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| **POSITION TITLE: Education Officer** | |
| **TEAM/PROGRAM:** Education in Emergencies | **LOCATION:** NWAO**,** Chernivtsi |
| **GRADE**: 4 | **POST TYPE:** till 31/12/2025 |
| **Child Safeguarding: (choose any level from the below)**  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:** This position is a member of the Education in Emergency team, responsible for working with the team to provide support for program implementation in field office, supporting the development and implementation of the education in emergencies program. | |
| **SCOPE OF ROLE:**  **Reports to:** Education Coordinator  **Staff directly reporting to this post:** Schools and DLCs facilitators | |
| **KEY AREAS OF ACCOUNTABILITY:**  In full collaboration with the Education team and partners:  ***Programme Implementation:***   * Regular on-site monitoring of activities in the field to ensure timely implementation for regular education activities as well as for DLCs. * Support partner staff and teachers to ensure implementation aligns with minimum quality benchmarks. * Ensure schedules are being adhered to. * Ensure all learning spaces have adequate supplies. * Raise any implementation issues to Education Coordinator.   **Monitoring, learning and documentation**:   * Support in documenting project success stories and case studies. * Contribute regularly in preparation of periodical program narrative reports. * Keep informal learning network with other organizations doing education in emergencies programming.   **General:**   * Support translation of meetings and materials for education in emergencies program. * Attend trainings, meetings, and workshops to update knowledge and skills as assigned and disseminatenew knowledge/ information/lessons learnt. * Represent Save the Children International as assigned. * Any other tasks assigned by the Education Coordinator. | |
| **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 AND EXPERIENCE:**  **Qualifications/Accreditations:**   * Bachelors or Master’s Degree in relevant subject: Education, Social Sciences, Development.   **Knowledge/Experience:**   * Minimum 2 years of experience working on education programmes in primary education, secondary and/or early child education. * Experience working for an NGO in challenging contexts. * Experience delivering teacher trainings. * Fluency in spoken and written English and Ukrainian. * The maturity and experience to effectively building relationships with key NGO and government partners. * Experience to identify problems and develop appropriate solutions. * Strong relationship building, negotiation and interpersonal skills.   **Skills/Abilities:**   * Ability to work under pressure. * Ability to take initiative, independently as well as part of a team. * Strong commitment to providing high levels of service delivery (both internal and external stakeholders). * Commitment to and understanding of Save the Children’s mission, vision and policies. * Excellent communication skills – presentation, negotiation, analysis, reflection. * Understanding of the complex issues that affect children’s access, participation, inclusion and retention in education in Ukraine. * Good analytical (thinking) skills with ability to produce quality analytical reports, case studies. * Excellent knowledge on the MS Word, Excel, Power Point.   **Attitude:**   * To work in a team and able to work under pressure. * To protect children in connection to the work. * To be non-discriminatory and gender sensitive. | |

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| **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. | |
| **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:** | **Date:** |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.