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PMF Template 1.2.1

Job Description

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| Job Title | Thematic Lead – Education | Reports To | Team Leader of Programme Support Team | JOB LEVEL | 8 | Location | Kathmandu, with frequent visits to project areas |

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| The objective of the job  The job holder will …..in order to….. | To build the capacity of clusters and partners, promote learning and ensure quality for impact in programme designing, implementation and reporting, including educational research and mainstreaming of the relevant education area of work within the framework of UMN’s strategic direction. | | |
| Areas of Responsibility | | Decision Making | Qualification & Experience |
| **General**   * Support the development and implementation of cluster strategies, with proper consideration of their impact on the transformative development of communities, particularly those living in dire poverty and exclusion; * Provide support to Clusters for adaption and scaling up of specific development models and approaches that are proven to be effective in addressing root causes of poverty and Education and contributing towards community and educational transformation; * Contribute to making partnership and project documents technically sound and legally correct and considering economic, financial and UMN crosscutting issues as appropriate; * Seek out opportunities for funding UMN projects, including from institutional donors (in the longer term), familiarising oneself with donors’ project design guidelines and necessary requirements; * Act as a Project Manager for projects with no dedicated Project Managers during the transition period; * Coordinate, collaborate and represent UMN at national and provincial forums/ networks of education and child rights.   **Programme/Project Development**   * With UMN partners, cluster staff and in coordination with the MEAL-CC unit, contribute to participatory needs/opportunities assessment and project designing processes, considering outcome mapping and similar participatory tools focusing on the change of attitude, behaviour, relationships, policies and practices for Education work. * Facilitate to develop programmes/projects working alongside UMN partners and cluster staff specifically to build their capacity and provide input in the relevant education areas of work, keeping abreast of the latest global and local development priorities; * Keep abreast of UMN Strategic Plan, operational plans, policies and other key documents to ensure that any programme design is consistent with UMN’s broader strategy; * Keep up-to-date with relevant government policies & plans and proven practices, both global and local, to ensure that UMN projects are inclusive and at the cutting edge of development; * Explore and adopt ways to excite cluster staff to conceptualize/generate ideas for new projects/programmes in relevant clusters; * Coordinate with the Cluster Team Leader, ensure quality and, if necessary, facilitate stakeholder meetings/workshops as part of the project design, ensuring that all relevant stakeholders are involved and appropriate tools are effectively used at all stages of the project development process;   **Quality Assurance**   * Define technical quality standards for UMN’s work within the Education and child rights * Support clusters to put in place mechanisms and processes to ensure that projects are implemented, adhering to technical standards and considering reporting requirements and donor compliance as per the contract; * Provide high-quality technical inputs/ assistance to clusters and ensure quality at all stages of the project cycle- planning, implementation, monitoring, and evaluation- considering an integrated bottom-up approach; * Prepare and support clusters and partners to prepare necessary technical briefs, guidelines, guidance notes, tools, and manuals to support cluster activities as appropriate; * Review periodic projects or other progress reports and provide feedback for improvement; * Conduct regular/periodic technical monitoring of the projects and support clusters to address the gaps. * Ensure safety/security and regular updates of (sponsorship) child partners in UMN's system and database   **Education specific work**   * Excel in the knowledge and understanding of the education areas of work through cutting–edge research available in the area, review of relevant literature, and other learning opportunities; * Develop strategies in coordination with clusters to apply this knowledge and understanding for the outworking of cluster-specific strategic plans, programmes and projects; * Provide technically sound and contextually relevant input in projects/programmes on matters pertinent to the education areas of work; * Contribute perspectives from the education field in relevant deliberations and forums; * Network and build a relationship with like-minded organizations (including but not limited to academic institutions, I/NGOs, and government bodies) for efficient collaboration, learning and solidarity * Develop the capacity of UMN especially Project Managers/Officers on relevant relevant education themes and partners who are passionate in the education field through training, coaching and mentoring;   **Research and Learning**   * Take the lead and support clusters for ongoing research in education and child rights programmes * Initiate thematic research (Education and child rights) activities in coordination with the research function of the Programme Support Team in order to build solid evidence for developing new projects or scaling up existing ones; * Mainstream and develop the capacity of UMN, partners and key stakeholders (local authorities, schools and teachers) on 'Action Research' as a tool to improve the quality of school education and its transformation. * Identify innovative and promising development approaches and learnings across clusters and education, including child rights programmes and document them using appropriate tools, consolidate the learnings where appropriate and share them with relevant stakeholders within and outside the organisation; | | * Input into the decisions related to Strategic planning and approaching new funding opportunities; * Contribute towards developing Cluster strategy * Ensure quality of project design/ development, implementation, monitoring and evaluation ensuring community impacts * Decisions related to education specific and other relevant technical quality. | * Master’s degree in Education with a minimum of five years of experience in the relevant field of education; * Good track record of writing grant winning project proposals in education; * Extensive understanding, knowledge and skills in education and child rights from local, national and global perspectives * Experience working in leadership roles related to the education area * Experienced in building the capacity of others using various methods and tools * Experience working in the field of child rights, * Substantial experience working in I/NGO * Experience working in a cross-cultural setting; * Experience working with minority and oppressed groups. * Experience closely working with government mechanisms or setting; * Experience and capacity to lead and conduct educational research |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of Programme Support Team; * Member of Learning Forum * Member of Thematic team * Lead of Education team * Work closely with Cluster Team Leaders, Project Managers, the Funding Management Team and other functions of the Programme Support Team while building capacity and designing new programmes/projects; * Work closely with the Team Leader of the Programme Support Team on relevant issues related to programme and technical capacity development; * Demonstrate utmost sensitivity and respect towards UMN crosscutting issues viz. gender, conflict sensitivity environment and climate change, and disability inclusion (GEDSI) * Be the ‘face of UMN’ at relevant forums. | * A good trainer, coach and mentor, eager to understand the issue and build the capacity of others, * Good computer skills with email, internet, excel, word and power point as a minimum; * Numerate and able to work accurately with budgets; * Highly organised, reliable, attentive to details and able to work independently; * Excellent communication skills both in Nepali and English. Written English must be of an excellent standard; * Excellent facilitation and presentation skills; * Seeking to model the UMN values and vision, * Good persuading and/or influencing skills, able to enthuse others, * Social skills necessary to build effective working relationships (esp. active listening, tolerance, humility) with a broad range of people, * Good listener and willingness to learn, * One who believes in participatory approaches and is willing to excel in it. * Flexible in terms of work time, workload, work activities and travel. * Value children and adolescents' safeguarding and development /growths |