

# Higher Education Manager



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Web :

## Job Summary

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Vacancy :

Deadline : Dec 03, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

### About CARE AFGHANISTAN:

CARE is a non-governmental, non-political, non-profit, non-partisan and non-sectarian humanitarian organization, extending its relief and development assistance to those in need. CARE, as an [International Confederation of 13 member organizations](#) is one of the world's largest private humanitarian organizations working in more than 90 plus, countries committed to helping communities in the developing world achieve lasting victories over poverty.

### Job Description:

Job Summary:

The Afghanistan Integrated Youth Activity's (AIYA's) Higher Education Manager is a senior technical member of staff responsible for designing, leading and implementing activities and engagement with Afghan Higher Education Institutions (HEIs) in target project provinces, particularly those offering agriculture-related courses. S/he is particularly responsible for supporting AIYA's objective of supporting youth to complete market-relevant post-secondary education and training opportunities. Under his/her leadership AIYA will 1) increase access to post-secondary learning opportunities for youth to acquire knowledge, skills, and experience needed for increased economic opportunities, 2) improve delivery of in-service/continuing professional development for post-secondary instructors, and 3) strengthen the capacity of providers of post-secondary learning opportunities to provide market-relevant education and training. S/he will lead provincial teams to achieve AIYA's objectives and will coordinate closely with technical peers with experience in agriculture and business to ensure that activities derive tangible economic outcomes.

Job Responsibilities:

Increase Access to Post-Secondary Learning Opportunities for Youth to Acquire Knowledge, Skills and Experience Needed for Increased Economic Opportunities

1. Through AIYA partners, lead a process of identifying HEIs in each of the AIYA target provinces and gather information on their student enrollment, courses, resources, personnel and management.
2. Implement a comprehensive capacity assessment focusing on curricula, teaching personnel, resources, management and operations among the HEIs with the goal of selecting potential partner institutions for support during the life of the project.
3. Prepare a detailed plan to upgrade curricula and delivery to meet market needs and incorporate Universal Design for Learning.
4. Facilitate the expansion of 3-24-month technical training courses that will culminate in recognized certificates, certifications, diplomas or degrees essential for key employment opportunities.
5. Collaborate with training providers and potential employers to establish and manage a scholarship program for higher education courses.

Improve Delivery of In-Service/Continuing Professional Development for Post-Secondary Instructors

1. Conduct a comprehensive assessment of HEI instructor subject knowledge and pedagogical practices, to identify knowledge deficiencies and areas for improvement in teaching methodologies.
2. Develop targeted professional development programs to enhance instructors' skills, focusing on innovative teaching strategies and subject matter expertise.
3. Coordinate with the Agriculture, Agribusiness and Business Specialists to strengthen instructors' capacity to incorporate agricultural and entrepreneurial practices into their teaching.

Strengthen the Capacity of Providers of Post-Secondary Learning Opportunities to Provide Market-Relevant Education and Training

1. Support efforts to create or enhance digital learning hubs, providing access to digital resources and learning opportunities for students and improving the quality of agricultural education
2. Work closely with the Agriculture and Agribusiness Specialists to include climate-resilient and climate smart knowledge and practices into agriculture curricula.
3. Provide support to HEIs to improve their operational management and capacity.
4. Provide support to HEIs to improve the quality of their education through small grants to support training infrastructure, upgrade equipment and acquire necessary supplies

Cross-Cutting

1. Participate, as needed, in Provincial Training Network Meetings designed to bring together key stakeholders, including education institutions, chambers of commerce, prominent business leaders, associations and community organizations to enhance skill development and workforce readiness.
2. Lead comprehensive youth labor market assessment in the healthcare sector to gather information on employment trends, skill requirements, and barriers faced by young individuals seeking opportunities in healthcare

Miscellaneous

1. Project reporting (Quarterly & Annual Reports)
2. Monitoring, Evaluation, Accountability & Learning activities
3. Communication activities
4. General administrative activities
5. Any other tasks of a similar nature, requested by the Chief of Party.

Responsibilities on Safety and Security, Gender and Inclusion and Safeguarding and Child Protection:

CARE personnel are expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.

