



Bandos Komar Association
JOB DESCRIPTION

Position Title: Education Project Officer (EPO) **Grade:** 4
Location: Preah Sihanouk province, Based in district
Department: Program of **AeA-EU Project**
Report To: Education and ECCD specialist

PURPOSE OF POSITION

- To assist the Education and ECCD specialist to manage, collaboration, and implement / follow up / monitor of project, through the use of participatory approach/processes in his/her assigned sites, and to ensure all project activities run smoothly, and high achieving results with quality (efficiencies and effectiveness)
- Assist Education and ECCD specialist to maintain and establish the collaboration with Local Authorities and relevant stakeholders (PoE, DoEYS, DoWA, HCs, CCs/CCWCs, district governors, School Directors, teachers, community preschool committees management (CPCM), core parents, VHSGs, community preschool teachers, child/youth clubs etc.,...) and responsible for building/strengthening capacities of children, families, core parents, VHSGs, CPCs, community preschool teachers, CCs/CCWCs and encourage them to participate and share the distribution their resources and takeover of their duty to the project.
- The EPO responsible for facilitating/coordinating to implement and monitor project activities at community levels.

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
- Capability building to the community, child groups and community based organizations
- Designs action plans of project activities/reviews based on project life cycles
- Annual operational plans based on proposals and community development plans
- Coordinate with local authorities, CSOs, CCs/CCWCs, community, school directors, teachers, community based organizations, CPS management committee and preschool teachers in the target areas for the project implementation and synergy.

Outputs and deliverable:

1. Project planning, implementation and monitoring and evaluation:

- Assist Education and ECCD specialist to provide the project orientation to communities and other relevant actors,
- Participation in strategic and programs/projects development, especially provide inputs / data and information relevancies,
- Assist Education and ECCD specialist to manage the project within her/his target area assigned to make sure the project well function and achieved the target results,
- Develop annual, quarterly, monthly work plans and narrative report based on BK/donor format and update together with other staff,
- Facilitate community and concerning stakeholders to collect the concerning information/data by using the participation approach and make a document of those data are collected and submit to line manager on timely manner,
- Facilitate community and concerning stakeholders to identify issues that concerned with the project and priorities of those issues and to submit to line manager on timely manner,

- Participate/involve in the CIP process and engage CC to put ECCD issues in high priority and at the end of project CC will have been taken to accountability and ownership running the project.
- Facilitate and empower community and concerning stakeholders to implement the project activities, monitoring and engage them to get involved in the project monitoring and evaluation,
- Mobilize and engage families, community, teachers, including children and representatives of marginalized groups to involve in the whole cycle of project management.
- Monitor and coach to core parents, guardians and community on early stimulation, water hygiene and sanitation, and nutrition including 8 topics and or parenting education manual to improve their parenting skills.

2. Establish the collaboration/relationship with local authority and concerning stakeholders:

- Build close relationships and actively learn within CO-SAVE's partners, CSOs, local authorities, CCs/CCWCs, communities, through the meeting, home visits, school visits, preschool visits, staying overnight in community, attending community social events, etc., ...
- Provide orientation of the project to the local authorities, CSOs, CCs/CCWCs, school directors, school support committees, CPCs, preschool teachers, community and other concerning stakeholders in the project target areas and community,
- Actively network with other stakeholders, and facilitate the communities to network connective, for advocacy, resource mobilization and project implementation,
- Collaborate with concerning local authorities, especially district governors, CCs/CCWCs, private sectors and concerning stakeholders,
- Collect and keeping all concerning project data related,
- Close communicate and encourage district governors, CCs/CCWCs, private sectors, and CSOs to strongly supported to the project and to take accountable and ownership,
- Facilitate community/local authority and concerning stakeholders to make the any event to mobilize the resources to support the preschools, primary schools and lower secondary schools.
- Assist commune council to prepare Commune Investment Program for supporting project.
- Establish the good collaboration/relationship with local authority and other actors for integrating project activities if any,

3. Capacity building to community:

- Coordinate/facilitate community, school directors, teachers, school support committees, CPS-management committee (CPS-MC), CBOs, community preschool teachers, CPCs, core parent groups, CCWCs/CCs and village chief to identify their training need and prioritize,
- Facilitate and make a series on capacity building to above concerning people, through collaboration with technical staff and other concerning actors,
- Actively participate with the team and CO-SAVED partners in its region and other areas and including providing feedback, reflection and learning from each other.

4. Learning within community:

- Facilitate community/CBOs/CPS-MC/CCs/CCWCs/SDs/teachers to define the process/mode of monitors and indicators for learning from each other and encourage them to monitor the project activities at the ground,
- Facilitate community and including local authorities, SDs, teachers, CPS-MCs, parent groups, CCWCs/CCs, vulnerable and ethnicity minorities people to collecting and analyzing the information and priority the needs/issues and then try to make the solution with community and seek support from concerning stakeholders, and project if any related,
- Facilitate and motivate community to share their knowledge and experiences that have been done so far to each other in any event happened in the community.

5. Child Protection Deliverable Outputs:

- Conduct child risk analysis all events related to project that children involve/participant

- Inform children, parents and communities on a regular basis about child protection (CP)
- Inform children, parents and communities on a regular basis about CP risks related to visitors
- Ensure all information about children is kept and disposed of safely in accordance with Bandos Komar CP procedures

6. Other duties:

- All 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 communes/community/villages, within his/her site assigned are well functioning and those communes/villages has capability to manage, implement and sustain their own development project.
- All projects requirements are aligned with Bandos Komar approach and donor requirement.
- Ensure projects/activities are implemented as planned and the reporting requirements adhere to Bandos Komar's standards/ procedures/policies (focused on result based management).

Team/posts report into the post holder:

- none (But need to collect and consolidate info/data are related to the project from community and concerning stakeholders within his/her site assigned)

The primary linkages for this post:

- Education and ECCD specialist
- Technical Support Staffs
- M&E officer
- Admin persons and other Project Officer(s) colleagues
- CO-SAVED Partners, local government, children, families, village leaders, groups, institutes/ organizations, and health centers etc.

REQUIREMENT:

Leadership Behaviors:

- 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

Skills specific to the post:

- Communication and negotiation skills
- Documentation and report writing skills
- Facilitation skills: group discussion 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 and experiences on education system of Cambodia, especially from preschool to lower secondary school.

- 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/social/community development and other related fields.

Knowledge:

- Good knowledge of communication, especially with vulnerable peoples
- Good knowledge of integration project
- Knowledge of computer operation on Micro-Soft Office
- Good knowledge about RRA/PRA tools
- Good knowledge about gender/child right and child development
- Good knowledge about community development concept
- Knowledge in English language

Experiences:

- At least two year working experience in basic education and ECCD project and related fields
- Experience working with local authorities, PoE, DoE, children, especially with indigenous people
- 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 and indigenous people
- 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