|  |  |  |
| --- | --- | --- |
| **Technical Specialist – Education in Emergency** | | |
| **TEAM/PROGRAMME:** EiE/Education | | **LOCATION**: Cox’s Bazar |
| **GRADE**: 4 | | **POST TYPE:** Regular |
| **Child Safeguarding:**  Level 2: either the role holder will have access to personal data about children and/or young people as part of their work; or they will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or as applicable). | | |
| **ROLE PURPOSE:**  The Technical Specialist – Education in Emergency (EiE) plays a vital role in ensuring the successful implementation of donor-funded EiE projects in Cox's Bazar. This position involves overseeing technical aspects, conducting field visits, providing training, coordinating with partners, and supporting resource mobilization efforts. The Technical Specialist focuses on maintaining program quality, compliance, and timely delivery while fostering innovation and collaboration with stakeholders to achieve program objectives.  The Technical Specialist- EiE will support the Project Manager through overseeing different donors funded EiE project activities in Cox’s Bazar refugee camps and host community, with a focus on (1) technical aspects of assigned project for excellent program implementation, including timely intervention according to plan (2) frequent field visits in order to provide regular technical supports and monitor program activities according to the plan (3) technical support in delivery of training & capacity building activities, developing training packages and modules, S/he will also provide day-to-day oversight of the project(s) and coordinate between SCI and implementing partners. (4) S/he will actively involve in proposal development and resource mobilization team for ensuring funding for the origination’s financial sustainability. (5) Coordination with different departments of SCI for developing integrated project proposal, donor report, concept note, one pager etc. (6) Maintain liaison with different international and national stakeholders, donors as per the instruction of Project Manager. (7) Support Manager for Quality project operations, reporting and compliance issues through technical guidance and smooth implementation of education program. (8) Generate ideas, innovation and knowledge generation contributing program as new initiative in accordance with the defined Program Quality Criteria. (9) Represent SCI at Government Offices, PNGOs and others Stakeholder and keep coordination with Country Office and relevant bodies and networks. (10) S/he will actively monitor Education activities with as per Education Sector guidelines, ensuring projects technical interventions/activities are delivered on time and on budget, and that delays or issues with implementation are flagged immediately, and corrective actions are taken. | | |
| **SCOPE OF ROLE:**  **Reports to:** Manager- Education  **Staff reporting to this post: N/A** Direct: **Indirect:**  **Budget Responsibilities:** Yes  **Role Dimensions**: Cox’s Bazar based with at least 50% field visit | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **A. Program Implementation**   * Support the Manager- Education to oversee quality implementation of Education activities in the field ensuring that services are delivered on time. * Work with the Manager to ensure technical activities are implemented in responsive ways to communities, partners and children in line with donor and SC’s principles, values and strategic plan and compliant with SC’s procedures * Work with the Manager and implementing partner to:  1. Develop detailed implementation plans including capacity building and training, material development based on ‘Accelerated Learning Program (ALP)’ of Myanmar Curriculum. 2. Undertake frequent visit to learning facilities to monitor quality of learning activities and provide hands on support to partners staff, teachers, facilitators etc. 3. Support in developing teaching-learning materials, training package and module, parenting sessions, and other relevant documents 4. Delivery of capacity building activities for implementing partners and ensure field level rollout within timeline 5. Conduct/facilitate workshops and meeting sessions with implementing partners and Education Sector partners 6. Support Line Manager in donor communication by keeping up with the timelines. 7. Effective coordination and collaboration with Technical Manager- Curriculum & Material Development and Training for implementation of technical activities  * Raise any implementation issues to Manager within reasonable time.   **B. Reporting, Monitoring, Research and Documentation**   * Monitor program progress against both programmatic and budgetary targets. * Actively monitor project’s technical activities and ensuring quality of Save the Children’s programme and flagging concerns to the Manager for improved outcomes. * Provide input from technical aspect into the development of M&E and indicator tracking plans and the development of additional M&E tools as necessary to monitor project progress. * Coordinate with MEAL Manager for ensuring periodical assessment, Quality Benchmark (QB), Post Distribution Monitoring (PDM) etc. * Work with the Manager to ensure appropriate, timely and accurate data collection and documentation related to technical activities against agreed indicators to enable both internal and external reporting. * Contribute to producing monthly report, bi-annual and annual donor reports, SitRep and other programmatic reports etc. along with reviewing any reports prepared by partner staff. * Design Education projects and develop quality technical proposals to submit on time and support in budget preparation accordingly. * Maintain close coordination with the New Business Development team for upgrading Education focus issues regarding proposals.   **C. General:**   * Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. * Represent Save the Children at local implementing partner’s coordination meetings and cluster if applicable/as requested. * Participate in relevant coordinating meetings/forums as needed. * Coordinate with other sectors and departments as relevant. * In case of emergency, be prepared to contribute to the delivery of an appropriate and timely response. * Any other reasonable duty as may be assigned that is consistent with the nature of the job and level of responsibility. | | |
| **SKILLS AND BEHAVIOURS (our 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 others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically   **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 | | |
| **QUALIFICATIONS**  **Academic:** Master’s Degree, preferably in Education/Social Science/Development Studies and other relevant faculties. | | |
| **EXPERIENCE AND SKILLS**  **ESSENTIAL**  **Working Experience:** At least 5 years of relevant working experience in development or humanitarian setting, preferably in Education and Education in Emergency (EiE) program  **Required Expertise:** Advanced knowledge on pedagogy, material development, conducting training and module development, Govt. Pre-primary curriculum, Education policy. Clear understanding on the Rohingya response situation of the country, education in emergency, technology based education, formal and non-formal Education theories and practices etc.  **Skills:**   * Excellent skills on process facilitation and coordination with high standard * Excellent skills in training and session facilitation * Demonstrated experience on material development * Excellent team management skills * Good planning and coordinating skills * Demonstrated experience with implementing partners * Good presentation skills * Excellent time management skills * Good monitoring and analytical skills * Good English communication and skills * Hands-on computer operating skills * Problem solving and decision making, * Applying technical and professional expertise, * Working effectively with others, * Communicating with impact, * Networking   **DESIRABLE**  Additional professional certificates: Certificate or diploma in EiE, Education or relevant.  Attitude:  To work in team  To protect children in connection  To be non-discriminatory and gender sensitive | | |
| **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. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Tapos Kumar Bishnu** | **Date: September 2023** | |
| **JD agreed by:** | **Date:** | |
| **Updated By:** | **Date:** | |
| **Evaluated:** | **Date:** | |