Gender equality and inclusion are fundamental at CARE, promoting equal rights and challenging discriminatory norms to achieve social justice. We foster an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives. All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect. Regular monitoring ensures accountability to uphold these principles and support our mission of social justice and poverty alleviation.

**Safeguarding Responsibilities:**

- Uphold CARE's Safeguarding Policy (<https://www.care-international.org/resources/care-international-safeguarding-policy>) and Safeguarding Code of Conduct.
- Must read the Safeguarding Policy and either sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct.

**Safety and Security Responsibility:**

We all have a responsibility to promote a safe and secure work environment, foster a safety and security culture, and ensure consistent application of, and compliance with, CARE Afghanistan safety and security policies and procedures.

**Job Requirements:**

Education:

Bachelor's degree in education, business, social sciences or agriculture, or similar field of study, Master's degree in education, business, social sciences or agriculture, or similar field of study. Professional certificate in project management, English language

Experience:

- At least ten years of experience in higher education, higher education management, business management or project management.
- Strong understanding of the Afghanistan National Qualification Framework, modern educational standards, and Afghan education sector.
- Evidence of problem solving, demonstrating initiative, creative thinking and unconventional approaches to work.
- Ability to manage a large and complex workload, with limited supervision, and effectively delegate responsibilities to colleagues.
- Motivation, flexibility and capacity to work under pressure to short deadlines, and strong sense of personal initiative.
- Fluency in English, Dari and Pashto languages – reading, writing, listening and speaking.
- Computer literacy with MS Office products and pdf software

• Agriculture or livelihoods sector experience.

- Experience working with USAID-funded programs in senior management or technical roles.
- Experience in teaching, curriculum development, organizational capacity assessments, education assessments, project reporting, universal design for learning framework.
- Strong analytical skills and business acumen.
- Attention to detail and ability to prepare accurate, well-formatted and professionally looking documentation.
- Excellent interpersonal and communication skills, including presentation skills in local and English languages.

**Safeguarding**

CARE places human dignity at the center of its relief and development work. At the heart of CARE's efforts to impact poverty and social justice is its engagement with marginalized communities, and vulnerable adults and children. Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. CARE commits to the protection from sexual harassment, exploitation, and abuse and of vulnerable adults and children, involving CARE Employees and Related Personnel. CARE has a zero tolerance toward sexual exploitation and abuse and child abuse. CARE takes seriously all concerns and complaints about sexual exploitation, harassment and abuse and child abuse involving CARE Employees and Related Personnel

CARE Afghanistan participates in the [Inter-Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we hereby request information from candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All CARE Afghanistan's offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the applicant confirms his/her understanding of these recruitment procedures.

**Submission Guideline:**

- Please submit your completed CARE Standard Job application form ([ACBAR Application Form](#)) along with updated CV to [afg.vacancies@care.org](mailto:afg.vacancies@care.org).
- Applications after the closing date (12:00 AM) and without CARE Application form will not be accepted.
- Please Indicate the position title, Vacancy Number in the Subject Line (**Higher Education Manager CARE-AF-1095 Kabul**) otherwise your application will not be considered.
- Please note that there is no telephonic inquiry and only shortlisted applicants will be contacted with and call for interview.
- The successful applicant will be expected to undergo a Background Check, Bridger check & Reference check and be compliant and sign up to Care Afghanistan's Code of Conduct, PSHA (Prevention from Sexual Harassment, exploitation and abuse) and other Care Afghanistan policies prior to a final offer being made.
- People with Physical Disabilities and Women are highly encourage to apply.
- CARE IS COMMITTED TO SAFEGUARDING POLICY (Available at: [Safeguarding](#))
- CARE IS COMMITTED TO CODE OF CONDUCT (Available at: [CARE Afg Code of Conduct \(updated\).pdf](#))

**Submission Email:**

Afg.Vacancies@care.org

**Education & Experience**

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At least ten years of experience in higher education, higher education management, business management or project management.

**Must Have**

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Master's degree in education, business, social sciences or agriculture, or similar field of study. Professional certificate in project management, English language

**Educational Requirements**

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**Compensation & Other Benefits**

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