



Bandos Komar Association
JOB DESCRIPTION

Position Title: Literacy Project Officer (PO) **Grade:** 4
Location: Kampong Thom and Kampong Chhnang Province (Field Based)
Department: Program
Report to: Education Advisor (EA) & World Ed Provincial Coordinator

PURPOSE OF POSITION

- To Provide technical oversight and guidance to literacy coaches to implement the activities target schools and to ensure all project activities run smoothly, and high achieving results (efficiencies and effectiveness)
- To assist the Education Advisor (EA) to manage, collaboration, and implement / follow up / monitor of project, through the use of participatory approach/processes in his/her assigned sites.
- To assist Education Advisor (EA) to maintain and establish the collaboration with World Education International, Local Authorities, DoEYS/DTMT, SDs, and relevant stakeholders

FUNCTIONS and TASKS

Jobholder Plan:

- Plan for action to be taken to address identified issues.
- Individual Training and Development plan.
- Annual, quarterly and monthly detail work plan for implanting.
- Capacity building to the coach, teachers in cooperation with W. Education
- Coordinate with P/DoE school director, coach, teacher and other relevant stakeholders in the target areas for the project implementation
- Develop and implementation Annual Operation Plan (AOP) as said in the projection and school development plans.

Outputs and deliverable:

1. Project planning, implementation and monitoring and evaluation:

- Assist Education Advisor to provide the project orientation to relevant actors.
- Participate in strategic and programs/project development, especially provide input / data and information relevancies.
- Manage the project within her/his target area assigned to make sure the project well function and achieved the target results.
- Collaborate with concerning local authority, and concerning stakeholders
- Work with teacher to regularly collected and recoded keeping/data entry into system for all concerning project data related,
- Work with coaches, teachers and school directors to facility group learning.
- Ensure quality and fidelity of coaching provision in assigned district;
- Accompany literacy coaches on their school visits to support and guide their activities;
- Organize weekly meetings attended by all literacy coaches in assigned district;
- Participate in all relevant ToT training as requested, and deliver training to assigned classes of teachers, school directors and other personnel on the new MoEYS package;

- Draft annual, quarterly, monthly work plans and narrative report based on BK/donor format and update together with other staff.
 - Facilitates in BK team and stakeholder for clear monitoring document, and ensure all those plans and M&E tools are functioned.
 - Facilitate and empower school teachers, coaches, P/DoE, school director and concerning stakeholders to implement the project activities, monitoring and engage them to get involved in the project evaluation,
- 2. Establish the collaboration/relationship with local authority and concerning stakeholders:**
- Network with P/DoE and coach to build close relationships and actively learnt within partner
 - Cooperate with World Education to provide orientation of school teachers, P/DoE, coaches and stakeholder in target areas
 - Establish the good collaboration/relationship with World Ed, especially M&E officer for integration project activities if any,
- 3. Capacity building to community:**
- In cooperation with W.Ed to provide capacity building to coaches, school directors, teachers.
 - Facilitate and make a series on capacity building to above concerning people/groups, through collaboration with W.Ed. technical staff and other concerning actors,
 - Actively participate with the team in its region and other areas and including providing feedback, reflection and learning from each other.
- 5. Child Protection Deliverable Outputs:**
- Inform children, parents and communities, coach, school directors, teachers, on a regular basis about child protection (CP).
 - Inform children, parents and communities, coach, school directors, teachers on a regular basis about CP risks related to visitors including Bandos Komar's zero tolerance policy towards unannounced visits.
 - Ensure all information about children is kept and disposed of safely in accordance with Bandos Komar CP procedures and Plan's child protection policy
- 6. Other duties:**
- All project related tasks/activities that line manager required to do

LEVEL/SCOPE OF DUTIES:

The post holder oversees:

- The project planning, implementing, monitoring and evaluation of all project activities within site assigned target areas.
- All target primary schools of the project within his/her site assigned are well functioning and those school has capability to manage, implement and sustain their own development project.
- All programs/projects requirements are aligned with Bandos Komar approach and donor requirement.
- Ensure programs/projects/activities are implemented as planned and the reporting requirements adhere to Bandos Komar's standards/ procedures/policies.

Qualification and skills Requirement

- Bachelor/Master Degree in Sociology, Education or relevant fields.
- Professional relevant experiences in the field of education and preferably in early literacy and teacher training.
- Can use necessary training equipment such as tablets and other technology equipment as well as communication technology, including internet and e-mail.
- Can work and travel to remotes schools.

- Can read, write, and speak English.
- Can work independently and in multi-culture environment
- Experience in Komar Rien Komar Cheh (Early Grade Reading) is an advantage.

The primary linkages for this post:

- Education Advisor (EA)
- W. Education team
- Technical and Program coordinator Support Staffs
- And admin persons and other project officers (POs) colleagues
- Partners, local government, children, families, leaders, groups, and institutes/organizations etc.

REQUIREMENT:

Leadership Behaviors:

- Good communication, negotiation, facilitation skills, and management,
- Able to represent Bandos Komar in various community levels.
- A good advocate of child's rights
- Resourceful and is able to link the community with other resources
- Promotes innovation and learning. Is able to think of new program concepts that address the needs of the community
- Culturally sensitive

Skills specific to the post:

- Communication and negotiation skills and organizing skills
- Documentation and report writing skills
- Facilitation skills: group discussion, organize events and other participatory tools & techniques for situation analysis, planning, monitoring, and assessment/evaluation.
- Program management: situation analysis; planning; monitoring; and assessment/evaluation.
- Networking/partnership: coordinating, effectively communicating (speak, read, write, present, report).
- Knowledge on child rights and rights based programming
- Training design, need analysis, organizing
- Trainer, coach
- Organizing

Qualification and Experiences:

Education:

- Bachelor' degree or equivalent in education field/social/community development and other related fields.

Knowledge:

- Good knowledge about the education on THE and prevention children at risk at drop out form school
- Good knowledge of communication
- Good knowledge of organizing, leading, and managing project
- Knowledge of computer operation on Micro-Soft Office
- Good knowledge about PRA tools
- Good knowledge about gender/child right and child development
- Good knowledge about community development concept
- Good Knowledge in English language

Experiences:

- At least two years working experience in education field, community development, and related fields.
- Experience working with children, school directors, SSCs, Children Council, and teachers
- Hands-on experience in participatory approaches and empowerment to community

Attitude/Core Competencies:

- Be a honest, loyal, patient, initiative, and responsible person
- Be a mature, strong and intelligence individual
- Be a good team player
- Sense of respect and show empathy with the poor
- Highly motivate and commit to work in the remote village and regardless of working hours
- Good communication, negotiation, and facilitation skills
- Able to represent Bandos Komar in various community levels.
- A good advocate of child's rights
- Resourceful and is able to link the community with other resources
- Promotes innovation and learning. Is able to think of new program concepts that address the needs of the community
- Culturally sensitive

Read and Accepted (Job holder)

___/___/___
Date

Direct Supervisor

___/___/___
Date