



## Early Childhood Development Program Coordinator

- **Vacancy for:** 1
- **Posted on:** Sept. 20, 2018
- **Deadline:** Oct. 5, 2018, 11:55 p.m.

**Purpose:** The Position holder is responsible to ensure the quality of program delivery and the achievement of agreed outcomes in accordance with program design. S/he is responsible to achieve a rights-based, gender transformative and inclusive program. S/he will also lead on influence work approach in program implementation and provide technical support to the team. S/he is accountable for leading the innovation and ensuring lessons learnt are constantly integrated in program interventions, thus continuously improving efficiency and effectiveness. S/he also leads the district and sub-national level networking and advocacy in coordination with the Head of ECD Program, program teams and Communication teams.

**Term and Location:** Fixed term employment for 3 years based in Field Office-Mid-Western Hills Office, Jumla.

### Required Qualifications & Experiences:

- Master's Degree in social science, education or relevant field
- At least 4 years of demonstrated experience working in a mid-level position coordinating and managing the Early Childhood Development program portfolio
- Advanced knowledge and experience of International and National Early Childhood Development program, project and policies
- Experience of development and humanitarian issues affecting children, women and families
- Demonstrated experience in successfully using key influencing strategies such as advocacy, lobbying, movement building, or policy development
- Experience in carrying out power, policy and political analysis to inform strategies and projects
- Strong knowledge of child and women's rights and gender justice
- Advanced understanding of the development and NGO sector.
- Essential: Experience of working with coalitions and networks.
- Analytical, strategic thinking and negotiating skills.
- Ability to build effective relations for influencing.
- Excellent organisation and prioritisation skills.

### Key Responsibilities:

- Support to define sectoral program strategy and contribute to achieving the outcome of the Country Strategy
- Support the process of drafting and finalising the program sector strategy working with program team at Field Office (FO) along with partner staff aligning with global strategy
- Ensure that the Early Childhood Development (ECD) program is gender transformative
- Ensure that the ECD program builds on and generates evidence to inform Plan's influencing agenda
- Ensure effective program partnerships in ECD including meaningful participation and efficient use of resources to meet the program objectives and outcomes set out in the Country Strategy
- Provide technical support in design and development of ECD strategy to Municipality/Rural Municipalities
- Ensure Early Childhood Development project management on different technical/practical challenges and day to day operations
- Ensure project cycle is followed for each project including kick off meetings, drafting of project outlines, implementation of activities, mid and end term evaluation
- Review all projects in program area and ensure that project objectives are achieved effectively
- Ensure that Plan's contractual obligations on project targets and deliverables are met by thematic coordinators and implementation partners
- Make regular program reviews and provide feedback to the FO program team and report to line manager
- Ensure that qualitative report has been submitted on time to Business Development team for their submission to National Office/ Donor
- Ensure high degree of technical expertise while implementing projects relevant to technical specifications/standards
- Ensure timely delivery of project activities as per project log frame, theory of change and detailed implementation plan and share the report to line manager
- Assess the partner's capacity in terms of technical skills for project delivery, design a training plan to enhance their capacity and monitor it regularly in coordination with line manager and AM.
- Lead sectoral networking and representation and build relationships and alliances with relevant networks, government bodies, federations and other agencies
- Lead evidence-based lobby and advocacy within the sectoral program at Field Office level and ensure that programme plans include influencing objectives

### Applying Procedure

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