

TITLE: Education Specialist	
TEAM/PROGRAMME: Education	LOCATION: Kathmandu
GRADE: TBC	CONTRACT LENGTH: One year – possibility for extension
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>Save the Children believes every child deserves a future. In Nepal, Bhutan and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and future we share. Save the Children expects that anyone associated with it abides by its Safeguarding and other Zero Tolerance Policies.</p> <p>The Education Specialist will be responsible for the development of and technical support to high quality child-focused school education program including early childhood care and development reaching the most vulnerable and deprived. They will support the Senior PDQ Advisor to establish and maintain functional collaboration and coordination with government counterparts, external development partners, strategic partners, and donors at the national level. Likewise, they will provide support to maintain communication with donors, members and internal working groups. The position holder will be working closely with Senior PDQ Advisor, education project/program managers/coordinators and other Save the Children departments and field offices to ensure required technical support to SC's field teams and partners is available and timely. They will assist to Senior PDQ Advisor on setting the overall education strategies and high-quality education standards, and knowledge management system in the education theme.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Senior PDQ Advisor Budget Responsibilities: Support Senior PDQ Advisor for management of PDQ- Education Self implementation budget of the country office Role Dimentions: Education Specialist needs to work in close coordination and collaboration with Sr. PDQ Advisor different education project teams and departments of Save the Children internally, and the government line agencies and various networks and forums externally. They should have high-level willingness to perform assigned tasks in short deadlines/notices, and work in a complex environment.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Program and Project Development (25%):</p> <ul style="list-style-type: none"> • Support in developing new Education projects in close coordination with Senior PDQ Advisor and consultation with other departments, field offices, and partners. This includes, but is not limited to, developing detailed implementation plans, staffing plans, phased budgets, identifying new partners, etc., in addition to technical narratives and log frames. Ensures project design is linked to SC's country strategic plan and common approaches. • Contributes to the identification of partner organizations that have robust and proven technical excellence in Education • Contributes to the continuous assessment of education related program needs, and ensures that these are appropriately reflected in sectoral strategies, proposals, and programs. 	

- With Senior PDQ Advisor, spearheads the exploration of additional funding sources to pilot and scale-up proven innovative education related interventions.
- Supports Senior PDQ Advisor to develop the education strategy, milestones, country annual plan, and country annual review plan.

Program Quality Assurance and MEAL (50%):

- Provides direct technical support to field teams, e.g. project monitoring, field staff, and partner capacity building, training, etc.
- Provides dedicated time and technical support in quality implementation of various projects such as Early Grade Learning, EU funded education project
- Makes regular technical monitoring visits to education projects and ensure quality implementation
- Supports research and evaluation efforts by drafting ToRs, supporting with consultant hiring and oversight. Provides analysis of R&E findings.
- Ensures education projects collect information on the progress towards project outcomes/results, collect information or observations for the variations in these outcomes/results, and draw conclusions/lessons, and take actions to address these conclusions/lessons.
- Provides critical feedback and technical inputs on periodic project reports including baseline, midterm, and final evaluation reports, including annual reports.
- Leads on standardizations of Education related materials, SOPs, training manuals etc.
- Ensures Quality Benchmarks and monitoring tools for education projects are in place, updated as per required, and effectively used in the education projects.
- Engages in period project reviews, including annual Program Learning Groups.
- Holds self-responsible for staying current on the latest news, innovations, and adaptations in sector.

Representation, Networking, and Advocacy (20%):

- Ensures strong linkages and coordination amongst government, strategic partners, external development partners on matters of ECD.
- Assists Senior PDQ Advisor for donor engagement, linkage, and coordination
- Supports Senior PDQ Advisor for advocacy and policy changes and implementation in close collaboration with advocacy counterparts.
- Supports Senior PDQ Advisor in developing and maintaining an in-depth understanding of the education sector, including national policies/policy development, key players in government, UN agencies, INGOs and national civil society organizations.
- Actively engages with relevant ECD networks and coalitions at the national level and ensures representation at the regional/district level networks as necessary.

Capacity Building (10%)

- Assists Senior PDQ Advisor to develop the capacity development plan for education staff in SCI and partners, and organize capacity development initiatives.
- Works with education project teams and partners to identify technical strengths and weaknesses areas and develops plans to address gaps.

OTHER

- Other tasks as requested by the Senior PDQ Advisor or Director, Programme Development and Quality covering Education more broadly.
- Support the Save the Children Humanitarian responses where appropriate, ensuring timely and quality responses in line with international standards and technical best practice.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Master's degree in Education, international development, Social Sciences, Development Studies, or a related discipline.

EXPERIENCE AND SKILLS

Essential

- Minimum of 7 years of relevant experience in education.
- Demonstrable experience in education programming including designing high quality proposals and implementing and monitoring projects.
- Experience with INGOs/NGOs/CSOs in education. Experience in child rights programming a plus.
- Proven experience in strategy development.
- Proven experience with external representation with Government and donors. Experience leading technical working groups (or similar) a plus.
- Excellent communication skills, including the ability to present complex issues in a clear and concise manner.
- Ability to write high quality reports and analyse information.
- Excellent spoken and written English and Nepali.

Desirable

- Experience with EdTech.
- Experience with Climate Change in Education

Additional Job Responsibilities:

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities:

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Safeguarding obligation:

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**



We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that their conduct is in line with the SCI's Safeguarding policies. Hence our selection process includes rigorous background checks, reflects our commitment to the protection of children, adult at risk and community from abuse, exploitation, and harassment.

Health and Safety:

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

JD written by:	Date:
JD agreed by:	Date:
Updated by:	Date:
Evaluated:	Date: