



Title: Education Program Officer
Sector: Education
Location: Guriceel
Duration: 5 months (3 months probation); Renewable
Closing Date: 24 July 2013
Start of Contract: 1 August 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 EDUCATION PROGRAM

CISP is implementing a three year education program in Somalia dedicated to improving equitable access to education and improving learning for all. The program's purpose is to enrol more girls and boys 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 program is dedicated to improving quality of education and to ensuring sustainability. The program 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, achieve inclusivity, sustainability, and results beyond the program's life.

EDUCATION PROGRAM OFFICER JOB PURPOSE

The Education Program Officer will manage the daily implementation and monitoring of the education program in Galgaduud

KEY RESPONSIBILITIES

Preparation and Planning

- Prepare weekly project activity action plan for Galgaduud with the Education Program Coordinator, other colleagues, partners and stakeholders
- Play an active role in the identification process of staff and/or local partners to implement activities
- Lead weekly Education Team Meetings with education staff in Guriceel in close collaboration with the Education Program Coordinator and take detailed minutes to share
- Participate in regular planning and review meetings with CISP staff in Mogadishu and Nairobi

Project Implementation

- Coordinate and implement education and related activities and make sure quality and appropriate documentation is produced, collected and shared timely
- Develop and monitor weekly action plans for education program activities in Galgaduud in coordination with the Education Program Coordinator
- Ensure accountability (to learners, teachers, parents and other beneficiaries, to CISP, to the Directorate of Education, to donors, etc) for all education activities

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
- Ensure quality and relevant data is collected as required and program review meetings are held with communities and schools
- 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 are reported, documented and disseminated to the concerned bodies
- Compile data and information collected during monitoring visits and produce timely monthly reports to share with the Education Program Coordinator
- Ensure the monthly reports include quality and relevant audio / visual documentation
- Ensure visibility, communication actions are appropriate in partnership with CISP Communication Officer

Capacity building of field 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

Field coordination

- 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

HOW TO APPLY

Send motivation letter and CV with at least 3 references (all in one document) to the following email addresses: oconnor@cisp-nairobi.org and halima@cisp-som.org. Please note that only short-listed candidates will be contacted. For more information about CISP Somalia, please visit www.cisp-som.org.