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

DEPUTY EXECUTIVE DIRECTOR (5 YEAR CONTRACT)

VACANCY NO: IRC 2745

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 **Deputy Executive Director** at the Southern and Eastern Africa Consortium for Monitoring Educational Quality (SEACMEQ).

General Responsibilities

Under direct supervision of the Executive Director, the Deputy Executive Director has responsibility for planning, directing and managing the activities of management and technical personnel and for insuring consistency of goals, policies, technical and administrative procedures and management direction. Assist with the coordination of SEACMEQ research and training programme, and management of the SEACMEQ Coordinating Centre.

Duties

i. Coordinates with executive director and implement all administrative strategies within required timeframe and develop all communication according to SEACMEQ policies.
ii. Monitors all staff activities according to existing policies and evaluate all financial statements on monthly basis and analyze all trends and develop all program grants and financial contracts.
iii. Collaborates with policy experts and scientists to resolve all complex issues and coordinate with all senior officials to represent the organisation at various meetings and supervise staff to work efficiently.
iv. Assists Executive Director to conduct long-range planning for the organization with an emphasis on funding, institutional ramifications, and program design.
v. Assists the Executive Director to plan new programs and initiatives that advance SEACMEQ mission and vision.
vi. Develops relationships with potential funders and program stakeholders, and assists to sustain those relationships through regular contacts.
vii. Structures and leads teams to deliver outstanding work.
viii. Builds and maintains strong stakeholders' relationships.
ix. Represents the organisation in professional associations and committees.
x. Supports dissemination, reporting, and communications.

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 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 six (6) years as head of regional, national or international institution or organization; in the field of Education/educational assessment/educational policy matters;
ii. Wide experience at a high level of the organization, and implementation of Research and training programmes in the field of Educational Policy Research. Experience in large scale educational assessments will be an added advantage;
iii. Sound knowledge of the Research approaches that are applied in large-scale educational policy program, attested by publications;
iv. Capacity to convey the importance and relevance of SEACMEQ's Educational Policy Research programme to high officials from SEACMEQ 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 SEACMEQ countries;
vi. Managerial abilities required for the effective administration of the multi-national institution or organisation;
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.

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; **The Executive Director, 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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Email: madalamatsoso@gmail.com
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Malawi

Contact Name: Mr Lanken NKHATA
Principal Statistician
Ministry of Education
Email Address: lankejnr@gmail.com
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
Postal address:	Ministry of Education, Mont Fleuri, 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

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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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