**Job Description:**

TVET Administrators

**Reports to:**

Program Manager

**Key Responsibilities/Duties**:

* Prepare materials and classrooms for class activities.
* Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides TVET instructors leadership in field.
* Guide TVET instructors on teaching methods and instructional materials to meet students' varying needs and interests.
* Conduct trainings of TVET instructors
* Coordinate with District Coordinator and Program staff on one side and TVET instructors on the other. Act as a bridge between the two.
* Ensure that all technical training programs are implemented according to organizational policies and procedures.
* Prepare, administer, and grade tests and assignments to evaluate students' progress.
* Observe and evaluate students' performance, behavior, social development, and physical health.
* Prepare reports on students and activities as required by administration.
* Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
* Collaborate with other administrators in the development, evaluation, and revision of middle school programs.
* Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
* Developing constructive and cooperative working relationships with others
* Scheduling events, programs, and activities, as well as the work of others. Provide logistical or other support to TVET instructors when required.
* Manage inventories and ensure all TVET centers run without any shortages of raw material or other logistical support

**Required Education/Experience**

* A Master’s /Bachelors’s degree or equivalent in relevant discipline.
* Atleast two years experience in Technical and Vocational Education and Training domain is desired
* Experience in education / technical training supervision will be desired.
* Ability to lead small teams by enabling supportive and coducive environment
* Ability to write basic reports and fill organizational forms
* Inventory mangement ability