UNIVERSITY OF BOTSWANA
SOUTHERN AND EASTERN AFRICAN CONSORTIUM FOR MONITORING EDUCATIONAL QUALITY (SEACMEQ)

EXECUTIVE DIRECTOR (5 YEAR CONTRACT)

VACANCY NO: IRC 2744

Applications are invited from nationals of SEACMEQ member countries **(Angola, Botswana, eSwatini, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Tanzania, Uganda, Zambia and Zimbabwe)** for the position of **Executive Director** at the Southern and Eastern Africa Consortium for Monitoring Educational Quality (SEACMEQ).

General Responsibilities

Guided by the SEACMEQ Managing Committee's general policy concerning the SEACMEQ Co-ordinating Centre (SCC) programme and budget, the Executive Director is responsible for administering the SCC and for planning, executing, and reporting on its programme.

Executive Director has an oversight for planning and directing activities of the centre, insuring consistency of goals, policies, technical and administrative procedures and SEACMEQ research and training programme.

Duties

i) prepares the annual draft programme and budget to be submitted to the Managing Committee for approval and, subject to such approval, draws up a detailed plan of activities and directs and monitors their execution;

ii) prepares for and submits to the Managing Committee final reports on the execution of each annual programme;

iii) proposes through the Managing Committee to the Assembly of Ministers a Medium-Term Plan;

iv) strengthens the links between the SCC's activities, South African Development Community (SADC) and East African Community (EAC) programmes, in conformity with the Policy Guidelines provided by the SEACMEQ Managing Committee and the resolutions of the Assembly of Ministers;

v) maintains close working relations with the National Research Co-ordinator (NRC) of each SEACMEQ country, SEACMEQ Research Committee (SRC) and the Vice Chancellor of the University of Botswana;

vi) fosters communication with the financial contributors to SEACMEQ, governments of SEACMEQ countries, intergovernmental and non-intergovernmental organizations offering voluntary contributions or other contractual arrangements;

vii) oversees the publication programme of the SCC and takes responsibility for its dissemination, expansion and strengthening;

viii) secures, with the authorization of the Managing Committee, such additional resources as may be necessary for the operation of the SCC programme;

ix) settles personnel issues in line with the approved policies (on the basis of consultation, as appropriate, with the Managing Committee);

x) makes recommendations to the Managing Committee concerning the creation or abolition of posts, and on filling them, within the financial limitations of the SCC's approved programme and budget;

xi) supervises the staff appointed at the SCC;

xii) establishes and maintains a close working relationship with governmental or non-governmental, international or national institutions in the fields connected with the SEACMEQ programmes;

xiii) carries out directly such approved research and training activities as directed by the Managing Committee.

Knowledge and Skills

- Institution building and management
- Report writing skills
- Stakeholder relationship management
- Ability to motivate others to deliver by setting deadlines
- Software: Statistical Packages & Microsoft Office Suite
- Ability to lead, and work with, professional and clerical staff of different nationalities;

Language Skills

- Excellent knowledge of English. In addition to English, a good working knowledge of French and/or Portuguese and or Swahili will be an added advantage.

Academic Qualifications

Advanced University Degree in Education or Social Sciences. A PhD in Education or Social Sciences will be an added advantage

Work Experience

i. Minimum of ten (10) years as head of regional, national or international institution or organization; in the field of educational assessment/educational policy matters;

ii. Sound knowledge of the Research approaches that are applied in large-scale educational policy programmes, attested by publications;

iii. Wide experience, at a high level, of the organization and implementation of Research and training programmes in the field of large-scale Educational Policy Research;

iv. Capacity to convey the importance and relevance of SEACMEQ's Educational Policy Research programme to high officials from SACMEQ countries, relevant donors, and international agencies;

v. Ability to work in a cooperative and consultative style so as to ensure genuine ownership of Research and training directions by SACMEQ countries;

vi. Managerial abilities required for the effective administration of the SACMEQ Coordinating Centre;

vii. Ability to detect emerging educational needs and trends to which Research and training programmes falling within SEACMEQ's attributions could make a substantial contribution and to explore new avenues and patterns of action;

viii. Ability to lead, and work with professional and clerical staff of different nationalities.

