

Director, Quantitative Research & School Inspection

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

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A bachelor's degree from a top-tier university with an excellent academic record. Quantitative undergraduate degrees are preferred

Multi market experience overseeing large field teams.

Team management experience– to direct, mentor, and oversee field associates within the School Inspection department, you should possess effective leadership, coordination, and motivation skills

Process enhancement skills – to find ways to streamline processes and boost efficiency, you should have some knowledge of process improvement and enhancement

Organization skills –to successfully direct and oversee all School Inspection procedures and coordinate production processes you should have strong organization skills

Excellent communication skills (writing and speaking), which enable you to communicate complex ideas effectively to people at all levels in the organisation. You will need to provide reports to production managers and business leaders to influence decision-making.

Exceptional analytical and quantitative problem solving skills. You need to be able to see patterns, be a fast thinker and a good decision maker

Advanced MS Excel/spreadsheets skills, and mastery of presentation/reporting tools such as MS Word/Google docs & MS Powerpoint/Google slides

Strong willed, a fast learner and able to effect changes fast. You should be able to flourish in dynamic, ambiguous environments, to produce high quality work with very short deadlines, effectively prioritize work among multiple competing demands, and adapt to unexpected work demands

Bonus – previous experience in School Inspection/audit, including designing surveys; experience working with government; experience in extreme growth situations and dealing with complexity; worked/studied in a developing country, and/or experience implementing data collection projects. Experience with data collection tools such as KoBo Toolbox, and other statistical analysis tools such as R, Stata, Python is also a bonus.

Responsibilities

Establish School Inspection Procedures.The Director, Quantitative Research and School Inspection is responsible for creating and implementing School Inspection procedures and methodologies after deeply understanding our processes. The School Inspection Director will measure, monitor, and analyze current processes, make recommendations for improvement and develop new solutions to enhance quality control. The School Inspection Director will use and continually improve the core audits and best practices already in place.

Manage School Inspection staff : The Director, Quantitative Research and School Inspection will lead the School Inspection team of supervisors & associates. This includes training them on new or revised procedures and systems; supervising them during the research process to ensure that they are correctly utilizing School Inspection methods and systems; and also supporting them as they monitor corrective actions implemented by other departments for critical/major and minor nonconformities, ensuring that actions are effective, implemented in a timely manner, and are permanent in nature to avoid recurrence of deficiencies.

Report Quality Issues to Schools and Operations Department Leaders & lead with ensuring rapid resolution . To support teaching and learning activities, the Director, Quantitative Research and School Inspection will ensure there is rapid , clear visibility of audit results always visible to the Schools Department, and for relevant audits, for Operations,

including Supply Chain and IT, as well as People. The data from the audits is only worth collecting if it is rapidly visible and used to drive decision-making and correct any lapses or errors. Responsibilities also include ensuring that issues reported by School Inspections capture all the necessary data required for action by other teams and are assigned to the right team for resolution. Where systemic issues are made visible, the School Inspection Director is to work with other teams and the MD to identify such issues and any bottlenecks in the resolution process.

Maintain School Inspection Records . The Director, Quantitative Research and School Inspection will maintain detailed records of School Inspection activities and issues. These reports provide comprehensive records of School Inspection activities and help the organisation determine what's working and what needs to be corrected. This includes management of the School Inspection field team, ensuring integrity in data collection.

Analyze Data Outputs & Create Quality Control Reports . The Director, Quantitative Research and School Inspection will support and enhance the organisation's performance by analyzing and assessing audit data. In this aspect of the role, the School Inspection Director finds patterns and areas for improvements based on School Inspection data over time and utilizes these reports to improve processes and performance. The School Inspection Director determines whether their teams meet targets, deliver expected performance, and maintain overall workflow. This data must be provided rapidly to drive decisions in real time.

For any project, be ready to propose a plan and execute. This includes creating a timeline, liaising with other departments to get the support you need, managing performance and motivating staff members, figuring out how to get things done when things don't go as planned, getting the data you need and getting it right, conducting analyses, framing the results, and answer any and all questions about your work.

Lead and provide technical expertise during engagements with the government School Inspection partners which will include:

Leading meetings with the government partner and writing periodic reports;
identifying & anticipating challenges / bottlenecks in the collaboration with the government partner and partnering with the MD and Policy & Partnership team to address these.

Working with School Inspection shared services to ensure that the School Inspection audits

within the programme align to the needs of both the program and the government partner

Detailed review of the structure of their School Inspection team and working with them to better structure their teams to drive operational excellence in the schools

Working with School Inspection shared services to design and then scheduling and carrying out School Inspection-focused training for the government partner School Inspections

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