

Bandos Komar

JOB DESCRIPTION

Position Title: Senior Education Technical Officer (SETO) (Grade: 5)

Location: Phnom Penh head office and frequency travel to the site

Department: Technical Support Department of **Partage Project**

Report To: Technical and Program Coordinator

PURPOSE OF POSITION:

1. To develop and update of Bandos Komar's Education Program standard linked to D&D process and relevant education policies in Cambodia.
2. To lead and provide technical support to Bandos Komar's program staff and Bandos Komar's partners to ensure the programme implementation deliver with quality results.
3. To manage and support the technical team consist of health, ECCD, basic education, community development and M&E tasks.
4. To participate in Education Networks at local and international levels
5. To ensure mainstreaming child protection and child participation into project/activities.

DUTIES:

What does jobholder plan?

1. Ensure regular updating/upgrading of BK Education Policy and guideline, including relations with other organizations
2. Design and develop of Education related projects (concept note and proposal) in line with Bandos Komar strategic direction commitments and donors' requirements.
3. Technical capacity building of the program team including partners for technical soundness of the Education projects.
4. Work in close collaboration with PPM and field teams for Education and CD aspects in projects (*inputs for the monitoring, evaluation and reporting done by PPM*)
5. Build relationship with all key partners (especially on Education)
6. Leading the Bandos Komar on Education related advocacy and networking aspects.
7. Codify/capitalization the lessons learnt/Best practices of education program.

What are the outputs and deliverable?

1. Program Planning, Monitoring & Evaluation:

- 1.1. Integrate panning, monitoring and evaluation for the entire Education program developed.
- 1.2. Annual planning, monitoring & evaluation of Education related projects implementing at the Country level developed.
- 1.3. Integrated strategy of Education program with other Bandos Komar programs developed.
- 1.4. Monitoring mechanism and tools based on Bandos Komar's and donor's requirements developed and all field/program related staff have been oriented to use the tools.
- 1.5. Inputs and involve on phase in and phase out of Bandos Komar strategy.
- 1.6. Regular field visits conducted as planned and report documented.
- 1.7. Regular updated program progress and the issues that encountered/occurred at the implementation level to line manager in order to get support and solution.

2. Program Implementations:

- 2.1. On the job technical coaching to technical team and program staff and partners.
- 2.2. Develop and facilitate the strategy of the education program
- 2.3. Update and ensure implementation of Education policies /guidelines of BK (each component – selection of schools, ECCD, library, SSC, School Base Management, Child to Child Approach, health, regular support, phasing out process...) considering the evolution of the context
- 2.4. Ensure that operation manuals/guidelines on Education / CD are developed and updated by the technical team and roll out with clear orientation to relevant team in the field.
- 2.5. Lead and ensure that all projects/program are well implemented and aligned with technical guidance and tools .
- 2.6. Produce documents/lessons learnt on Education approach of BK as evidence based ... in order to share experiences of BK to others, even to train staff from other organizations on some BK good practices. for instance child to child approach, parenting group.
- 2.7. Lead, review & comments the Education project designs/outline document based on Bandos Komar's/donor's M&E requirements
- 2.8. Assist PTC/program director and ED to ensure the phase in and phase out strategy well implemented.

3. Grants funding program progress reporting and documentation:

- 3.1. Grant funding reporting captured all specifics indicators requirements by donors.
- 3.2. Kept the line manager regular updates the progresses and promptly seek for discussion, consultation the issues that may encounter/hinder and the success of the program implementations.
- 3.3. Grant funding progress report and produce documents/lessons learnt and case study.

4. Networking, advocacy and institutional learning, team meeting:

- 4.1. Assist TCP/Program Director (PD) and ED, establish and maintain Bandos Komar's good representative in in/out-Country Education network and working groups.
- 4.2. Represent BK for to participate with other education advocacy groups/NGOs.
- 4.3. Establish, facilitate institutional learning among ExCom members and technical team related good experiences and provoke discussion, lead and encourage integration of education program with other Bandos Komar's programs.

5. Management and Human Resources:

- 5.1. Facilitate and lead team members in technical team
- 5.2. Empower members, and promote friendly working environment, encourage initiative
- 5.3. Ensure the level of technical support they can provide to the field
- 5.4. Provide contribution for job descriptions, contracts, etc. in collaboration with the department in charge
- 5.5. Annual performance appraisal is carried out for all direct report staff
- 5.6. Training needs and plans for direct report staff capacity development
- 5.7. Orient / guide and support / train any relevant members, and program staff (on technical aspect)

6. Child protection/gender/disaster deliverable output:

- 6.1. Mainstream child protection/gender/disaster and participation into program design, implementation, monitoring and evaluation.

7. Other tasks assigned by direct supervisor are performed.

LEVEL/SCOPE OF DUTIES:

What does the post holder oversee?

1. Daily activities (based on agreed individual annual performance planning) to ensure technical soundness of the integrated education program and concerned projects.
2. Provision technical supports/advices and warranty the quality in education. S/he doesn't interfere with the management, he/she doesn't go straight to the field but interact, s/he supports the BK field team on technical quality aspects.
3. Ensure Bandos Komar's education principles, policies and guidelines adhering to implemented.
4. Coordinate the Monitoring and Evaluation of entire the Education projects related.

Which team/posts report into the post holder?

1. Community Development Technical Officer
2. Early Childhood Care Development Technical Officer
3. Health Education Technical Officer

What are the primary linkages for this post?

1. ED, TPC/PD, Technical Support Team, Finance/Administrative department and provincial based program team including partners staff.
2. Network and Working groups related to Education sector.

Level of contact with children:

1. Medium

REQUIRMENT:

Leadership Behaviors:

1. Mutual agreement and adaptation of Bandos Komar (including Partage) working values.
2. Proficiency of communication, negotiation and coordination skills.
3. Proactive and initiative.
4. Willing to offer extra mile to support peers as required.
5. Open for feedback and willing to try new approaches and processes.

Skills specific to the post:

1. Education Planning, Monitoring, Implementation and Evaluation as well as budgeting proficiency.
2. Education program research/study and based line survey.
3. Education facilities technical designs proficiency.
4. Advocacy and networking skill.
5. Proposal writing and quality report development skill.
6. Abilities building and managing teams
7. Good analytical skills with attention to details
8. Computer skills
9. English proficiency.

Qualifications and Experience:

Education:

At least Bachelor Degree on Education, Social Science or related fields.

Knowledge:

1. Good knowledge of education program and general knowledge of rural development in Cambodia.
2. Knowledge about gender and child right.
3. General Knowledge on education in Southeast Asia is a plus.

Experiences:

1. At least 5 years' experiences at senior level in the design, implementation, monitoring, and evaluation of education through participatory approach.
2. Strong understanding and experience in education field and rural development and local planning process.
3. Demonstrable analytical skills on sustainable development/education issues.
4. Demonstrable experience in conducting or facilitating participatory policy dialogue processes from grassroots to national levels.

Attitude/Core Competencies:

1. Proven ability and aptitude to learn quickly
2. A team player, who works well in a multi-cultural environment, communicates readily and shares learning with colleagues, partners, beneficiaries and officials.
3. Approach work interdependently.
4. Humility/humble and matures individual
5. High self-esteem and respect of others
6. Gender sensitivity and support team work.
7. Hard working and able to work under pressure of multitasks.

Read and Accepted (Job holder)

___/___/___

Date

Direct Supervisor

___/___/___

Date