



Education Program Officer

- **Vacancy for:** 3
- **Posted on:** Nov. 27, 2018
- **Deadline:** Dec. 10, 2018, 11:55 p.m.

Basic Job Information

Job Category : Teaching / Education > Other, Monitoring, Project coordinator/ officer
Job Level : Mid Level
Employment Type : Full Time
Job Location : Rukum Paschim
Offered Salary : NRs. 35,000.00 - 40,000.00 Monthly

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required
Professional Skill Required : Meeting Conducting, Good Interpersonal, Facilitation, Teamwork

Other Specification

- Must have completed Masters Degree
 - Must have at least 3 years of working experience in the formal education
 - Passion to enhance the quality of education in community school
 - Having knowledge of social mobilization
 - Ability to work in a team
 - Must have problem-solving and good communication skills
 - Must have a valid driving license of two wheeler
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Job Description

Education officers will primarily be responsible for:

- Preparing and submitting planning of educational programmers as per project documents
 - Liaising with community school and organizations
 - Maintaining records prepare reports
 - Determining priorities
 - Establishing community initiatives in school
 - Encourage more people to participate in school activities
 - Coordinating of Rural Municipality team
 - Provide support to the school as per project documents
 - Work together with the school team to implement the planning activities
 - Interacting with students, teachers, parents, management committees and community people to ensure the quality of education and effectiveness of activities.
 - Evaluating and ensuring the quality and standards of teaching and learning in schools
 - Collecting and maintaining relevant data and statistics to develop report
 - Team mobilization/motivation and reporting
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Applying Procedure

Apply Link : <https://merojob.com/education-program-officer-2/>

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