



Job Vacancy

Title: Education Program Coordinator

Base: Nairobi with travels to project locations (Somalia)

Position Details: Full time / International

Duration: 1 year; renewable

Start Date: preferably February 2015

JOB PURPOSE

The education program coordinator is responsible for the overall functioning and growth of the education program including supervising and ensuring quality of the ongoing projects, developing and promoting future initiatives, liaising with relevant stakeholders and representing CISP (www.cisp-ngo.org; www.cisp-som.org) with regards to the education sector. CISP's ongoing programs include primary education with focus on girls' education and vocational education. CISP's multiyear and short Education Programs have been funded by UNICEF, UNOCHA, DFID, EU and USAID and entail both emergency and development components.

KEY ACCOUNTABILITIES

Strategic Planning, Program Design and Development

- Initiate, organize and undertake assessments, surveys and studies that form the basis for initiating or developing new projects; - Prepare concept notes and proposals for new education and livelihoods initiatives in line with the overall national and global CISP strategy; Ensure new projects are in line with the CISP Somalia's strategy for education ;Build and strengthen partnerships with other education actors especially within the education consortium.

Coordination, representation and collaboration

- Ensure that the education projects are implemented in close coordination with other actors' education projects; - Establish good working relationship with respective ministries and other public or private actors at various levels including planning, managing and monitoring of project activities; - Attend and play a proactive role in national education forum and other working groups as required; - Build and strengthen partnerships with other education actors especially within the consortium implementation strategy; - represent CISP and its education program in all relevant international and national for a

Grant Management

-Ensure good relations with donors and compliance with grant agreements;- ensure submission of timely, high quality project reports and support the development and direction of the programme accordingly; - Provide technical support to local partners and government offices in order for them to prepare and submit required reports; - Lead preparation of timely and high quality project progress and completion reports that meet donor requirements;- Lead preparation of timely and high quality project plans and progress reports to pertinent government ministries;-Lead project reviews, including amendments, revisions and other recommendations with regards to the grants managed.

Quality assurance of Program Implementation

- Ensure the effective management and development of the education programme through planning, regular monitoring, review, research and evaluation, within the framework of the overall national and global CISP strategy;- Ensure the quality of the program implementation through development of training materials, sharing of resources and materials, clear communication and collaboration with education staff;- Ensure programme monitoring and evaluation system/tools are applied and project progress, results and immediate outcomes and impacts are systematically tracked, documented and shared as appropriate on the basis of CISP and donors' requirements;- Support programme implementing partners in preparing plans for implementing project activities and ensure coordination within and among projects and partners;- Ensure that projects are implemented in



accordance with the work plans and the involvement of partners and concerned stakeholders at all levels;- Ensure that CISP and its partners implement project activities in a most efficient, effective and sustainable manner;- Ensure that periodic, adequate and accurate project monitoring reports are produced by CISP and its partners and submitted to donor ;- Ensure Travels to project sites of CISP and partners and regular monitoring of projects together with project team/partners are conducted;- Ensure the participation of target groups, in planning, implementation and M&E of project activities based on CISP principles and approaches

Budgeting and Budget Management

- Ensure updating and maintaining detailed financial plans for all education projects according to activity work plans; - Ensure preparation and maintaining procurement plans in line with the financial plans for all education projects in line with CISP strategy and regulations;- In consultation with program staff and local partners, prepare project budgets and budget revisions as needed;- Manage project budgets as per CISP minimum standards and donors' requirements; - Monitor project budget utilisation (budget/expenditure) against project implementation progress and propose necessary adjustments and/or actions, ensure Value for Money

Staff Management

- Recruit, manage and provide leadership to education program officers of CISP in accordance with the terms and conditions of CISP;- Create and maintain a strong collaborative and cooperative work environment amongst education staff;- Apply performance management system in line with CISP guidelines and minimum standards - Provide continuous on-the-job-training to the staff and enhance the capacity of program staff to implement and monitor the education projects effectively and efficiently;- Identify program staff performance gaps and plan appropriate actions in consultation with CISP coordinator and HR department

COMPETENCIES and SKILLS

-Master's Degree in Education, Social Sciences, Economics or other related field; - At least 5 years of relevant working experiences including 2 years at field-based level, preferably with grants funded by EU, DFID and/or USAID in Somalia and East and Horn of Africa.; - Sound knowledge of education policy, strategy and development through education initiatives;- Experience in education, income generation, local economic development, policies and best practices in the fields of education and poverty reduction among youth in a post-conflict environment;- Good coordination, leadership, capacity building and mentoring skills;- Ability to work under pressure and in adverse situations and readiness to travel to field areas; - Experience and understanding of Monitoring and Evaluation systems; - Experience and passion for program development and promotion;- Exceptional skill to undertake, commission, and interpret research and evaluation evidence in education, economic development, market surveys, tracer studies; ability to explore the appropriateness of quantitative and qualitative research methods; skill to capture soft outcomes, and how to report and use research effectively in the workplace;- Excellent communication skills, both oral and written, including a good track record of writing reports, proposals and education documents;- Excellent Computer and Social media skills; - Ability to work independently with minimal supervision;- Patient and flexible personality;- Good sense of humour;- Excellent networking and people skills;- Excellent cross – cultural competencies;- Positive attitude, sees opportunities;- Passion for education and development.

If you feel you are the right person for this position, please send an email with a) a motivation letter (500 words), b) an updated CV (maximum 3 pages, including 3 references) to: cisp@cisp-ngo.org c/c: nairobi@cisp-ngo.org. Please indicate "CISP_Education_Coordinator_Nairobi" in the subject of the e-mail. Only shortlisted candidates will be contacted for interviews and submission of relevant productions if applicable. The recruitment process will be ongoing, to be considered complete as soon as the adequate candidate has been identified.