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| JD TEMPLATE VERSION | July 2021 |
| JD LAST REVIEWED ON | August 2024 |

PMF Template 1.2.1

Job Description

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| Job Title | Project Officer - Education | Reports To | Cluster Team Leader | JOB LEVEL | 5 | Location | Mugu Cluster Office |

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| Objective of the job  The job holder will …..in order to….. | The job holder will manage DREAM II and other education projects in the Cluster as per UMN's Cluster strategic plan, through effective capacity-building, relationship-building, project and budget management, and provision of technical expertise in technical assistance of Thematic Lead – Education. | | |
| Areas of Responsibility | | Decision Making | Qualification & Experience |
| **Relationships and Processes**   * Develop strong relationships with communities and ensure that the community (Including Poorest People Living in Poverty) is thoroughly involved in bottom-up project design and implementation. * Develop strong working relationships with implementing partner(s) and provide necessary support to implement the project. * Develop partner staff capacity through regular interaction, coaching, and feedback on performance, notably in education processes/skills/issues, project management skills and in other relevant areas based on the partner’s organizational 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 impact/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 implementing DREAM II project. * Contribute and support to develop concept notes and project proposals with UMN, partner(s) and communities in support of CTL and relevant Thapathali teams. * Proactively seek amendments to planned activities and results when necessary; otherwise, ensure delivery of approved activities and planned results. * Be familiar with donor contract and compliances of projects and ensure its fulfilment. Orient partner with donor compliances and UMN requirements. * Develop quality benchmark (standard) of project interventions (including activities) in technical support of TL- Education and process including approaches and ensure partners have implemented the projection accordingly. * Manage project budget and monitor expenses against budget on at least a monthly basis and ensure that permission for any variances is obtained before implementation. In coordination with Finance Coordinator, verify/check partner project expenses and financial documents, facilitate budget release, and make financial reports. * Maintain proactive communication about any changes, problems, etc. with line manager and all relevant UMN staff. * Produce project reports (internal and donor), annual work plans, and budgets in support of relevant staff in Cluster and Thapathali. * Ensure strong project quality monitoring. Proactively document and share learning through all appropriate channels and systems. * Prepare and provide quality stories and photos for donor reports, and different publications by UMN Communications Team as UMN standard. * Ensure that all UMN policies, guidelines, framework, including cross cutting issues, are followed.   **Technical**   * Develop a good understanding of Activity Based Learning (ABL), child- friendly education, Early Childhood Development (ECD), Education in Emergency (EiE), Inclusive education, School DRR, policies, and system to support effective programming. Ensure partner staff have good understanding of these systems. * Contribute to implement the Cluster Strategy Plan and enhance the integration of education work with other projects and partner activities. * Identify advocacy issues relevant to governance on education and incorporate into UMN, Cluster, and/or programme strategies. * In support of Education Thematic Lead work on * 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 DREAM II and other education projects. * capturing the learning related to innovative and effective interventions, approaches, and processes. * ensuring UMN's education interventions are based in good practice and are innovative. * developing training standards, packages, manuals, and materials and facilitate the trainings sessions on Education AoE and other relevant areas. * coordinate appropriately with other UMN technical areas. * sharing learnings and best practices in various forums. | | * Budget holder for DREAM II project * Contribute participatory design process of education projects. * Contribute to Cluster strategy decisions. * Contribute to Technical Forum learning and decisions. | * Bachelor’s degree in Education or Social Sciences with minimum three years of working experience in education sectors specially in child friendly teaching-learning, ECD, inclusive education, quality education and teachers training. * Excellent knowledge and understanding of government education policies, programmes, priorities, and issues related to school education in Nepal. * Strong experience of project management including planning, budgeting, monitoring, reporting, and developing proposals * Experience of working closely with government authorities. * Knowledge on participatory community need assessment, project designing, implementation, and monitoring processes. * Familiar with up-to-date poverty eradication strategies, policies, and development practices in Nepal. * Cross-cultural work experience preferred |
| Dimensions | Skills, Attitudes, Behaviours |
| * Member of Cluster 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. * Commitment to serving the poorest and excluded people—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 |