



IMMEDIATE VACANCY ANNOUNCEMENT

DEPUTY MANAGING DIRECTOR /BUSINESS MANAGER

Sandford International School of Addis Ababa (SIS), would like to recruit a qualified Deputy Managing Director/Business Manager (DMD). Candidates with a proven track record in organizations management, who are committed to the education are invited to apply. This is a non-academic position, applicants outside of education are invited to apply.

THE SCHOOL

Established in 1949, Sandford International School of Addis Ababa (SIS), offers the International Baccalaureate (IB) and International General Certificate of Secondary Education (IGCSE) curriculums to Ethiopian and the International Community children. The highest decision-making body of the school is a nine members Governing Board. Membership to the board is both by election and appointment. While some of the board members are elected by parents who have children in the school the others are appointed by the Ethiopian Government.

The school has two divisions - Primary School, from Nursery to Year 6 and Secondary School from Year 7 to Year 13. While International Baccalaureate (IB) examinations are administered at Year 13, IGCSE is administered in Year 11. Ethiopian National Examinations are also administered as needed.

THE POSITION

The Deputy Managing Director /Business Manager is member of the Senior Leadership Team (SLT) and is responsible for strategic and operational leadership of the school's operation. The DMD will have the responsibility to support the strategic plan implementation, school improvement, student and staff support services.

The DMD role is diverse and ever-changing as she/he supports the Head of School in managing day to day operational issues requiring a high level of administrative engagement.

The DMD works closely with the Head of School, the Heads of Primary and Secondary as well as Admissions. The DMD supervises the Heads of Administration & HR, Finance & Properties, Facilities and Safety & Security.

KEY RESPONSIBILITIES

LEADERSHIP

- Ensures the safety and security of the community
- Support the Head of School in leading and supervising all operational matters of the school, and ensuring that results in all areas are captured and communicated to the Head
- Supervise budgets and ensures financial sustainability and soundness of the school
- Ensures facilities are well maintained and improved
- Communicate systematically with the Head of School and other departments about progress and challenges
- Make recommendations to the Head with respect to school improvement processes, staff recruitment, evaluation and school development
- Represent the Head and the school, when assigned, in local government, community and other related events.
- Participate as needed, in Board of Governors meetings and committees
- Work collaboratively with staff, students and parents to ensure strong and open means of communication throughout the community

SUPERVISION AND PROFESSIONAL DEVELOPMENT

- Develop and lead professional development strategies and programs to ensure that support staff and administration continue to develop and are able to carry out the mission and goals of SIS
- Ensure the consistent implementation of staff evaluation protocol for the identification and development of outstanding team members and the successful improvement or release of non-performers
- Delegate duties and responsibilities as appropriate to other members of his/her team

OTHER

- Assist and support the Head of School
- Assume the responsibilities of the Head of School in his/her absence
- Perform other related tasks and assume other responsibilities as assigned by the Head of School
- Co-sign checks and other financial documents on behalf of the school upon the appointment of the Board

- Compile and submit data that are necessary for decision making to the Head of the School
- Prepare annual reports, budget and work programs, submit same to the Head of the School
- Ensures the recruitment of capable and highly qualified persons to hold positions that are reporting to her/him
- Recommend to the Head of School the recruitment of capable and highly qualified persons to hold other leadership positions in the school
- Execute any other related duties as assigned by the Head of the School and or the Board of Governors

REQUIREMENTS AND QUALIFICATIONS

EDUCATION

- MBA or Master's Degree in Management or related field
- Related professional development certifications and professional memberships are highly desirable

EXPERIENCE

- At least 10 years administrative/leadership experience in an international setting.
- Experience in supervising HR, Finance, General Services, Facilities Maintenance and Security department/functions
- Experience in developing and achieving an organization's strategic plan and development initiatives
- Demonstrated success in a multi-cultural (international) environment
- Proven track record in leading change and improvement initiatives
- Experience in staff supervision and evaluation, with demonstrable knowledge of supervisory and administrative theory and practice
- Strong commitment to, and proven record of, fostering community involvement and support **SKILLS AND**

CHARACTERISTICS

- Excellent organizational and managerial skills including the ability to motivate and lead a diverse team
- Excellent interpersonal communication skills
- Knowledge of current approaches to HR, Finance, IT, Safety and School infrastructure developments
- Ability to engage in multiple tasks, to motivate, collaborate and inspire others
- Ability to build teams, including school and community partnerships
- High ethical standards
- Demonstrable passion for working and learning
- Strong, culturally sensitive, collaborative leadership style with good interpersonal skills and ability to work with others (team player) to achieve school improvement
- Results oriented, self-motivated, dynamic, energetic and creative
- Enthusiasm for SIS's strategic vision and future

COMPETENCIES

- Leadership
- Collaboration & Teamwork
- Communication Ability
- Vision & Strategic Planning
- Decision Making
- Organizational Management

SALARY AND BENEFITS

Salary and benefits are highly competitive and will be dependent upon the qualifications, experience and salary history of the successful candidate. The initial contract will have a term of one (1) year, with a possibility of renewal for subsequent years at the Board of Governors discretion.

APPLICATIONS DEADLINE - November 2, 2021.

Interested and qualified candidates should apply to: hadmin@sandfordschool.org with a cc to ann.wagner@sandfordschool.org

Please include the following, in a single PDF document, along with your application:

- Max 1-page letter of interest in the position
- Max 3-page resume of relevant qualifications and experience
- Names and contacts (including valid email) of 3 references, out of which one from current or previous supervisor.

The school reserves the right to close the selection if a suitable candidate is found prior to the dates indicated above.