

Maharashtra International Education Board

Office - 708, Kumthekar Road, Sadashiv Peth, Pune - 30

Corporate Office - Balbharti, Prabhadevi, Mumbai - 25

email - mieb@maa.ac.in

Director, Maharashtra International Education Board invites application from motivated individuals for following posts.

Sr.	Name of Post	Location	No. of Posts
1)	Training & Support Team Head	Mumbai	01
2)	Development & Strategy Head	Mumbai	01

These posts are temporary in nature and other terms and conditions, brief job profile, CTC, application procedure are displayed on www.maa.ac.in. Interested candidates can apply for these posts with CV, educational and experience certificate on or before 28 August 2018. Only short listed applicants will be called for test/interview.

Advt: MIEB/02/18

Dr.Sunil Magar
Director, MIEB

Maharashtra International Education Board (MIEB)
Job Description - Development & Strategy Head - Mumbai

I. Background

The Maharashtra International Education Board (MIEB) is an autonomous Board established by the Govt. of Maharashtra, State Education department that aims to run Schools across Maharashtra providing high quality Education equivalent to International Standards for the children in Public Schools is looking for Development & Strategy Head to work across Training & School Support for Schools affiliated with the MIEB. This role will be on a Project basis with the State Education department.

II. Key Responsibilities

The Development & Strategy Head is responsible for:

- Develop Strategies for planning and directing the MIEB's developmental goals based on emerging trends, expansion opportunities and internal business process improvement.
- Conducts organizational reviews to identify strengths and weaknesses and to evaluate operational effectiveness.
- Develop, manage and represent the affiliation process for MIEB and make appropriate recommendations to the Executive committee of MIEB.
- Develop a relationship of positive collaboration for MIEB with national and international boards, preschools, schools, colleges, universities, companies, NGO's and education ministries & departments of various states and countries.
- Develop, manage and leverage an effective & efficient use of technology and it's tools in the best interests of MIEB and their affiliated schools.
- Develop the brand & perception identity of MIEB as a custodian of its brand culture.
- Plan, develop and manage the communications for MIEB with its internal and external stakeholders.
- Plan and manage the staff development of MIEB.
- Plan, manage and conduct school leadership / teacher summits and award ceremonies for MIEB as sustainable annual events.

III. Qualifications/Competencies

- Educational qualification: Bachelor's or Masters in Business Administration or Graduate in any field.
- Work Experience: Should have worked in the capacity of a senior management role managing national and international schools of different curricula, in India and overseas, with a minimum of 20 years experience. It is also important for the applicant to possess experience in handling human resources for large organizations.
- Communication skills in Marathi, English & Hindi.
- Technical Skills: is competent with various technological and internet tools and open to learning and adapting to various desktop publishing software, if required.
- Interpersonal Skills: Maintains confidentiality, listens without being judgmental, persuasive in follow ups, is tactful and treats others with respect and consideration, enthusiastic and willing to take on new tasks and ideas

IV. Location

- Will be based in Mumbai

V. Compensation

- To be discussed at the time of Selection Process.

VI. To apply

- Submit a CV and **Statement of purpose sharing your interest for joining this post** of not more than 200 words by email to: mieb@maa.ac.in before 28th August 2018. Please mention 'Application for the position of Development & Strategy Head in the subject line.
- Also please do send in the hard copy of your CV, Statement of purpose, Educational and Experience certificate on this address: **Maharashtra International Education Board (MIEB), Balharati Office, Ravindra Natya Mandir, Prabhadevi, Mumbai - 400025**
- Please list two references with their contact details in the CV. They should not be family members or close friends but someone who is familiar with your work.\
- Please NOTE that this post is on a Project bases in nature and other terms and conditions will be applicable. Brief Job Profile, Selection Process and Application procedures are displayed on www.maa.ac.in

VII. Selection Process

- Submit the Online Application
- Application Screening
- Phone Interview
- Personal Interview

Maharashtra International Education Board (MIEB)
Job Description - Training & Support Head

I. Background

The Maharashtra International Education Board (MIEB) is an autonomous Board established by the Govt. of Maharashtra, State Education department that aims to run Schools across Maharashtra providing high quality Education equivalent to International Standards for the children in Public Schools is looking for Training & Support Head to work across Training & School Support for Schools affiliated with the MIEB. This role will be on a Project basis with the State Education department.

II. Key Responsibilities

The Training & Support Head is responsible for:

- Design & Implement Trainings for Teachers & School Leaders
- Conduct 1-1 Coaching for Teachers & School Leaders
- Develop School Structures, systems and processes for creating effective learning environment.
- Design and Develop School Culture plan to create a culture of safety, high expectations and Excellence
- Conduct School visits and Observation in the different Govt. Schools across different Districts.
- Design & create ongoing School visit Reports for the Z.P Schools based on the visit & observations
- Develop strong network and relationship with various internal & external stakeholders to invest & engage them in Training & Supporting schools
- Design & Implement MIEB Staff Development Trainings and workshops
- Develop strong systems, structures and Processes for MIEB staff to work productively & effectively.
- Familiar with various Leadership & Teaching best practices in Education & Leadership
- Support in designing & implementing the teacher and School Team selection with the help of key partners, as also capacity building of officers within the system to support the formation of schools

III. Qualifications/Competencies

- Educational qualification: Bachelor's or Masters in Education or Graduate in any field.
- Work Experience:
 - A minimum of at least 8 years of work experience in the Education sector (i.e. teacher training / curriculum/ evaluation/ school leadership) / Development sector with at least 5 years of teaching/school level experience
 - Experience to build a project of a collective nature from the ground up
 - Demonstrated success in planning and executing development projects
 - Experience in Managing people & School Development plans.
 - Has an experience of developing strong relationship & investing various stakeholders for School Development

- o Has a holistic understanding and experience of working directly in Schools, NGO and Government set up.
- Communication skills in Marathi, English & Hindi.
- Technical Skills: is competent with various technological and internet tools and open to learning and adapting to various desktop publishing software, if required.
- Interpersonal Skills: Maintains confidentiality, Sets high expectations for self & the team, listens without being judgmental, persuasive in follow ups, is tactful and treats others with respect and consideration, enthusiastic and willing to take on new tasks and ideas.

IV. Location

- Will be based in Mumbai
- Will be required to travel for 5 - 7 days a month to the different Districts of Maharashtra.

V. Compensation

- To be discussed at the time of Selection Process.

VI. To apply

- Submit a CV and **Statement of purpose sharing your interest for joining this post** of not more than 200 words by email to: mieb@maa.ac.in before 28th August 2018. Please mention 'Application for the position of Training & Support Head in the subject line.
- Also please do send in the hard copy of your CV, Statement of purpose, Educational and Experience certificate on this address: **Maharashtra International Education Board (MIEB), Balbharati Office, Ravindra Natya Mandir, Prabhadevi, Mumbai - 400025**
- Please list two references with their contact details in the CV. They should not be family members or close friends but someone who is familiar with your work.\
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