

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**



TITLE: Education Programme Coordinator	
TEAM/PROGRAMME: Education/Response Team	LOCATION: Kigoma region - Kibondo
GRADE: 3	CONTRACT LENGTH: 1 year, renewable
CHILD SAFEGUARDING: 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.	
ROLE PURPOSE: Work closely with, 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. Specific areas of concern are the provision - learning opportunities for school and out of school children in Nduta and Nyarugusu refugee camps. The post holder provides overall leadership for the sector, and ensures that SC vision and overall program goals related to the sector are met. 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 officer will actively participate in education-related activities and meetings.	
SCOPE OF ROLE: Reports to: Refugee Response Field Manager , Kibondo Staff directly reporting to this post: Education officers	
KEY AREAS OF ACCOUNTABILITY: Under the direct supervision of the Refugee Response Field Manager: Programme Development and Implementation <ul style="list-style-type: none"> • With the support and guidance of Field Manager and working closely with the Education Officers, lead the implementation of Save the Children's education project activities within the refugee camps through provision of formal and non-formal education programs for school and out of school children. • Identify development needs and support the SC Education Officers in the delivery of the Education project through mentoring and coaching • 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 INEE and Save the Children best practices. • Coordinate and ensure quality in the programme by building capacity of the Education Officer, partner staff and volunteer teachers through trainings, on content such as pedagogical skills, psychosocial support & life skills. • Input into new proposals and support the Field Manager in the finalization of EiE budgets, Log-frames and implementation plans • Provide guidance to the Education Officer on thematic standards and approaches which reflect good practice in emergency education responses to address SC Commitments for Children in Emergencies. Human Resources	

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- Line management of the Education officer and project staff
- 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 coordination with the MEAL team, the Education Coordinator will participate in the review and development of contextually relevant Quality Learning Environment (QLE) benchmarks for AEP, ECCD 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 Education 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 Education 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:

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- 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 AND EXPERIENCE

- University Degree in Education, Social Sciences or related technical field.
- Three year 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.
- Ability to adapt and work effectively in remote areas, work in a challenging work environment.
- Ability to take personal responsibility for completing tasks to a high standard and to meet deadlines.
- Willingness to work flexibly and professionally in a dynamic and fast-moving environment.
- This is an emergency recruitment. Applicants may be interviewed before the closing date and the selected candidate must be available to commence duty immediately.

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

TITLE: CHILD PROTECTION COORDINATOR	
TEAM/PROGRAMME: Child Protection	LOCATION: Kigoma region Refugee Camp
GRADE: 3	CONTRACT LENGTH: 1 year, renewable
<p>CHILD SAFEGUARDING:</p> <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>	
<p>Background</p> <p>Due to political unrest in Burundi high numbers of refugees escaping into neighbouring countries of DRC, Uganda, Rwanda & Tanzania. The current Burundian refugee population in Tanzania is about 126,471 of which over 55% are children. SCI is implementing a child protection and education programme in refugee camps and wishes to scale up the response in refugee camps.</p> <p>ROLE PURPOSE:</p> <p>Work closely with, SC Education staff, and members of the child protection sector working Group, UNHCR and other UN agencies, to ensure that the programme goals are achieved. Specific areas of concern are the provision of Child friendly space activities in refugee camps. He/she provides overall leadership at programme level for the sector, and ensures that SC vision and overall program goals related to the sector are met. 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 child protection-related activities and meetings in designated refugee camps.</p>	
<p>SCOPE OF ROLE:</p> <p>To coordinate effective implementation of child protection activities Nyarugusu, Nduta and Host Community, inter-camp coordination, and monitoring of activities. The individual will be responsible for providing leadership, guidance and technical expertise to Child Protection Implementing staff and support to the community workers where necessary.</p>	
<p>Reports to: Refugees Response Field Manager</p>	
<p>Working Contacts</p> <p>External</p> <p>The job holder is required to have regular contact with the donor partners, other child protection organization, children, Host community, and Government organization.</p> <p>Internal</p> <p>The job requires the job holder to have direct relationship with all staff and management at all levels in ensuring the organizational policies and procedures.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Programme Delivery</p> <ul style="list-style-type: none"> • Deputize the CP Programme Manager for the overall management responsibility for all CP staff and implementation processes. • Lead and motivate the CP team to ensure effective project implementation strategies including case management, BID processes, counselling, together with engagement and monitoring of the established community structures within and in the host community through the identified partner granted during the period of implementation. • Ensure key problems are brought to the attention of the CP Specialist, Field Manager and other relevant senior staff for discussion and review. 	

- Ensure that all implementing staff receives appropriate induction training and guidance to implement the project activities.
- Make regular support visits to the camps and provision of technical support to the implementing staff.
- Develop and implement an integrated reintegration strategy for vulnerable children returning to their communities with a particular emphasis on education and livelihoods strategies.
- Continue to develop understanding on children's meaningful participation throughout the programme, and work with child protection staff on strategies to enable children to identify and address the issues of concern to them and promote their voices in local, regional and national.

Monitoring , Evaluation and Reporting

- Monitoring and evaluation of programme activities:
- Engage in ongoing report and identification of training needs and other implementation gaps in the CP programme
- Assist CP teams to identify the technical support required in the implementation, monitoring and evaluation of project activities.
- Work with project staff to assist in the development of new project proposals and the evaluation and documentation of programme activities.
- Work with the Monitoring, Evaluation, Accountability and Learning (MEAL) team for monitoring and evaluation of programme activities including overseeing the management of the Unaccompanied and Separated Children's Database (CPIMS) as a tool for information storage and analysis, and case management.
- Ensure an up to date database of caseload is maintained and regularly update and taking corrective action where necessary.
- Preparation of reports, documentation of programme learning and ensuring it contributes to organizational advocacy.
- Ensure timely implementation of budgeted activities in addition to budget tracking and control.
- Conduct/ensure regular follow-up visits to monitor the rehabilitation and reintegration of clients, and document changes identified.
- Support in the ongoing implementation and budget management of the CP programmes (Including development of the detailed implementation plans, reviews of the BVA among other tasks).
- Ensure in the timely receipt of monthly, quarterly reports both to the donors and the internal reporting mechanisms.

Partnerships and coordination

- Develop partnerships to enhance community participation, ownership and sustainability of programmes.
- Collaborate and coordinate with other child protection agencies, governmental institutions, host community partners and community level structures in order to promote community ownership and sustainability of CP initiatives.
- Represent Save the Children and the CP program in interagency working groups and camp coordination meetings.
- Represent the CP programme and advocate with community, partners as well as other external visitors. Liaise closely with other actors in the child protection sector on issues related to vulnerable children. Ensure that consideration is given to their particular needs within general child protection strategies.
- Work with appropriate partners within the child protection sector to ensure the mainstreaming of child protection and that children's rights are considered in the process of legislation formation and institution building.
- Where necessary, represent the Child protection Manager in meetings, both internal and external and engage with the identified Host Community partner being funded to implement activities during the specific grant period.

Grants Management and Accountability

- Coordinate with finance and awards team to ensure effective budget monitoring for the project in line with donor requirements and contractual obligations, including Grant opening, mid-term and closing meetings.
- Oversee project activities budget expenditures and ensure they are allowable and allocable according to SCI and donor regulations; review monthly Budget vs. Actual and expenditure sheets and collaborate with the finance department to ensure accurate expenditures and reporting is undertaken at all times.
- Ensure timely production of activity/events reports as well as monthly reports as per the agreed timelines.
- Develop and undertake training in various aspects of child protection for programme and project staff as well as children, partners and community-based child protection networks.
- Mentor the relevant staff to facilitate the continued development of the project, budget and personnel management capacity.
- Ensure the realisation of the principles enshrined in child safeguarding policy by all staff implementing the CP programmes.

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 AND EXPERIENCE

- At least Degree social work/social sciences or equivalent.
- At least three (3) years relevant experience in similar settings.
- Substantial management experience, preferably in emergency programmes
- Demonstrable competence in proposal and report writing
- Experience of financial planning and expenditure monitoring
- Experience of community participation, ownership and empowerment
- Competent in using email and computer packages such as Word and Excel
- Commitment to Save the Children's child safeguarding Policy

Competencies:

- Has high-level communication skills, including engaging and informative formal public speaking.
- Fluent in English and Kiswahili (both spoken and written). Working knowledge of local language (Kirundi) strongly preferred
- Able to work effectively in a multi-cultural environment.
- Sets high standards for quality and consistently achieves project goals.
- Maintains and extends an effective network of individuals within the organisation and with government and development partner
- Negotiates effectively by exploring a range of possibilities.
- Demonstrates and shares detailed technical knowledge and expertise.
- Proven ability to work as a team.

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.

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**SAVE THE CHILDREN INTERNATIONAL
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TITLE: Digital Education Project Officer	
TEAM/PROGRAMME: Response Team	LOCATION: Kigoma Region
GRADE: 4	CONTRACT LENGTH: 1 year, renewable
<p>CHILD SAFEGUARDING:</p> <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 in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>SCOPE OF ROLE: The Education Project Officer will support the implementation of Formal Education and catch up program activities in Save the Children (SC) supported schools in Nyarugusu and Nduta refugee camps. She/he will work closely with the Digital Education Project Coordinator and Refugee Incentive Workers under the overall umbrella of the Field Programme Manager to ensure that planned education activities are implemented timely and in line with Save the Children best practices to ensure the attainment of set outcomes and objectives.</p> <p>Reports to: Digital Education Project Coordinator</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Program Implementation</p> <ul style="list-style-type: none"> • With support from the Digital Education Project Coordinator, develop, implement and monitor quarterly, monthly and weekly education and recreational activity plans to achieve expected results, • Oversee the supervision of supported schools and ensure that classes in supported schools are regularly monitored using appropriate tools including class registers, teacher attendance records books used consistently and accurately on daily. • Effectively maintain computers, tablets and other information technological systems provided by Save the Children. This includes preparing and installing appropriate software applications, • Examining faulty data processing equipment to identify faults and report to IT Team, • Ensure adherence to IT related policies, procedures and best practices regarding computer and tablet use, data storage and handling; and recommend to Project Coordinator on changes or improvements needed. • Liaise with IT to carry out routine checks and care on tablets in order to prevent them from damage due to improper connections and operations or adverse acts of computer virus • Participate in monitoring and evaluation of project activities, ensuring the participation of children and their communities • Provide orientation/training to teachers on how to use and operate IT equipment's/tablets effectively. • Ensure the tablets are working effectively both online and offline. • Provide support in updating records and inventories of IT equipment. • Organize and chair the weekly meetings with head teachers and deputies and bi-weekly meetings with teachers. She/he will ensure the minutes of meetings are documented and shared with the relevant staff. The incumbent will also ensure school meetings give clear feedback on findings of weekly supervisions in supported schools. 	

- Support in the administering of both formative and summative assessment test/ examinations for learners by supporting teachers during the whole process and analyze the results.

Staff supervision and mentorship

- Supervise and mentor Assistant Education Officers, teachers and Ideas box facilitators to meet the project goals
- Fosters collaborative, transparent and accountable relationships through partners and refugee workers ensuring functional Parental Teacher Associations (PTAs) are in place.

Monitoring and Reporting

- Ensure that all program data is properly and regularly collected by field staff, check data and ensure that it is logically presented to the Education Coordinator
- Work closely with Refugee Incentive Volunteers, collect and compile project data as appropriate based on the standard formats and submit weekly and monthly reports capturing achievements, case studies and best practices to the Education Coordinator
- Contribute to the preparation of internal and external reports
- Participate in team's reviews of results and program progress and/or project evaluation when and as requested

Collaboration and Representation

- Represent Save the Children in relevant forums at camp level in a professional manner.
- Liaise with other stakeholders, including head teachers, teachers, community leaders and partners and participate actively in coordination meetings.
- Collaboration with other team members across to ensure synergies and consistency in our programming approaches.
- Represent programming with local government, NGOs, communities and within SC as appropriate.

General:

- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

BEHAVIOURS (Values in Practice)

Accountability:

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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;
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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;

QUALIFICATION AND EXPERIENCE

University or College qualification and minimum of three years' professional experience with education work

Essential:

- Good knowledge and understanding of in emergency/refugee context.
- Knowledge of INEE Minimum Standards in emergency preparedness, response and application of the standards in response.
- Demonstrated commitment to improving the lives of children in the school and community.
- Strong understanding of the contextual situation related to education.
- Proven technical knowledge and skills in the field of participatory development, child participation, education.
- Ability to work independently, including working with local communities and work long hours.
- Strong verbal and written English skills French and Kirundi will be an added advantage. Strong interpersonal skills the ability to work collaboratively with others
- Strong reporting skills
- Due diligence in resource management, filing and retrieval
- Sensitive to issues affecting children and committed to Save the Children's Child Protection policy.
- Good computer skills (MS Office, including Outlook for email)
- Experience with android platforms / operating tablets
- Ability and experience of training end users that include teachers and learners
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches
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Desired:

- Background in Emergency/ Refugee programming is an asset.

Additional job responsibilities

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Health and Safety

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