

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**



<b>JOB TITLE: Project Coordinator – Education, Sponsorship</b>	
<b>TEAM/PROGRAMME:</b> POD/Sponsorship	<b>LOCATION:</b> Bardibas Field Office
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> Fixed term
<p><b>CHILD SAFEGUARDING:</b></p> <p><b>Level 3:</b> 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><b>ROLE PURPOSE:</b></p> <p>Save the Children believes every child deserves a future. In Nepal 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 Project Coordinator – Education is overall responsible for providing technical guidance and management to partners in the implementation of education interventions under the Sponsorship program in Bardibas Field Office. The position holder is responsible to provide technical oversight to partners (Partner NGOs and local structures) through various approaches including coaching and on the job capacity building on the education theme. The position holder is also responsible for ensuring that implementing partners have the right technical knowledge and skills for the implementation of education programs at implementing sites by maximizing the impact as per the country strategy. The position holder further will ensure quality monitoring of the partners in close consultation with line manager and technical Managers best utilizing the available resources to attain education goal of Save the Children adhering to Save the Children’s national strategy, and with Save the Children’s global initiatives, supported by Manager– Sponsorship and Technical Managers in the impact areas.</p> <p><i>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</i></p>	
<p><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> Sponsorship Program Manager  <b>Staff reporting to this post:</b> NA  <b>Direct:</b>  <b>Indirect :</b>  <b>Budget Responsibilities:</b> \$ Two Thousand (approx.. per year)  <b>Role Dimensions:</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <p><b>Project Implementation &amp; Quality</b></p> <ul style="list-style-type: none"> <li>• Provide strategic and clear direction/guidance in planning and budgeting of education program funded by Sponsorship in accordance with the guidelines, framework, policies.</li> <li>• Ensure the partner implements the plan &amp; budget as stipulated in the detail implementation plan and phased budget and provide support for recovery plan if required to achieve the result.</li> <li>• Ensure adequate technical support to the partner organizations to implement detail</li> </ul>	

implementation plan and phased budget with quality and compliance.

- Liaise closely with the Senior Project Coordinator to understand partner technical gaps and identified technical support required and provide support to partners accordingly.
- Ensure that partners are coordinating with the relevant local government counterparts throughout the planning, budgeting processes and the implementation of the project activities.

#### **Project Review and Monitoring**

- Conduct regular and joint field visits with appropriate tools and checklists, including discussions with the beneficiaries on program effectiveness, and feedback on improvements.
- Conduct regular (monthly) analysis of program implementation and monitor to identify strengths and gaps of the partner and share with the team for appropriate action.
- Conduct the review of progress made by the partner organizations on quarterly basis and identifies the areas where they need to improve in terms of capacity building, cost efficiency, efficient use of staffs and help them to make necessary changes in their original plans if required.

#### **Capacity Development partners and stakeholders**

- Lead, manage and motivate SCI & partner staff and make sure they have clear objectives, results and work plans and receive meaningful feedback on their performance regularly.
- Lead on capacity building of partner staff through coaching, mentoring and training.
- Design and develop training manual, guides in coordination with Technical Manager-Education.
- Provide technical and facilitative support to the local governments in building their capacities to understand broader health/child rights perspectives and to develop/execute the policies, strategies, and guidelines relevant to the children's rights, protection, and participation.

#### **Coordination, Collaboration and Networking**

- Enhance professional and meaningful coordination and linkages/networking with local governments, and other likeminded organisations for effective program implementation.
- Maintain synergy with core programs and identify the areas for integration/synergy with other themes to work collaboratively for changes in life of children.
- Closely work with Sr. PC and Sponsorship Program Manager to enhance coordination and collaboration with local government to maximize the resources for thematic excellence.
- Support for PIIC initiatives and advocacy with local governments through engaging partners and other likeminded civil society actors and networks in the impact areas.

#### **Project Reporting**

- Ensure the partners conduct analytical discussion within their team on education data for reports before submission to SCI.
- Assist Technical Managers and Line Manager to prepare and submit semi-annual and annual integrated reports on time.
- Support partners to set up data base systems at their level and use information from data base to track projects / program progress on monthly basis.
- Facilitate and support partners for effective use of digital system in program like OPMIS.
- Work together within team, Technical Manager and with ACCM team, in branding, visibility, documentation and policy environment.

#### **Representation**

- Represent SCI in education related platforms, forums and networks at district, provincial, national level.

- Participate and provide inputs in strategic planning of education programs i.e., Basic Education and ECCD.

**Program Integration:**

- Provide appropriate technical support to partners integrating the theme with Community Mobilization, Safer Program (Clean, Green & Safe structures/institutions), ACCM, Policy advocacy, MEAL and other crosscutting including high level of documentation to ensure integrated thematic excellence.
- Coordinate with MEAL unit at BFO for quality data inputs, assessments and output/outcome monitoring on thematic level.
- Provide needful assistance for local level technical coordination, declarations, handover and meetings/workshops in consultation of Program Manager, Technical Manager and MEAL unit.
- Assist in thematic information/data collection for the program design, feasibility studies and dissemination of learnings, publications and sharing on reliable platforms.

**Other**

- Other tasks as requested by the Line Manager or Head of Field Office, Bardibas
- Support the Save the Children Humanitarian responses where appropriate, ensuring timely and quality responses in line with international standards and technical best practice.
- Ensure Safer programming, Gender Diversity and Climate resilience are built within the project.
- Work closely with other themes in Sponsorship program for program integration, cost-effectiveness, leverages and quality implementation.

**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 and EXPERIENCE**

Master's or equivalent in Education, Sociology/Anthropology, and other developmental studies with 3 years of work experience in relevant field OR Bachelor's degree in Education, Sociology/Anthropology, and other developmental studies with 5 years of work experience in relevant field.

**SKILLS**

**Desirable**

- Management and supervision
- Program design, planning and execution
- Computer skills and English proficiency
- Coordination, representation, and negotiation
- Advocacy and lobby skills
- Training, coaching, and mentoring
- Reporting and analytical skills
- Resource mobilization and facilitation
- Experience and knowledge of education sector in Madesh Pradesh
- Experience of sponsorship management

**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:**

We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that his/her 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:**