

Table of Contents

ADMINISTRATION:

- Pg. 6** Organizational chart
- Pg. 10** Leadership job descriptions
- Board member
 - CEO
 - Country manager
 - Headmaster
 - Programs & evaluation manager
 - Operations director
 - Advisory board member
- Pg. 22** Staff evaluation form
- Pg. 23** DRC policies
- Pg. 38** US policies
- Pg. 46** Board policies
- Pg. 48** Budget

SCHOOL:

- Pg. 50** Job descriptions
- Teacher
 - IT director / teacher
 - School counselor
 - School nurse
- Pg. 57** Teacher evaluation form
- Pg. 58** Logic Model
- Pg. 59** National curriculum
- Pg. 142** Teacher contract template
- Pg. 143** Parent contract
- Pg. 145** Student Policy Manual



VOCATIONAL PROGRAMMING:

- Pg. 169** Logic model
- Pg. 170** Focus group forms
- Pg. 174** Curriculumms
- Embroidery
 - Sewing
 - Financial empowerment
 - Family planning
- Pg. 375** Job descriptions
- Pg. 379** Wage share policy

SPORTS:

- Pg. 381** Coach job description
- Pg. 382** Logic models
- Pg. 384** Weekly schedule

INFORMAL EDUCATION:

- Pg. 386** Job descriptions
- Pg. 387** Logic model
- Pg. 388** Curriculum

COMMUNITY HEALTH:

- Pg. 400** Community health survey
- Pg. 402** Wells and water
- Map
 - Job description
 - Logic model
 - Survey
- Pg. 405** Agriculture
- Job description
 - Logic model
- Pg. 410** Preventative health
- Logic model
 - Quarterly report

APPENDIX:

- Pg. 413** Architecture plans
- School
 - Design template

JOB DESCRIPTION

Headmaster

SUMMARY

The headmaster is responsible for leading the Malaika School. The headmaster will manage all education staff at the school, develop and update the curriculum, create and implement training and professional development for new and existing teachers, and ensure student success. The headmaster will ensure Malaika's curriculum is aligned with national standards and prepares students for success nationally and internationally and includes well-rounded enrichment activities. The headmaster will work closely with the Country Manager and CEO to ensure that the Malaika school remains aligned with the organization's mission and vision while also supporting the needs of community members.

RESPONSIBILITIES

General administration

- Monitor and manage school's education programs and provide feedback and support to improve teacher and student performance
- Manage relationships with parents and guardians of students
- Engage with public and visitors to school, sharing mission, vision, goals and success
- Work with development team to report educational outcomes and student stories for grant application and reports as well as social media
- Provide Country Manager and development team with student updates to be used in Sponsorship program
- Manage general school administrative functions including budget, staffing, transportation and facility maintenance to ensure a safe and effective school
- Implements and updates policies and procedures
- Works with Monitoring and Evaluation team to report outcomes and adapt programs/curriculum as needed
- Represents Malaika at local, national, and global events (digitally and in-person)

Staff administration and development

- Provide leadership, direction, and support to staff
- Conducts regular evaluations of teaching staff, providing feedback and support
- Coach and mentor teachers
- Develop and maintain robust teacher training program for new and veteran staff
- Work closely with Country Manager to manage hiring and onboarding of new teachers and school staff

Curriculum and instruction

- Implement and continuously update holistic curriculum for student in alignment with DRC educational requirements and Malaika's mission and vision
- Research and implement local and global educational best practices

Headmaster job description cont'd

Curriculum and instruction cont'd

- Supervise and ensure effectiveness of overall student academic performance
- Identify the intellectual, physical, social and emotional needs affecting girls' performance and coordinate efforts between teachers, support staff and guardians to ensure student success
- Develop and manage a transition program for graduating students
- Organize a student alumni network for graduates of Malaika School

Qualifications

- Undergraduate degree in education/pedagogy
- 3-5 years of teaching experience
- Demonstrated skills in teaching, managing a school and leading a team
- Demonstrated skill in developing and implementing instructional and curriculum design
- Ability to engage with parents, guardians and community members
- Excellent verbal and written communication skills
- Strong organizational skills
- Extensive knowledge of childhood development stages
- Previous experience working in rural communities
- Excellent interpersonal skills
- Fluency in French and English

Behavioral Requirement

- Great interpersonal relationship
- Emotional intelligence
- Conflict resolution skills
- Integrity
- Giving Back
- Compassionate
- Highly ethical

IN-COUNTRY/ DRC POLICIES

Malaika Staff Handbook

CHAPTER II: ORGANIZATION TECHNICAL ORGANIZATION OF WORK

Art 4: Working hours

The legal working hours are 40 hours per week (article 5 of the labor code), i.e. 8 hours per day distributed as follows:

- Administration staff: from 7:30 a.m. to 4:30 p.m. (with a break from 12:00 to 1:00 p.m.)
- Teaching staff: from 8:00 am to 3:30 pm (with a break from 10:45 am to 11:00 am and from 12:00 pm to 1:00 pm)

Arrival or departure must be duly signed by the agent in the attendance book, without which it will be considered a late arrival or an early departure.

