

PROPOSED ORGANIZATIONAL STRUCTURE AND TECHNICAL COMPETENCIES FOR G.E.S AT DISTRICT LEVEL

THE DISTRICT DIRECTOR

This role will be responsible for G.E.S strategy, policy and frameworks at the District level.

The role should be competent in:

1. Organizational Performance Management.
2. Instructional Leadership and Support.
3. District Operational Planning and Implementation
4. Program and Strategy Monitoring and Evaluation
5. Stakeholder Management and Engagement
6. Financial Management

HEAD ADMINISTRATION

1. Procurement Management
2. Logistics Management
3. ICT Management and Support
4. Administration

5. Transport Fleet Management

6. Maintenance

7. Property Management

OFFICERS UNDER ADMINISTRATION

1. ICT Support Officer

2. Supply chain and Logistics

3. Officer- Administration

4. Driver

5. Janitor/Labourer

HEAD HR MANAGEMENT AND DEVELOPMENT

1. Human Resource Management

2. Change Management

3. Employee Teacher Wellness

4. Organized Labour Management

5. Stakeholder Management

OFFICERS UNDER HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

1. Human Resource Management Officer
2. Human Resource Development LEARNING

HEAD TEACHING AND LEARNING

1. District Supervision
2. School improvement
3. Special Education
4. Safe schools (Guidance and Counselling, Gender, School Health Education and Inclusive Education)
5. Science, Technology, Mathematics, Innovation and Engineering, Exams and Assessment Coordination

OFFICERS UNDER TEACHING AND LEARNING

1. CIRCUIT SUPERVISOR (SISO)
2. SPECIAL EDUCATION COORDINATOR
3. SAFE SCHOOL COORDINATOR
4. STMIE/ EXAMS/ASSESSMENT COORDINATOR
5. EARLY CHILDHOOD COORDINATOR

HEAD PLANNING AND BUDGET

1. Planning
2. Data collection and research
3. Data analytics and intelligence reporting
4. Reporting of District statistics

OFFICERS UNDER PLANNING AND BUDGET

1. Planning, Statistics and Data Analytics Officer
2. Monitoring, Evaluation and Research Officer
3. Budget Officer

DISTRICT ACCOUNTANT

1. Financial Accounting
2. Financial Management
3. Procurement and logistics Management

OFFICER UNDER DISTRICT ACCOUNTANT

1. Account Officer

THE INTERNAL AUDITOR AND COMMUNITY
RELATIONS OFFICER WORK DIRECTLY UNDER THE
DISTRICT DIRECTOR

ROLES OF COMMUNITY RELATIONS OFFICER

1. Stakeholder relations
2. Understanding of community needs in the District
3. Providing strategic guidance in the management of community issues
4. Ensuring a relationship between community and District Education office
5. Management of public relations in the office of the District Director