



AGA KHAN FOUNDATION
CANADA

Performance Management System Specialist

Host Agency: Aga Khan Education Service, Kenya

Placement: Virtual/Remote

Duration: 9 Months

About AKF Canada

Aga Khan Foundation Canada (AKFC) is a leading global development organization and registered charity working to tackle the root causes of poverty. Since 1980, we have helped create strong community institutions that support sustainable, locally-driven initiatives to improve the lives of millions of people in Africa, Asia, and the Middle East. By combining local knowledge with global best practices, we strive to bring about transformative and long-lasting improvements to quality of life. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. In all of our work, advancing gender equality, inclusion and pluralism are key objectives and approaches.

Working alongside the agencies of the Aga Khan Development Network and through partnerships with local communities, civil society, and business as well as governments and international aid agencies, we are building a future where we all thrive together. |

About AKES, Kenya

The Aga Khan Education Service (AKES) is one of the largest private, not-for-profit pre-tertiary education networks in the Global South. We serve over 100,000 students, with a history that dates back to 1905. Our schools, hostels and non-formal programmes were established in areas with little or no education provision, beginning in Mundra (India), Gwadar (Pakistan) and Zanzibar (Tanzania). Today, we work in 10 countries across East Africa and South and Central Asia. Over 90 percent of our schools and pre-primary centres are in rural and remote communities where access to quality education is limited. Each school aspires to deliver an academically rigorous and well-rounded curriculum that honours the context in which students live and their place as global citizens. We aim to nurture socially and environmentally conscious citizens who strive for positive change in their schools and wider community beyond graduation. [Aga Khan Education Service, Kenya \(AKES, K\)](#) operates eleven private schools across Nairobi, Mombasa, Kisumu, and Eldoret. Our schools cater to students from nursery to senior levels (ages 4-18), offering both the Kenyan national curriculum and the International Baccalaureate (IB) programme.

Consultancy Summary

Talent development and management plays a key role in AKES, Kenya's vision of providing excellence in education. In order to give and receive best practices from our employees, we want to design and integrate a robust and transparent Performance Management System (PMS). Our aim is to enable objective appraisals of performance, leading towards meaningful recognition and rewards, better compensation, and benefit offerings. This relates to our wider HR goals of talent attraction, retention, and development while also improving employer brand recognition. By elevating our performance management system, we expect to see enhanced student outcomes as staff retention escalates, thus contributing to our aim of providing excellence in education and student development.



The desired PMS should:

- a) Align individual and unit/school performance with the institution's strategic, academic and administrative objectives.
- b) Enhance teaching effectiveness, learning outcomes, and administrative efficiency.
- c) Incorporate measurable and attainable performance indicators.
- d) Facilitate professional development and continuous learning for faculty and staff by identifying specific training needs.
- e) Ensure compliance with educational standards and regulatory requirements.
- f) Increase employee engagement and facilitate development of open communication/trust.
- g) Provide a model for effective feedback and response on a more regular basis.

Responsibilities

- a) Analyze the current performance evaluation methods and identify gaps and areas for improvement.
- b) Engage with key stakeholders, including academic and administrative staff, to gather data and ensure the system is relevant, effective and enhances best practice.
- c) Develop a comprehensive PMS framework tailored to an educational setting, including appraisal tools, classroom observations, performance indicators, feedback prompts and a rating system suitable for academic and non-academic staff.
- d) Develop comprehensive and tailor-made reports at a school/institution level based on needs and requirements.
- e) Design a workflow to track and monitor the process and set reminders to complete the appraisal on time.
- f) Design and conduct training sessions on the new PMS for all relevant staff including faculty and administrative staff.
- g) Guide the integration of the PMS with existing Human Resource Information Management Systems.
- h) Support the initial implementation phase and monitor the adoption of the new PMS system.
- i) Evaluate the system's impact on staff performance and institutional outcomes and make recommendations for ongoing improvements.

Required Qualifications & Experience

- A relevant advanced degree in Education, Human Resources, Organizational Development, or a related field.
- Proven experience in developing performance management systems, preferably in the education sector.
- An understanding of the unique challenges and dynamics in academic settings.
- Strong analytical, problem-solving, and project management skills
- Excellent communication and facilitation abilities.
- Experience in the not-for-profit sector is an asset (in an AKDN agency is desirable).

Preferred Personal Characteristics

- Demonstrates a growth mindset – eager to learn, adaptable to changing contexts and priorities, able to take initiative and make suggestions for solutions.
- Engages confidently and constructively with individuals from many different cultures and professional backgrounds.



- Embodies an innovative mindset, proactively anticipating organisational needs and providing out-of-the-box solutions.
- Willingness to work across the organisation at all levels in a collegial and collaborative manner.

Language

English proficiency is required.

Apply

Interested applicants are encouraged to apply by clicking the link below.

<https://akfc.submittable.com/submit/303267/cadex-2024-performance-management-system-specialist-akes-kenya>

Deadline: September 20th, 2024, by 11:59pm EDT

Please note that due to the nature of funding for this position, the placement is only open to Canadian citizens or permanent residents. Only shortlisted candidates will be contacted.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the AKFC Gender Equality Policy.

AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.

AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.