|  |  |
| --- | --- |
| JD TEMPLATE VERSION | September 2019 |
| JD LAST REVIEWED ON | August 2019 |

PMF Template 1.2.1

Job Description

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title | Project Officer - Education | Reports To | Cluster Team Leader | Location | Mugu Cluster Office |

|  |  |  |  |
| --- | --- | --- | --- |
| Objective of the job | The job holder will manage Education projects in the Cluster catchment areas as per UMN's strategic plan, through effective capacity-building, relationship-building, project management, and provision of technical expertise. | | |
| Areas of Responsibility | | Decision Making | Qualification & Experience |
| **Relationships and Processes**   * Build strong relationships with communities and ensure that the community (including poor and excluded people) is thoroughly involved in bottom-up project design and implementation. * Build strong relationships and maintain it with implementing partner(s). Develop partner staff capacity through regular interaction, coaching, and feedback on performance, notably in Education processes/skills/issues, project management skills and any other relevant areas from the partner organisational development plan. * Build strong relationships with key local project stakeholders (including Rural Municipality) and collaborate/coordinate/cooperate with them for successful project implementation. * Work together with other Cluster staff to ensure integrated outcomes, and with Education Thematic Lead including other UMN Thapathali staff to share learning and shape technical strategies.   **Project Management**   * Work alongside UMN partner to manage Education projects. * Lead the development of concept notes and project proposals with UMN partner(s) and communities. * Proactively seek amendments to planned activities and results when necessary; otherwise, ensure delivery of approved activities and planned results. * Be completely familiar with donor contract and compliances of projects and ensure its fulfilment. Orientate partner with donor compliances and UMN requirements. * Develop quality benchmark (standard) of project interventions (including activities) and process including approaches and ensure partners have followed project implementation accordingly. * Manage Education projects budget. Monitor spending against budget on at least a monthly basis and ensure that permission for any variances is obtained before implementation. In coordination with Admin/Finance Officer, verify partner expenses, facilitate budget release, and make financial reports. * Maintain proactive communication about any changes, problems, etc. with line manager and all relevant UMN staff * Produce all Education project reports (internal and donor), annual work plans, and budgets. * Ensure strong project monitoring and evaluation. Proactively document and share learning through all appropriate channels and systems. Provide high-quality stories and photos for UMN Communications Team. * Ensure that all UMN policies, including cross cutting issues, are followed.   **Technical**   * Develop a good understanding of Activity Based Learning (ABL), child- friendly education, Education in Emergency (EiE), Participatory Action Research (PAR), disaster, wash, policies, and system to support effective programming. Build partner staff understanding of these systems. * Contribute to implementation of the Cluster strategy and enhance the integration of education work with other projects and partner activities. * Identify advocacy issues relevant to governance on education and support their incorporation into UMN, Cluster, and/or programme strategies. * Support Thematic Lead in * developing overall strategy and plans for UMN’s Education theme. * ensuring UMN Education Area of Excellence (AoE) considered and implemented effectively in Mugu cluster. * developing quality standard framework for Education theme and quality benchmark of Education projects including DREAM project. * conducting ABL based PAR in Mugu and education projects. * capturing the learning related to innovative and effective interventions, approaches and process. * ensuring UMN's education interventions are based in good practice and innovative. * developing training standards, packages, manuals and materials and facilitating trainings by UMN Education training manager * coordinating with other UMN technical areas. * sharing learning and best practice in various forums. | | * Budget holder for project * Lead participatory design process of education projects * Contribute to Cluster strategy decisions * Contribute to Technical Forum learning and decisions | * Master's Degree in Education or Social Sciences (with B.Ed.) with minimum three years of working experience in education * Or Bachelor's Degree in Education with minimum five years of working experience in education * Excellent knowledge and understanding of current education government policies, program, priorities and issues related to school education in Nepal * Strong experience of project management including planning, budgeting, monitoring, reporting, and developing proposals * Having experience of closely working with government authorities. * Experience with participatory whole-community assessment, design, implementation, and monitoring processes * Familiar with up-to-date poverty eradication strategies, policies, and development practices in Nepal and outside * Cross-cultural work experience preferred |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of Cluster Team * Member of education team * Representing UMN at relevant technical forums * Ensures mainstreaming of cross-cutting issues in their projects * Supports organisational development and capacity building of UMN partner organisations | * Seeking to model the UMN values and vision * Heartfelt commitment to serving the poorest and excluded people—to finding innovative ways they can participate in and benefit from UMN’s work * Belief in the ability of the poor to analyse their own problems and transform their lives * A good trainer, mentor, and coach and eager to build the capacity of others * Good persuading & influencing skills, able to enthuse others * Social skills necessary to build effective working relationships with a broad range of people * Learning attitude, self-motivated to keep updated on development trends * Good computer skill and communication skills in Nepali and English language, both written and verbal, in order to present technical information in an appropriate manner * Proactivity and self-motivation * Flexible in terms of work time, workload, and travel * Able to thrive in a situation of change and uncertainty * Respect for gender and cultural diversity |