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| JD TEMPLATE VERSION | September 2019 |
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PMF Template 1.2.1

Job Description

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

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| 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
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| 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
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