

Education Manager, Jordan

- 3 days per week (March to end of June 2020)
- 650-700 JD per month, depending on experience
- Temporary role, with the possibility of full-time employment

[Seenaryo](#) is seeking a part-time Education Manager on a 3-month basis to support the management of the Seenaryo Playkit, with a long-term view of working permanently alongside our current Education Manager. The [Seenaryo Playkit](#) is an app to help teachers deliver the curriculum through games, stories and songs. It is delivered to NGOs/schools via a 3-day training. As part of a small core team, the position will be a versatile one. Roles will include:

- Coordinating all training logistics with partner NGOs/schools
- Sales of the Playkit (to NGOs and schools) via emails, calls and meetings
- Managing Seenaryo's freelance teacher trainers
- Collecting and analyzing data for monitoring & evaluation
- Helping upload Arabic Playkit content onto the app (requires no IT or coding experience!) and feeding into some Playkit content discussions.
- Small bits of English to Arabic translation (e.g. an email; long translation is done by freelancers).
- Supporting other programming occasionally (e.g. helping out on a theatre performance day)
- Other organisational administration (e.g. bookkeeping, communications support)

We are looking for the following skills and experience:

- Experience in the education sector (especially arts education or holistic education)
- Experience in project coordination & logistics
- Management experience & strong interpersonal skills
- Microsoft Word, Excel & PowerPoint skills
- Fluency in Arabic and English (spoken and written)
- Driver's license (preferred)

How to apply

Candidates should email lara@seenaryo.org with the subject "Education Manager". The email must include:

- Your CV
- A full covering letter outlining details of all relevant experience and an explanation of your interest in the role (no more than one page)
- Details of two references

Application Deadline: **12th March**

Interviews: **14th & 15th March** (in Shmeisani, Amman)

The job will begin at the end of March, with induction days between the 17th and 19th March, and will definitely run until the end of June. After that, a decision about the permanent role will be made. The exact dates will be decided in discussion with the selected candidate.

To find out more about Seenaryo, please visit our website: www.seenaryo.org.