Additional Requirements

The position is open to qualified applicants who:

- Are aged 60 years old or younger;
- Have not been convicted of any serious criminal offense.

Remuneration

SEACMEQ offers a competitive salary and benefits commensurate with experience and qualifications.

How to Apply: All application letters quoting the vacancy number and the post applied for should be addressed to; **Chair of the Managing Committee**, **SEACMEQ Coordinating Centre, C/o University of Botswana, Private Bag 0022, Gaborone, Botswana.** Application letters should be submitted together with full and up-to-date CVs, certified true copies of educational certificates, and transcripts, and sent to: **Contact Points in Respective Ministries of Education (See the list attached).** Three reference letters are required.

Applicants should inform their referees to: (i) Quote the Vacancy number and position applied for and **(ii)** submit their references directly to the above address, on or before the closing date.

Please note that applications with incomplete information shall not be considered.

NB: Correspondence will be entered into with shortlisted candidates only.

Closing Date: 20th September 2025

Contact Points in Respective Member Countries

Angola

Contact Person: Mr Moisés Perdão JOSÉ
Physical Address : Rua 3, Bloco 10, Edifício 3, apto 102-B, Centralidade do Sequele, Cacuaco, Luanda-Angoa
Email: moisesperdao@gmail.com
Phone number: +244923320944

Botswana

Contact Person: Mr. Onalenna Senwedi – National Research Coordinator
Physical Address: Government Enclave Block 6,
Ministry of Education & Skills Development
Floor 7, Office 22
Postal Address: P/Bag 005
Gaborone, Botswana
Email: osenwedi@gov.bw
Phone number: +267 3715225 / +267 3932579

eSwatini

Contact Name: Dr. Tholakele Mngometulu Dlamini
Ministry of Education and Training
Director
Physical Address: Offices 104 - Hospital Hill
Postal Address: P. O. Box 39
Mbabane H100
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Kenya

Contact Name:	Mrs Anne Wanjiru NGAITA
	The Kenya National Examinations Council
Physical Address:	The New Mitihani House, South C
	Off Mombasa Road, Along Popo Road
Postal Address:	P. O. Box 73598, 00200
	Nairobi, Kenya
Email:	angatia@knec.ac.ke
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Lesotho

Contact Name:	Mr Leutsoa MATSOSO
	Acting Director, Planning Unit
	Ministry of Education & Training
Physical Address:	Constitutional road
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Malawi

Contact Name:	Mr Lanken NKHATA
	Principal Statistician
	Ministry of Education
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Phone number:	+265 995252819

Mauritius

Contact Person:	Mr Rajiv Kumar AUKHOJEE
	Director
	Ministry of Education, Tertiary Education, Science and Technology
Postal Address:	NPF Building, 10th Floor – Rose Hill
	Republic of Mauritius
Email:	rkaukhojee@govmu.org
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Mozambique

Contact Person:	Patício Jonasse Mazivile
	National Institute for Education Development
Physical address:	João Carlos Beirão, n. 81-C.Postal 4653
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Namibia

Contact Person:	Mr Raimo Ben-Amen DENGEINGE Deputy Director Min of Education, Arts and Culture
Physical Address:	Government Office Park, Luther Street
Postal Address:	Private Bag 13186, Windhoek
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Seychelles

Contact Person:	Mr Jean-Marc Kersley Athanase
Physical Address:	Ministry of Education Anse Etoile, Mahé, Seychelles
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South Africa

Contact Person:	Dr Mark Chetty
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Uganda

Full Name:	Ms Jovan LUBEGA
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Zambia

Full Name:	Mrs Gwendoline Maponga MULAISHO
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Zanzibar

Full name:	Mr Othman Sharif OTHMAN
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Zimbabwe

Full Name:	Mr Collen JONASI Ministry of Primary and Secondary Education
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