



Education Officer

- **Vacancy for:** 9
- **Posted on:** July 1, 2017
- **Deadline:** July 3, 2015, midnight

- Bachelor's degree in any Social Science (preferably in Education)

CHILD SAFEGUARDING (Select Only One)

The responsibilities of the post may require the post holder to have regular contact with or access to children or young people.

Either the role holder will have access to personal data about children and/or young people as part of their work

The position holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work

Introduction

Save the Children International is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we will be able to ensure that some of the fundamental rights that we believe children have, such as survival, safety and constant access to protection and education can be guaranteed. As part of a commitment to work with children through humanitarian interventions Save the Children will support programmes in both sudden onset and chronic emergency situations.

Save the Children Nepal Country Office is intending to provide humanitarian response in various districts in the earthquake affected areas. In this context, SC is seeking to recruit dedicated and qualified candidates as the short-term staff with different expertise to response to these affected areas in various sectors.

Brief Position Description

Education officers shall be placed in the respective districts where Save the Children works in Education in Emergencies on establishment and supporting of TLCs. They shall support partners in carrying out their responsibilities and support them to be able to work on issues related to Education in Emergencies. Thus, they shall oversee construction of TLCs, support training and mentoring of teachers and headmasters, ensure close cooperation with the communities and support to establishment of PTAs and/or SMCs.

Main Responsibilities:

- With support from the District Managers and Education Cluster Coordinators, develop, implement and monitor quarterly, monthly and weekly activity plans to achieve expected results. This includes planning of activities, budgets and procurement.
- Support partners to fulfill their mandate.
- Ensure that all planned activities are on time, to quality measures and within budget as per the monthly plan. Where challenges arise, ensure that these are flagged early, communicated to the Education Cluster Coordinators and addressed in a timely manner way.
- Lead the preparation of all procurement and administrative documents required for program planning, implementation and reporting.
- Attend Education Cluster meetings at District level as per need and ensure the communication with DEO and partners.
- Work with Education Cluster Coordinators to build capacity of the partners on the EiE response.
- Work with teachers and community to increase education service provision and quality of the education provision.
- Lead on planning and capacity building training workshops for teachers and other education actors.
- Work with communities (leaders, parents, PTA, SMC etc.) and disseminate information about education issues and available services.
- Coordinate with other clusters as per need especially with WASH, Shelter, Child Protection and Health.
- Create additional learning spaces – design and location based on assessment data.
- Hold meetings with stakeholders including schools, local councils and other organizations serving children and community to understand their education priorities; familiarize them with the projects and its objectives and engage them in the process.
- Keep proper records of field expenditures when appropriate and report on these to the Cluster Coordinator.
- Ensure that the Education program is implemented in ways that are responsive to communities and children, in line with SC's principles, values and strategic plan and compliant with SC's procedures.
- Ensure that all program data is properly and regularly collected, check data and ensure that it is logically presented to the Education Cluster Coordinator and Education TA.
- Collect and compile project data based on the standard formats and submit weekly reports capturing achievements, case studies and lessons learned to the Education Manager
- Contribute to the preparation of internal and external reports
- Participate in team reviews of results and program progress and/or project evaluation when and as requested

Qualification and Experience

- 1 years relevant educational /organisational experience

Working Condition

- The position holder is expected to be ready for the deployment in any of the affected district(s) at short notice. S/he will normally work unusual hours and are often working in stressful and insecure environments.

Applying Procedure

Apply Link : <https://merojob.com/education-officer/>

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