Background

Are you a passionate advocate for education? Do you want to make a difference in the lives of children in the world’s poorest countries? The Global Partnership for Education Secretariat (GPE) would like to hear from you.

Who we are

The Global Partnership for Education (GPE) is a shared commitment to ending the world’s learning crisis. It is the only global partnership and fund dedicated entirely to helping children in lower-income countries get a quality education, so they can unlock their potential and contribute to building a better world.

We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to achieve our shared vision that every child deserves to learn.

What we do

GPE currently supports 76 low- and lower-middle-income countries to transform their education systems so that all children can get the education they need to thrive. We work where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those who live in countries characterized by extreme poverty or conflict.

How we work

Transforming education is about creating lasting changes and achieving impact at scale. GPE’s new strategic plan, GPE 2025, sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries get more girls and boys in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century.

Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. In 2020, GPE was also the largest provider of education grants in the global COVID-19 response, rapidly providing partner countries with vital resources to ensure that learning could safely continue.

Raise Your Hand

In July 2021, the Global Education Summit raised a record US$4 billion from donors for GPE’s Raise Your Hand campaign. This put GPE firmly on the path to achieving its fundraising target of at least $5 billion over the next five years to transform education systems in up to 90 countries and territories. At the Summit, Heads of State and Government from partner countries made historic commitments to domestic education financing and GPE also mobilized an unprecedented number of pledges from businesses, private foundations and development banks.
A fully funded GPE would enable up to 175 million children to learn and help get 88 million more girls and boys in school by 2025. In the longer term, this investment could add $164 billion to economies in GPE partner countries, lift 18 million people out of poverty, and protect 2 million girls from early marriage.

**Governance and organizational arrangements**

The GPE Board of Directors includes ministerial-level board members and alternates representing 20 constituencies that reflect the Partnership’s breadth. The Board Chair is HE President Jakaya Kikwete and the Board Vice Chair is Dr Susan Liautaud. The Board of Directors, with its three standing committees, provides policy and strategic oversight and approves or delegates funding decisions.

The GPE Secretariat, with over 130 employees and hosted by the World Bank, is responsible for translating the policies and strategies set by the Board into practical support for partner countries, coordinating with diverse stakeholders and galvanizing global support for SDG4. The Secretariat’s headquarters are in the World Bank’s offices in Washington, D.C. and the European office is in Paris with a satellite office in Brussels. This is an international recruitment subject to compensation on the local pay scale for the selected duty station, and global mobility benefits may apply as per World Bank Group policy.

**ABOUT THE TEAM**

The Secretariat Operations team provides a wide range of support to the GPE Secretariat: human resources, staffing, workforce planning, administrative, work and budget planning, organization design and development, IT systems and knowledge management, and others. Its mission is to help the broader organization operate as effectively and efficiently as possible. The team is composed of three subteams; this position resides within the “Staff and Organization Development” subteam which includes four staff who take on the various programs and projects.

The position is located in GPE’s Washington DC offices, and the selected candidate would be expected to come into the office at least once per week to work with team members and internal clients. The workload is envisioned to be full time through the end of June 2023. The selected candidate should be able to commit to serving in the role through June, and there is a possibility the position could be extended.

**Duties and Accountabilities**

Reporting to the Program Manager who leads the Staff and Organization Development team, the successful candidate will provide support to objectives, programs and projects coming out of GPE’s “Organizational Effectiveness (OE) Strategy.” The OE Strategy includes improvement efforts addressing organization design and development, staff learning and career development, fostering an intentionally diverse, equitable and inclusive culture, streamlining work processes, and other related areas.

The role will have two primary dimensions:
1. Helping to coordinate and report on the execution of the OE strategy and its included programs and projects
2. Supporting specific initiatives being led by S&OD team members

The tasks below outline a full range of possible support. Specific assignments will be based on the skills and experience of the selected candidate.

- Research selected topics to identify best practices, methodology, trends, viewpoints, etc.
- Collecting and analyzing data, including analysis of survey data (quantitative and qualitative)
- Write up findings, recommendations, lessons learned, and other summaries
- Report on program and project status (including a quarterly powerpoint-based update)
- Assist in developing, uploading and deploying competencies and maintaining related databases, webpages and tools
- Assist in collecting, analyzing and packaging career development and staff learning data
- Track staff learning activities
- Help maintain career development portal, gathering and creating content, ensuring information is up to date, and tracking metrics
- Support staff learning events – including preparation, coordination with trainers, invitations, attendance tracking, and other support
- Help identify and coordinate/schedule targeted training and development activities
- Work on other internal infrastructure projects, as requested

Selection Criteria

- Master’s degree in a relevant field
- At least two years of experience in a similar role (consulting, internal operations, etc.)
- Strong communication skills including writing and presenting in English
- Project management experience
- Excellent written and verbal communications skills including writing and presenting in English
- Strong MS Office skills – especially Excel and Powerpoint
- Excellent analytical skills
- Positive attitude and flexibility to adapt to a changing work program, with a willingness to learn new skills and knowledge
- Knowledge of competencies and career development programs (desirable, not required)
- Experience editing SharePoint sites and lists (desirable, not required)
- Requirements gathering and business analysis experience (desirable, not required)
- Should already be located in the Washington DC area and able to come into our offices at least once per week

DIVERSITY AND INCLUSION

Poverty has no borders. Neither does excellence. This is why we continually search for qualified individuals with a diverse set of backgrounds from around the globe. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from under-represented regions are equally
encouraged to apply. We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, creed, race, color, ethnicity, sexual orientation or disability.

GPE has a zero-tolerance policy against all forms of sexual exploitation, abuse and harassment in line with its PSEAH policy.

Individuals with disabilities may be provided reasonable accommodations to perform essential functions of the role and support in receiving other workplace accommodations.

To Apply. If this opportunity seems right for you, please by January 2, 2023, send a resume/CV and statement of interest to Andy Beaulieu at abeaulieu@globalpartnership.org. In your statement of interest, please address how you meet the selection criteria, any relevant experience, your location, etc. Interviews would be conducted in early January.