Art 5: Legal holidays

The legal holidays are as follows:

January 01	New Year
January 04	Independence Martyrs Day
January 16	Death of President M'zée Laurent Désiré Kabila
January 17	Death of Prime Minister Patrice Emery Lumumba
April 30	Education Day
May 01	International Labor Day
May 17	Liberation Day
June 30	Democratic Republic of Congo Independence Day
August 01	Parents' Day
December 25	Christmas Day

CHAPTER II: ORGANIZATION

TECHNICAL ORGANIZATION OF WORK

Taking into account the particular requirements of the primary and secondary education services, the official vacations are organized as follows:

(see school calendar on the school premises)

Nevertheless, any performance beyond the normal hours will be rewarded in certain cases.

Art 6 : Holidays

1. Annual leave

- a) The duration of the annual leave of absence for classified employees is fixed at 18 working days per full year of service counted from date to date. It is increased by 2 working days for each 5 years of seniority within the Georges Malaika Foundation;
- b) The duration of the annual leave for teachers and executives will be granted in accordance with the school calendar, taking into account the realities of the company
- c) During the whole period of annual leave, including the relaxation leave, the employee is entitled to an allowance equal to the remuneration he/she is receiving at the time of leaving on leave, as well as all other benefits as stipulated in article 142 of the Labor Code;
- d) In case of 15 successive days of absence from work during the year, this shall constitute desertion and the employee shall be automatically dismissed without notice;
- f) In order to ensure the quality of the work, the staff participates in a two-week training during the August vacations as part of the continuous training. This training is mandatory and the dates will be communicated by the Management.

2. Circumstantial leave

The employee is entitled to the following special leave:

- Marriage of the worker : 3 working days
- Childbirth of the employee's wife : 3 working days
- Death of the worker's spouse or a relative of the first degree (i.e. child, father, mother, father-in-law, mother-in-law, brothers, sister): 5 working days
- Marriage of a child of the worker : 2 working days
- Death of a relative or relation of the second degree (meaning an uncle, aunt, cousin, nephew, grandfather, grandmother, grandson, granddaughter, brother-in-law, daughter-in-law, sister-in-law, son-in-law): 2 days
- Moving of a worker: 2 working days,

The worker must have and present an official document justifying his request.

COURSE INTRODUCTION

Computer Science

Office automation course

DONAT TSHISUAKA MUKENDI

General Objective

The objective of this training is to provide the learner of the Kalebuka community center with the necessary skills that can help him/her understand and properly use the computer tool.

Course Plan

Module 1 : Computer studies

Module 2 : Word processing

Module 3 : The spreadsheet

Module 4 : Presentations

Module 5 : The internet

Computer Studies

1. Physical and software description of the computer
2. The basics of the Windows system

Word Processing

- Creation, editing, formatting, layout and printing of documents with Microsoft Word

The Spreadsheet

- Creation, editing, formatting, layout and printing of tables with Microsoft Excel
- Concept of calculation
- Charts

Presentations

Design and present documents with Powerpoint software.

