings, email, etc.
- **Monitoring and Evaluation Support:** Administer assessments, surveys, and gather frequent data from school sites and partners to evaluate TeachUNITED's success.
- **Program Support**: Support evaluating possible new school partners and assist in growing TeachUNITED's network. Promote the TeachUNITED program via social media engagement, conference presentations, collection of impact and success stories, foundation or partner communication, etc, as requested by the Global Operations leadership team.
- **TeachUNITED Culture & Values**: You will be responsible for applying all TeachUNITED values and policies in your work. This includes (but is not limited to) supporting a safe, welcoming, secure work environment(s) including TU beneficiaries, open communication, and promoting honesty, transparency, and integrity. You will actively seek opportunities to support, encourage, engage, and develop your team in support of TeachUNITED's mission.
- **Travel Required:** Visit each school site as the implementation schedule dictates. Attend meetings and/or training in other locations, as required.
- Other duties as reasonably agreed upon.

Candidate Profile

Required Experience

- Have excellent verbal and written communication skills, including technical proofreading in both Swahili and English. .
- Is proficient with basic office tools (Google Classroom, Gmail, Microsoft Word, Excel, PowerPoint etc). More advanced spreadsheet skills, familiarity with Salesforce, and/or graphic design skills a plus.
- Can achieve results while working independently and is willing to ask for help as needed.
- Excellent follow-through on every request; highly organized and detail oriented.
- Must have 4+ years of leadership in training, coaching and mentoring teachers.
- Exhibit excellent interpersonal and intercultural communication skills.
- Passion and positive energy to be part of a non-profit team, willingness to collaborate and lead the development of new programs.
- Have 5+ years of previous classroom teaching experience in **Tanzania**.

Team Member Profile

- **Honest -** integrity and transparency are at the core of who you are, and the work you do
- **Inspired -** passionate about school transformation and supporting teachers
- **Positive & friendly** - creating long-term relationships with staff, teachers, leaders, and government
- **Energetic** - managing personnel and international projects
- **Initiative** - managing your own time, appointments, and projects
- **Innovative** - creating projects and problem-solving
- **Determined** - creating positive change with a hardworking team
- **Reliable -** consistently ready to support others
- **Technological** - comfortable with technology and helps solve problems at school sites
- **Connected** - great reputation and well-connected to school leaders, State Department, and national organizations.

How to Apply

If interested, please submit the following to **Jobs@TeachUNITED.org**

- A cover letter clearly indicating the position title applied for and describing your relevant experience and suitability for the role.
- An updated Resume/Curriculum Vitae (CV)
- Contact information for three professional references.
