

PROJECT COORDINATOR-EDUCATION JOB DESCRIPTION

ORGANIZATIONAL BACKGROUND: Panch Tara Yuwa Samrakshak Manch (PTYSM) is a non-profit and non-government organization. It was established in 2053 AD and registered in 2053-08-11 AD under the District Administration Office 2054-04-28 also affiliated with Social Welfare Council, Kathmandu. The organization is dedicated to the ideals of holistic and integrated development based on a harmonious balance of socio-culture, material and organization trusted on teamwork and development through social mobilization.	
ABOUT PROJECT	Panch Tara Yuwa Samrakshak Manch (PTYSM) has been implementing Project Sahayatra-III in Chhedagad Municipality, Jajarkot district in partnership with Save the Children. The overall program objective is to Support of disadvantage girls and boys of Chhedagad municipality, Jajarkot district for safe and resilience community protection.
JOB TITLE	Field officer -Education
THEME/PROGRAMME:	Education,
LOCATION:	Jajarkot District- Chhedagad Municipality
GRADE:	Level
TYPE OF CONTACT	15 March 2024 to 31 st Dec ,2024
ROLE PURPOSE: Field officer-Education will work closely with the Project Coordinator of Sahayatra III, Project officer of other themes, Field officer, CBOs and local governments and agencies working at Palika and Local Bodies (government and non-government) to create enabling environment and to facilitate/support in the project implementation process to ensure the project activities are accomplished within the set quality/quantity and time. Under the direct supervision of Project Coordinator of Sahayatra III, Project officer -Education will be responsible to lead the field level project related to education activities of SAHAYATRA-III Project by mobilizing and coordination of stakeholders (EDCUs, M/RM Educations, SMCs/PTs, RCs/RPs, CC, and YC, Local bodiess, ECCD facilitators and teachers).	
SCOPE OF ROLE: Report to: Project Coordinator - Sahayatra - III Staff reporting to this post: Field officer - Education. Budget Responsibilities: N/A Role Dimensions: This position is key position to lead the field level education activities through mobilization of education stakeholders to ensure the result of project under Education theme.	
KEY responsibilities. Program Planning and Implementation - Conduct and ensure community consultation with key stakeholders and beneficiaries for Education related activities. - Support program coordinator to develop, implement and monitor quarterly, monthly and weekly activity plans and implement to achieve expected results of education. - Ensure that all planned activities such as structure formation, orientation, training, aid support, community awareness rising are implemented on time, to quality measures and within budget as per the monthly plan, Where challenges arise, ensure that these are flagged early, communicated to the project Coordinator and addressed in an appropriate way. - Ensure proper data collection, documentation and dissemination on different issues of Education. Coordination, Collaboration and Networking	

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- Coordinate and collaborate with local level government line agencies, stakeholders, beneficiaries, media, other project teams within organization and education service providers in different level.
- Coordinate with School, SCM/PTA, WCRC, Area police, child club, Youth club to reduce different Education issues.
- Ensure organizational visibility and sustainability in the municipality and community level.
- Coordinate at the community level like-minded organizations for resource maximization.
- Harmonize, facilitate and ensure to integrate the project components at community and Municipality levels.
- Bridge the project related information between ward and PC.

Project implementation and quality enhancement

- Timely conduction of project activities having quality output in municipality and ward level.
- Support project coordinator to making effective work plan of project implementation.
- Local level advocacy to increase resource allocation on different Education related sector.
- Conduct and facilitate community level Education activities with high quality; training, meeting, workshop, seminars etc.
- Advocate with ward level local government to prepare policy and procedure for child well-being.
- Collect feedbacks and learning from stakeholders and other concern agencies for the program.

Project review and monitoring

- Frequently visit the project areas for supervision and monitoring and negotiate with beneficiaries.
- Support to conduct surveys, internal and external evaluations.
- Support for preparation and submit event wise reports/monthly reports to PC.
- Ensure for the involvement of community to review program among the stakeholders and beneficiaries.
- Participate in the project review meeting with project team to review planned activities of that month along with challenges faced and lesson learned monthly.

Project data collection, documentation, follow up and reporting

- Prepared event wise report and submit to PC and updating the information related to the project.
- Collect case studies/success story, action photos, learning, and challenges for the program documentation. Submit field monitoring reports to PC.
- Share the field visit reports to the line manager with area to be improved and betterment.
- Work closely with MEAL officer to ensure the project progress is in track and quality set in the project documents are met.
- Initiate corrective actions based on the feedback from MEAL officer

QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in education/ social sciences/ management/ law or related discipline. 3 years (2 years for GSI group*) working experience in the related field.

ESSENTIAL SKILLS

- Sound knowledge on Education and Child Rights Policies.
- Knowledge and skill on Project Management and training facilitation.
- Report and proposal and case studies writing skill.
- Presentation, facilitation, and negotiation.

DESIRABLE SKILLS

- Stress management skills.
- Time management and communication skills.
- Excellent coordination, communication, and interpersonal skills (team building and teamwork) with key

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▪ Very good skills and knowledge in documentation and reporting in English and Nepali. ▪ Excellent computer skills in Word, Excel, PowerPoint ▪ Excellent presentation and training facilitation skill and knowledge.	stakeholders at project and Palika level.
Additional job responsibilities The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.	
Safeguarding obligation: We need to keep children, adult at risk and community safe. The position holder is responsible to ensure that the position holder conduct is in line with the PTYSM and 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.	
Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the PTYSM and SCI anti-harassment policy.	
JD Prepared by:	Date: 18th March, 2024
JD agreed/received by:	Date: 18th March, 2024