Internet

- Introducing the Internet
- The Internet search
- The messaging system

SURVEY**Community Health / Waterborne diseases**

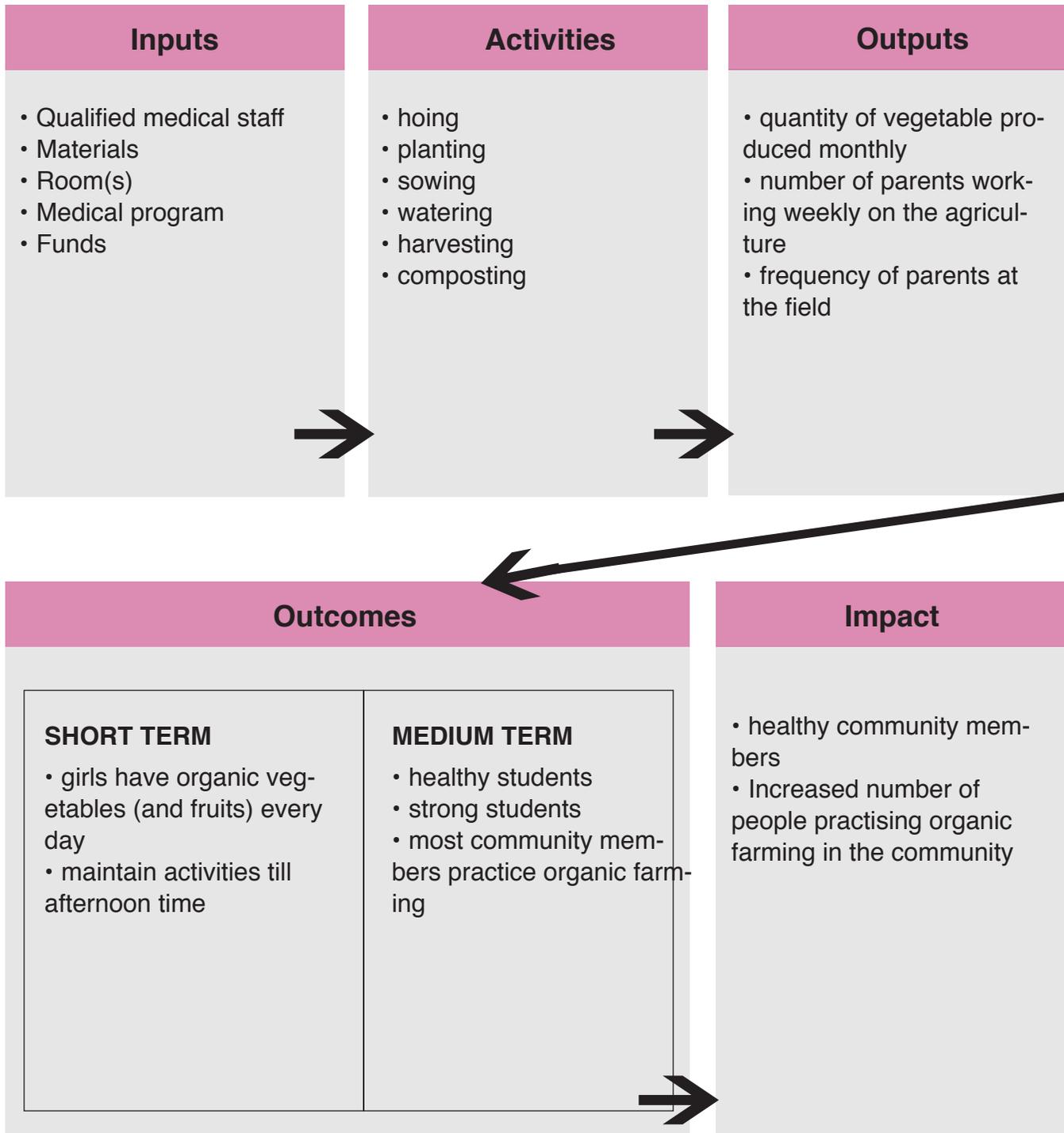
Household Survey Questionnaire on Knowledge, Attitudes and Practices of Waterborne Diseases

1. Village: [1) Kalebuka 2) Kasamba, 3) Bulanda]
2. Street:
3. Parcel number:
4. Name of the interviewer:.....
5. Sex of the respondent: M / F

No	Questions	Answers
1.	How many people are in your household?	Total: [1 - 20] Total women: [1-20] 0-5 years: [0-10] 0-5 who have completed the immunization schedule: [0-10] 6 to 17 years: [0-10] Speakers: [0-10] 18+: [0-10]
2.	What is the main source of drinking water used by your household?	[Borehole] [Makeshift wells] [Bottled water]
3.	How long does it take to get there, get water and get back?	[1 - 120]
4.	Do you treat your water in any way to make it less dangerous?	[Yes] [No]
5.	What type of toilet do members of your household usually use?	[Turkish - pit latrine] [Pit latrine with plumbing] [Flush Toilet/Tank]
6.	How many people in your household became ill in the last 12 months?	[0-5 years: 0-10] [6-18 years: 0-10] [19+ years: 0-10]
7.	List the total cases of each of the following diseases in your household in the past year	[Typhoid - 0-10] Note: same answer choices for each option - 0-10 [Malaria] [Covid-19] [Cholera] [Blood pressure- hyper or hypo] [Dysentery] [HIV/ AIDS] [Polio] [Hepatitis A] [Diarrhea]
8.	How many deaths have there been in this household in the last 12 months?	[Total: 0-10] [Polio] 1-10 [Malaria] - 1-10 [Covid-19] 1-10 [Cholera] 1-10 [HIV/AIDS] 1-10 [Dysentery] 1-10 [Other] - WRITE IN
9.	Have you ever heard of waterborne diseases? Name some of them.	[No] [Yes]
10.	What are the main causes of waterborne diseases?	[No response] [Dirty water] [Untreated water]

PREVENTATIVE HEALTH

Logic model – Program: Preventative health



studioMDA design template cont'd

