

TITLE: Digital Education Project Coordinator	
TEAM/PROGRAMME: Refugee Response - Kigoma	LOCATION: Kibondo (Kigoma)
GRADE: 3	CONTRACT LENGTH: 5 Months up to December 2022
CHILD SAFEGUARDING:	
<p>Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
ROLE PURPOSE:	
<p>Work closely with local implementing partners, SC Child protection staff, and members of the Education sector working Group, UNHCR and other UN agencies, to ensure that the programme goals are achieved. Local coordinator is in charge of supporting Principals and Teachers during the project implementation. Coordinator will have to train teachers and will be responsible for the technological equipment and Must give daily support in the schools. Therefore, coordinator needs to be linked to the educational community. Profuturo will give a training to coordinators about technology, tools, methodology and own contents, work process etc. He/she is responsible for contributing to proposal development in line with SC goals and strategic directions. He/she is responsible for providing managerial, technical, and administrative support to partner staff during the implementation of an integrated program. For purposes of ensuring healthy collaboration between SC's response and other actors in refugee education/protection, the Coordinator will actively participate in education-related activities and meetings.</p>	
SCOPE OF ROLE:	
<p>Reports to: Refugee Response Field Manager</p> <p>Staff directly reporting to this post: Digital Education Officer</p>	
KEY AREAS OF ACCOUNTABILITY:	
<p>Under the direct supervision of the Refugee Response Field Manager:</p> <p>Programme Development and Implementation</p> <ul style="list-style-type: none"> • With the support and guidance of Refugee Response Field Manager and working closely with the Digital Education Officer, lead the implementation of Save the Children's education project activities within the refugee camps through provision of non-formal education programs for out of school children. • Identify critical program gaps and vulnerabilities, and clarify roles, responsibilities and accountabilities to effectively address those gaps. • Organize and conduct a mapping/assessment of capacity development needs of Save the Children and partner staff and roll out capacity development activities in line with Inter-agency Network for Education in Emergency (INEE) and Save the Children best practices. • Coordinate and ensure quality in the programme by building capacity of the Education Officer and volunteer teachers through trainings, on content such as pedagogical skills, psychosocial support & life skills. • Input into new proposals and support the Refugee Response Field Manager in the finalization of EiE budgets, Log-frames and implementation plans • Provide guidance to the Education Officer and partner staff on thematic standards and approaches which reflect good practice in emergency education responses to address SC Commitments for Children in Emergencies. 	

Human Resources

- Line management of the Education Officers
- Prepare performance objectives together with education program staffs and give the necessary feedback, follow up and support to improve staff performance.

Monitoring and Reporting

- Facilitate the use of appropriate and effective program monitoring systems to enable assessment of both the emergency response process and impact and to ensure delivery of results for children.
- In coordinator with the MEAL team, the Project Coordinator will participate in the review and development of contextually relevant Quality Learning Environment (QLE) benchmarks for AEP and formal education for the Burundi refugee response.
- Participate in internal & external education assessments/survey and tracer studies to identify needs of beneficiaries and program impact on beneficiaries, conduct analysis and lessons learnt with the view of strengthening future programming.
- Liaise with Project Officer to prepare weekly, monthly or other periodical activity reports for SCI and share with the education sector leads and other funding partners.
- Reporting on progress and documentation of best practices
- Support in development of communication materials, case studies and advocacy initiatives.

Coordination and Networking

- Working closely with the Refugee Response Field Manager and Project officer, develop partnerships to leverage resources, ensure adequate coverage in the emergency response and participate in joint assessments.
- Advocate for, and support, the development of sustainable, child-friendly and hazard-resistant standards and designs for learning centres, the integration of life skills into both formal and non-formal education, with a particular focus on Disaster Risk Reduction (DRR)
- Represent SCI education programme in coordination forums including Education Sector Working Group meetings, working closely to address issues related to strategic planning, responsibilities of sector partners, and joint advocacy.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values;
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved;

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same;
- widely shares their personal vision for Save the Children, engages and motivates others

- future orientated, thinks strategically and on a global scale;

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters;
- values diversity, sees it as a source of competitive strength;
- approachable, good listener, easy to talk to;

Creativity:

- develops and encourages new and innovative solutions;
- willing to take disciplined risks;

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity;

QUALIFICATIONS

- University Degree in Education, Social Sciences or related technical field.
- Four (4) years progressive experience in implementation of Education programmes, refugee education, non-formal education, Life skills or related field.
- Previous experience in working with teacher training programs, vocational training programs, Early Childhood Care and Development -ECCD or Accelerated Education Programs (AEP) in emergency contexts is desirable.
- Good knowledge and understanding of INEE Minimum Standards, SPHERE and Do No Harm practices in emergency humanitarian response.
- Previous work experience in Kigoma region and the Burundi refugee response is an added advantage.
- Good command of the English and Kiswahili/Kirundi languages is an asset
- Excellent Computing and data management skills.
- Pedagogical knowledge: learning and teaching methodologies, education system, etc.
- Technic knowledge: use of devices (laptop, projector, tablets). Use of email, Microsoft programs (Word and Excel) and social media.
- Project management: elaboration of work schedules and follow-up reports.

EXPERIENCE AND SKILLS

- Experience with teachers.
- Experience providing training.
- Previous work in education area or in education projects.
- Teamwork, commitment with the organization, stress tolerance, high level of written and oral

communication, empathy and influence capacity, initiative, adaptability to change / flexibility and human resources management.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.



APPLY HERE