

Ratauli Yuwa Club (RYC), Mahottari

PROJECT: Partnership for Quality Inclusive Early Childhood Development & Basic Education.

Job Description

Position Title: Education Officer

Level: Officer

Location: Ratauli Yuwa Club (RYC), Mahottari

Reports to: Sr. Project Coordinator

Supervises: NA

Field Area: Mahottari and other delegated locations/ SDF Program – Education

Child Safeguarding: This role requires frequent interaction with children and young people. The incumbent must comply with RYC's Child Safeguarding and PSEA (Protection from Sexual Exploitation, and Abuse) policies and uphold the dual-adult rule during all engagements with children.

KEY AREAS OF ACCOUNTABILITY:

Project Implementation, Facilitation, Coaching, Mentoring, community mobilization

- **Lead Field-Level Implementation:** Oversee and execute project activities as outlined in the work plan, ensuring timely and quality delivery in the assigned municipalities.
- **ECCD Centre Enhancement:** Facilitate the construction, renovation, repair, and maintenance of ECCD centres and WASH stations, ensuring adherence to quality standards and child-friendly design.
- **Learning Resource Establishment:** Support the establishment of mini-libraries at the household level and ensure the provision of inclusive, child-friendly, and age-appropriate learning and playing materials to ECCD centres.
- **Disability Inclusion:** Facilitate disability screening, early detection, and identification of support services for children with disabilities, developing and strengthening referral mechanisms. Ensure assistive devices are provided to children with disabilities in ECCD centres and for home-based ECCD services.
- **Teacher and Caregiver Capacity Building:** Support the contextualization and delivery of training modules on Inclusive Education/Special Needs Action Pack (SNAP) and Early Learning Measurement (ELM) for ECCD teachers. Organize and facilitate caregiver's sessions on ELM and positive parenting approaches. Provide orientations to home teachers and support the rollout of home-schooling initiatives.
- **Infrastructure Support:** Facilitate the provision of child-friendly seating arrangements and inclusive furniture support for ECCD centres.
- **Community Mobilization:** Actively engage and mobilize communities, parents, and caregivers to participate in project activities and raise awareness about early childhood development and inclusive education.

- **Technical Guidance:** Provide technical guidance and support to ECCD teachers, caregivers, and community volunteers on effective facilitation methodologies, child development, and inclusive practices.

Monitoring, Evaluation, Data Management & Reporting

- **Monitor and Evaluate Project Progress:** track activity progress against program goals through 70% field monitoring using standard checklists, ensuring cost-efficiency and effectiveness while collaborating with local governments (LG) and stakeholders for sustainable and innovative educational initiatives.
- **Generate Comprehensive Reports:** prepare detailed field monitoring reports and events reports with key findings and actionable points, and compile and submit to project coordinator (monthly, quarterly, annual, and event-based).
- **Manage and Update Program Data:** maintain up-to-date program data and indicators, providing crucial inputs for LG reports and addressing internal reporting needs.
- **Provide support to develop M&E Tools and Ensure Compliance:** support the development of effective monitoring and evaluation (M&E) tools and ensure all audit requirements related to data and reporting are met.
- **Document and Share Learnings:** regularly document project learnings, success stories, and case studies, and submit personal work plans and progress reports to contribute to overall knowledge management.

Capacity Building

- Organize and facilitate trainings for ECCD teachers, school management committees (SMCs), parent-teacher associations (PTAs), and LG representatives.
- Conduct targeted training to strengthen ECCD and basic education delivery.
- Conduct regular visits to assigned ECCD centres and provide coaching & mentoring support to ECCD teachers for conducting quality inclusive learning activities in the classroom.

Project Coordination and Collaboration

- Work closely with the Project Coordinator, Construction Coordinator, and MEAL officer to ensure integrated and coherent project implementation.
- Foster strong working relationships with Local Government bodies, (education departments) to facilitate project activities and promote local ownership.
- Engage with community leaders, School Management Committees (SMCs), and Parent-Teacher Associations (PTAs) to ensure their active participation and support for the project.

Networking and Representation

- Represent the Ratauli Yuwa Club (RYC) and the project at local meetings, workshops, and events focused on early childhood development and education. You'll also participate in various education forums, training, and meetings as a representative of RYC.
- Foster understanding and cooperation by facilitating discussions and information exchange among local governments, community leaders, and project beneficiaries.
- Work closely with local governments to ensure project activities are integrated into their existing plans and strategies.
- Uphold professionalism in all interactions and adhere strictly to the established chain of command.

Safeguarding and Well-being

- Uphold and enforce RYC safeguarding and PSEA policies.
- Promptly report any protection concerns.
- Promote staff well-being and respectful work culture.
- Ensure adherence to RYC's zero-tolerance policies and code of conduct.

Additional Responsibilities

- **Project Management & Implementation:** Leading and ensuring the quality, timely completion of project activities, including field operations, construction, and establishing educational resources for all children.
- **Capacity Building & Coaching:** Designing and delivering effective training and coaching to teachers, parents, and local officials, especially in inclusive education.
- **Monitoring, Evaluation & Data Management:** Tracking project progress, collecting and analyzing data, and preparing clear, timely reports for informed decisions.
- **Stakeholder Engagement & Collaboration:** Building strong relationships with local governments, community leaders, and beneficiaries to ensure project ownership and effective communication.
- **Safeguarding, Accountability & Professionalism:** Upholding child protection, ethical conduct, and high professional standards, including during emergencies.

Required Skills and Competencies

- Proficient in Microsoft Office and basic IT tools, possessing strong communication, coordination, and reporting abilities, with basic proficiency in written and spoken English.
- Knowledge of the local language (Maithali, Bhojpuri....) and culture ability to work independently in rural, multicultural settings, and experience engaging with government, schools, and communities.
- A valid driving license two-wheeler.

Master's Degree in a related field with a minimum of 2 years of relevant experience. Or a bachelor's degree in education, Educational Planning and Management, Social Sciences, Development Studies, or a related field with a minimum of 3 years of relevant experience at the officer level in Education/ECCD project.

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