



**Title:** Project Officer / Education Supervisor  
**Sector:** Education  
**Location:** Mogadishu  
**Duration:** 7 months (2 months probation); Renewable  
**Closing Date:** 25/05/2013  
**Start of Contract:** 01/06/2013

## **BACKGROUND ON CISP SOMALIA EDUCATION PROGRAMS**

Comitato Internazionale Per Lo Sviluppo Dei Popoli – CISP (International Committee for the Development of Peoples) is a development organization established in Rome in 1983, to engage against the impact of poverty and denied rights worldwide. In Somalia, CISP has put in place mechanisms to support local communities and authorities to provide quality pre-primary, primary, non formal and vocational education. In both remote rural areas and urban centers, CISP is working to promote equitable access to education, to reduce drop outs (for both boys and girls) and to improve learning outcomes for all.

## **BACKGROUND ON GIRLS' EDUCATION PROJECT**

CISP is implementing a three year DFID-funded education program in Somalia dedicated to improving equitable access to education for girls and improving learning for all. The project's purpose is to enrol more girls in school, inspire them to stay in school, and make sure they graduate school with the knowledge that enables them to break the cycle of poverty. The project works with communities, parents, teachers, girls and boys alike to promote equitable access to education and to improve learning outcomes at schools and other training facilities. The project also works closely with the Education Directorate and communities to change the policy toward girls' education, achieving inclusivity, sustainability, and results beyond the project life. The project utilizes a mixture of proven effective activities and innovative approaches to reach the stated goals.

## **PROJECT OFFICER/ EDUCATION SUPERVISOR JOB PURPOSE**

The Project Officer / Education Supervisor will manage the daily implementation and monitoring of the education program and will be the key focal point for education activities in Mogadishu

## **KEY RESPONSIBILITIES**

### **Project Preparation activities**

- Participate in preparing project activity action plan in consultation with the Directorate of Education, partners and stakeholders

- Play an active role in the identification process of staff and/or local partners to implement activities
- Lead the process of mobilizing and sensitizing the communities targeted

### **Project Implementation**

- Play a pivotal role in coordinating and implementing education and related activities and make sure quality and appropriate documentation is produced, collected and shared timely
- Lead education staff, partners and learning facilities in appropriately organising and carrying out education activities
- Develop and monitor weekly action plans for education program activities in coordination with the Education Coordinator
- Ensure accountability (to learners, teachers, parents and other beneficiaries, to CISP, to the Directorate of Education, to donors, etc) for all education activities
- Play an active role in development of appropriate tools and methods for sustainability

### **Assessments, monitoring, data collection and reporting**

- Organize with CISP field staff for the regular collection of data, involvement of the beneficiaries, assessments, monitoring and accountability actions
- Regularly monitor implementation status of the project activities as undertaken by CISP or through local partners
- Ensure quality and relevant data is collected as required
- Organise and carry out project review meetings with communities and education facilities
- Document constraints, challenges, gaps and needs as well as best practice and lessons learnt and ensure that they are reported
- Identify operational/technical and management problems arising during the implementation of the project activities by CISP and its implementing partners and report to the responsible line manager in the organisation to ensure timely action is taken
- As necessary ensure that the challenges/problems as also reported, documented and disseminated to the concerned bodies
- Produce timely monthly project monitoring reports and share with the Education Coordinator
- Prepare monthly project activity technical and progress reports as per the requirements and standards of CISP
- Ensure the monthly reports entail quality and relevant audio / visual documentation
- Ensure visibility, communication actions are appropriate in partnership with CISP Communication Officer

### **Capacity building of field staff**

- Supervise and lead education staff in Mogadishu
- Assist the field offices in the selection process of key staff

- Prepare plans enhancing the capacity of education facilities in general and the teachers/trainers and managers in particular and follow up the implementation of the plans
- Provide technical support to partners, education facilities and staff in the field to apply appropriate project implementation approaches as indicated in the action of the project, utilising appropriate and relevant curricula and data collection tools

#### **Field coordination**

- Participate in education project steering committee meetings with the Directorate of Education and partners organizations
- Participate in relevant fora in the field (education sector and cluster meetings, etc) and report to the Education Coordinator
- Liaise with relevant stakeholders (including implementing and funding agencies) in the field to allow coordination and synergies as well as to avoid duplication
- Perform other duties as instructed by his/her immediate supervisor

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*The position is 100% based in Somalia. Applicants should be legally able to work in Somalia.*

#### **REQUIRED QUALIFICATION AND COMPETENCIES:**

- Degree or relevant qualification in education, sociology, psychology, gender studies, development or other social science (Master's degree preferred);
- Proven experience in teaching/training or education program implementation;
- Proven experience with NGOs in resilience/development field;
- Excellent written and oral communication skills in English and Somali;
- Understanding of Somali culture, geography and politics;
- Excellent computer skills, including word, excel and databases;
- Capacity to facilitate trainings;
- Strong leadership and management skills;
- Ability to multi-task and work under pressure;
- Demonstrate passion and commitment for changing people's lives;
- Must be creative, innovative and inquisitive;
- Must demonstrate good interpersonal skills;
- Familiarity with INEE Minimum Standards and Inclusive Education Guidelines;
- Familiarity with Humanitarian Principles;
- Preferred experience in communications and awareness-raising messaging.

#### **HOW TO APPLY**

Send motivation letter and CV with at least 3 references to the following email address: [oconnor@cisp-nairobi.org](mailto:oconnor@cisp-nairobi.org). Please note that only short-listed candidates will be contacted.