***The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)***

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| **TITLE:**  **Education Coordinator (*Subject to donor approval*)** |
| **TEAM/PROGRAMME: Education (Ops)**  | **LOCATION: Badakhshan** |
| **GRADE**: Nat 3 | **CONTRACT LENGTH: Fixed Term** |
| **CHILD SAFEGUARDING: (select only one)****Level 3:**  The post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or 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. |
| **ROLE PURPOSE:** The primary purpose of this role is to ensure the effective implementation and management of national and provincial level projects through close collaboration with partners. The role involves planning, coordinating, and monitoring project activities to ensure timely and quality delivery, while also building the capacity of partners to enhance their performance and compliance with organizational standards. |
| **SCOPE OF ROLE:** **Reports to:** Education Manager**Staff reporting to this post:** Master Trainer, Capacity Building Officer**Direct: 2****Indirect:** **Budget Responsibilities:** Manager budget of relevant province.  |
| KEY AREAS OF Responsibilities: 1. Participate and contribute to projects planning at national level for national projects, take part in Project kick off meetings in order to increase the knowledge of cooperating partners on specific projects/programs.
2. Lead provincial level project implementation through partners.
3. Ensure on-time and quality project activities are delivered by partners.
4. Support partners in all aspects of project planning, reporting, project introduction to stakeholders
5. Mobilize Master Trainers and Capacity Building Officers to provide technical support to partners.
6. Ensure that Master Trainers and Capacity Building Officers are monitoring partners work on the field and document the findings for further actions.
7. Close coordination with partners to check and ensure project implementation plan is implemented as agreed.
8. Escalate the burning findings with CO HoE or respective project manager for further action.
9. Check and confirm partners monthly financial and narrative report by comparing the reports with the documents, project plan, reports, and field level progress.
10. Coordinate and support partners in development and submission of reports required for MoE, MoEc and donor.
11. Take active and key role in project forecast and realignment along with project manager and partner.
12. Assist project manager in donor reports with provision of reliable data and facts at field level.
13. Conduct organization capacity assessment of identified partners in close coordination with SCI-Af relevant departments
14. Develops capacity building plan for SCI partner and shall coordinate/prepare the capacity building agenda in collaboration with line and relevant departments.
15. Conduct regular field visits to different districts, identify partners’ capacity gaps and deliver on the job trainings to mitigate the spotted capacity flaws and establish good working relations between SCI and Partners at provincial level.
16. Share the field visits reports and action plan with SCI relevant project managers and HoE and with the partners and closely follow up to make sure the actions are completed on due dates.
17. Update project activities and tasks status in PRIME on weekly basis.
18. Support MEAL Coordinator in conducting monthly Data Quality Assessment DQA of partners.
19. Focal person for regular follow-up with partners on submission of their monitoring and field visit reports
20. Coordinate the partner’s meeting and circulate the minutes of the meeting with relevant people.
21. Establish strong coordination with SCI-Afghanistan Implementing Partners (IPs), Stakeholders, SCI Finance Department, BHs and provincial management teams.
22. He/she will be the focal person for Safer Partnership for provinces and will work closely with Partners, HoE, provincial safeguarding focal points and SCI Head of Safeguarding
23. Conduct regular spot checks to ensure strong safer partnership mechanism in place.
24. Support the partner, so that they comply with all relevant Save the Children policies and procedures regarding child protection and child safeguarding, Do No Harm children for the maximum protection of children.
25. Represent SCI in the sectoral meetings such as cluster meetings and other related meeting.
26. Coordinate and collaborate with CO coordinator and project manager in partners procurement, BOQ development.
27. Any additional task as per office requirement or by line manager.
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| **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.
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| **QUALIFICATIONS** **Required*** University degree in education, social science, or any other relevant technical credentials
* Minimum 4 years of experience in national and/or international NGOs, specifically in project implementation, management.

**Desirable*** Have worked with partners.
* Must be proactive, flexible, hard working with irregular hours.
* Should be optimistic and a good listener.
* Dedicated to work in the interest of Children regardless of ethnicity, colour, Race, Gender, or other biased preferences.
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| **EXPERIENCE AND SKILLS*** Good knowledge and experience in partnership.
* Humanitarian experience and knowledge is an asset.
* Knowledge in conducting training and capacity building sessions.
* Good organization, planning, budgeting, budget control and reporting skills
* Strong interpersonal and communication skill
* Good team interaction and positive attitude
* Familiar with Word, Excel, and other relevant programs
* Excellent communication skills in English, alongside varied local language skills are preferred (Dari, Pashto etc).
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| **Additional job responsibilities**N/A |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.“**Save the Children strongly encourages applications from women. Minimum country requirements for potential female applicants will be followed.**” |
| **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:** | **Date:**  |
| **JD agreed by:**  | **Date:**  |
| **Updated By:**  | **Date:**  |
| **Evaluated: HR** | **Date:** |