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| **TITLE:** Education in Emergency (EiE) Technical Advisor |
| **TEAM/PROGRAMME:** Program Development, Quality-PDQ | **LOCATION:** Afghanistan: |
| **GRADE**: 2 | **CONTRACT LENGTH:** 2 years |
| **CHILD SAFEGUARDING: (select only one)**The responsibilities of the post may require the post holder to have regular contact with or access to children or young people. |
| **ROLE PURPOSE:** Education is a fundamental component of humanitarian response: it contributes to the physically and psychologically protection of children, their families and communities; it supports and promotes the continuation of child development and learning and helps prevent drop out; it presents an opportunity to improve the reach, quality and relevance of education, including building resilience. Considering the importance of the EiE, Save the Children recruits Education Technical Advisor.The Education Technical Advisor will be responsible for the quality design, scale up and representation of Save the Children’s EiE programming. The role holder will ensure that partners and SCI EiE teams have the capacity to address key EiE needs through ongoing technical support and guidance. S/he will provide strategic and technical leadership for the growth and development of the EiE portfolio in Afghanistan and will be a lead on developing/overseeing proposals and securing funding for EiE programs in close coordination with partner organizations and the SCI team. S/he will ensure the coordination of all EiE activities through active participation in coordination meetings and working groups. H/She should also have experience of working on EiE Programs in fragile contexts.S/he will also be involved in networking, collaboration and partnerships with relevant stakeholders in the country (Government ministries, UN agencies, INGOs and civil society organisations), as well as supporting coordination internally. S/he will also support ongoing advocacy and media efforts. |
| **SCOPE OF ROLE:** **Reports to:** Senior Education Technical Advisor**Staff directly reporting to this post:** N/A**Budget Responsibilities:** None |
| **KEY AREAS OF ACCOUNTABILITY:*****In line with Save the Children’s dual mandate, these key areas of accountability apply to work in emergencies and in development settings.*** **Programme Design and Effectiveness*** Lead on the development and submission of quality proposals in response to identified opportunities in EiE; serve as technical lead and/or lead technical writer, as required.
* Ensure meeting the deadlines of proposal, and this include the off and online application, liaise with field to get necessary information as well as well as to work closely with the BD to ensure maintaining the timeframe of the proposal’s development and submission.
* Support country office in formulating program designs, implementation plans, and country strategies for education including EIE and inclusive education.
* Ensure technical standards exist for all education programming and in the early recovery contexts adhering to humanitarian standards.
* Proactively promote high quality EiE technical approaches within the country.
* Ensure minimum standards are maintained in accordance with the INEE standards and guidelines.
* Ensure oversight of education programme implementation to ensure high quality, timely delivery of programme activities, for example, monitoring against log frames as well as well consideration of the EiE framework.
* Identify EiE programme supply needs and supports EiE staff and the logistics team to put in place a sensible phased procurement plan and budget.
* Work together with PDQ and operations teams to initiate and design high quality, cost-effective, innovative and sustainable education project proposals and concept notes.
* Work together with the humanitarian and emergency teams to enhance the humanitarian responses and pre-positioning.
* Support rolls out of the Save the Children Common approaches with special focus on Literacy and Numeracy in emergency context.
* Ensure the CP is well mainstreamed in all EiE projects and coordinate with CP Technical Advisor, CP Operation team to ensure they have well contributed and hold the responsibility in both the design and implementation technical support and the reporting.

**Programme Implementation Quality Support:*** Create implementation guidelines for new programs
* Develop induction packages to aid new recruits in settling and performing effectively
* Formulate Standard Operating Procedures (SOPs), Terms of Reference (TOR), and surveys for the education department
* Review reports for accuracy, relevance, conciseness, grammar, clarity, and completeness in all education projects
* Establish content, policies, and objectives for Quality Education Programs
* Provide support for the initiation, review, and enhancement of Educational Initiative Projects
* Design and execute quality improvement programs
* Offer consultation, program coordination, technical assistance, and related services in education/training
* Evaluate ongoing and proposed programs and prepare recommendations
* Cultivate relationships with academic units, organizations, industry, and agencies to identify programming needs
* Plan and coordinate marketing materials for educational programs and services
* Contribute to the identification, development, implementation, and evaluation of educational programs and materials
* Collaborate in conducting needs assessments with potential clients, collecting and analyzing data with the team.
* Collaborate in contextualizing Common Approaches and support their rollout

**Representation, Advocacy & learning.*** Play a key role in supporting the Education Lead in designing, monitoring and reporting of the education elements of the Country Strategic Plan, in particular ensuring coordination and incorporation of education technical inputs.
* Provide leadership and guidance for the education technical team in driving the development and realisation of ambitious yet practical sector specific strategies and plans which are able to lead to the realisation of CSP goals related to the EiE part.
* Take the initiative in documenting lessons learned, best practices and case studies to shape in-country strategies on the EiE and programme approaches and contribute to other sectors learning.
* Support setting-in a culture of information sharing among the team as well as with other functions.
* Pro-actively identify advocacy opportunities, case studies and research opportunities which link with wider organisational strategic objectives and turn these into action.
* Play a leadership role in shaping EiE communications and media priorities in line with thematic priorities.
* Represent Save the Children in relevant internal and external forums including donor meetings (as appropriate) related to EiE.
* Help shape broader sector strategies through influence of and leadership within inter-agency coordination forums, such as the EIE cluster, ensuring the specific needs of children in EiE are being addressed.

Ensure the effective functionality of the Subnational Cluster. |
| **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 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 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 AND EXPERIENCE:****Essential*** Master degree or equivalent level education in education, social sciences or a related field
* Minimum of 5 year’s experience of working with INGOs in senior position in education with 3 years technical experience in EiE
* Demonstrated knowledge and experience of education in emergency programme design, implementation and evaluation
* Understanding of education for development in Afghanistan
* Knowledge of the Ministry of Education structure and policymaking agenda
* Experience of working with implementing partners in a consortium and of building coalitions to affect change, working with clusters
* Excellent communication skills with a high level of written and spoken English
* Politically and culturally sensitive with qualities of patience, tact and diplomacy
* Proven skills as a trainer/facilitator and mentor
* Commitment to and understanding of Save the Children's aims, values and principles

**Desirable*** Technical experience in programs that focus on improving access to education, particularly community outreach, enrolment and retention of primary school students
* Experience in integrating gender, child protection and participation in education projects
* Wide understanding of education issues in Afghanistan
* Knowledge of Afghan languages (Pashtu / Dari)

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| **Additional job responsibilities:**The duties and responsibilities set out above are not exhaustive and the post holder may be required to carry out additional duties from time to time which are reasonable in relation to their level of skills and experience.In the event of a significant humanitarian emergency, the post-holder will be expected to work outside their normal job description; vary their working hours; and occasionally work from a different location should the need arise. |
| **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. |
| **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:** Rihab Abdalla- Senior Education Technical Advisor | **Date:** 14/08/2024 |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |