



# Education Officer Job Description

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**Role:** Education Officer  
**Region / Country:** Central America / Honduras  
**Name of Representative:** Magda Sofía Pérez

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**Role of the immediate supervisor:** Country Representative

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## Main responsibilities:

1. Analyses of the education sector and support to the strategic development of the Country Programme.
  2. Knowledge sharing and trainings to Operational Partners and other stakeholders on educational contents and processes.
  3. Monitoring and reporting on the results of the Operational Partners and the Country Programme.
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## Duties and Tasks:

### 1. Analyses of the education sector and support to the strategic development of the Country Programme

- Carry out comprehensive analysis of the education sector developments and needs and advise the Country Representative on strategies and approaches;
- Keep abreast changes in development of education policies, regulations and studies;
- Assist in designing and implementing the Country Programme, mainstreamed with cross-cutting and child safeguarding issues;
- Actively participate and guide on the identification of problems and support the design of new project proposals by Operational Partners in line with PCF strategy and result based management guidelines;
- Ensure coherence of partner's activities with the project logframe and action plan;
- Support the Country Representative in networking activities at the national level.

### 2. Knowledge sharing and training on educational contents and processes

- Analyse capacity needs of Operational and strategic partners and propose follow-up actions;
- Provide guidance to Operational Partners on educational contents, processes and materials;
- Conduct and facilitate trainings to develop capacity of Operational Partners or stakeholders;
- Prepare training manuals, brochures and documentation of best practices;
- Organise experience sharing exchanges between partners;
- Follow up with the Operational Partners members that participate in PCF capacities development programme;
- Keep updated on relevant publications and international legal instruments;
- Exchange knowledge related to quality education with PCF Headquarters in Trogen and Education Officers in other regions

### 3. Monitoring and reporting

- Conduct regular field monitoring visits and provide technical support to Operational Partners;
- Compile and analyse semi-annual (January-June) and annual (January-December) narrative and financial reports of Operational Partners;
- Compile and analyse sources of verification to feed the country programme monitoring system.
- Collaborate with Finance and Administration Officer to ensure that Operational Partners implement projects according to the action plan and budget planning;
- Support the Country Representative in conducting external evaluation processes;

- Act as signatory of the bank account when needed and replace the Country Representative for cash controls during her absence
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Carry out other tasks as required by the Country Representative.

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**Qualifications:**

**Professional qualifications**

- Master's Degree in Education or related field with a minimum of five years of experiences in programme management across a range of project types in education and child's right;
- Extensive knowledge of the country's education system, policies, strategies and national curricula;
- Extensive experience in Training of Trainers in child-centered approach and curriculum development;
- Knowledge in children's rights, Child Protection Policies and Intercultural Education is an asset;
- Proven track record of coordinating projects involving different stakeholders;
- Demonstrated understanding of programme development with practical experiences in Project Cycle Management, Result Based Management and baseline survey;
- Results-oriented team player with very good analytical skills and problem-solving attitude;
- Fluency in national language(s) and English (spoken and written).
- Very good knowledge in PC Office applications (Word, Excel, Outlook).

**Personal qualifications**

- Reliable, accurate and systematic;
- Goal-oriented, independent, committed, innovative and motivated;
- Able and willing to learn and acquire new knowledge relevant to the function;
- Excellent social and interpersonal communication skills and team spirit.

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**Pestalozzi Children's Foundation**

Place, Date :

**Programme Director**

**Employee**

Place, Date:

**Education Officer**

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Place, Date:

**Country Representative**

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