



VT Education Officer Job Description

Role: Education Officer

Region / Country: Myanmar

Name of Officer:

Role of the immediate supervisor: Country Representative

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. Country Safeguarding Focal Point.
 4. Monitoring and reporting on the results of the Operational Partners and the Country Programme.
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Main 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 problems of Operational and strategic partners and propose follow-up actions;
- Provide guidance to Operational Partners on educational contents, processes and materials;
- Provide advice and an introduction on safeguarding to colleagues of the Country Office
- Conduct and facilitate trainings to build capacity of Operational Partners or stakeholders;
- Prepare training manuals, brochures and documentation of best practices;
- Organise experience sharing exchanges between partners and strengthen their capacities;
- 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. Country Safeguarding Focal Point

- Act as the main point of contact within the Country Office for Safeguarding;
- Support the Country Office with the implementation of the Child Safeguarding Policy and the Prevention of Sexual Exploitation, Abuse and Harassment Policy and of any other action required at local level with the technical support of the PCF Safeguarding Focal Point in Trogen;

- Organise and conduct country office team meetings on Safeguarding and Prevention of Sexual Exploitation, Abuse and Harassment to foster policy implementation and track/foster progress.
- Carry out awareness raising activities to ensure Country Programme and Project stakeholders (girls and boys, parents, communities, school authorities) are made aware of the PCF's Child Safeguarding Policy and PCF's Prevention of Sexual Exploitation, Abuse and Harassment Policy;
- Support and advise Operational Partners with the development of their Safeguarding Policy, monitor their implementation, including risk assessments;
- Ensure contact with the Operational Partner's Focal Point on Safeguarding;
- Act as first point of contact for concerns and incidents, keep record on any incident and report those concerns and incidents to the PCF Safeguarding Focal Point in Trogen;
- Follow-up on case management (with parents, or school authorities, referral to specialist child welfare, child health or social protection authority, law enforcement agency, any other body or institution involved in the case management) and provide feedback to complainants in coordination with Safeguarding Focal Point in Trogen;
- In coordination with the Capacity Development Manager, support the organisation of trainings and workshops for staff of Operational Partner Organisations;
- Monitor progress (policy implementation, risk assessment etc.) and provide a report to the Safeguarding Focal Point in Trogen together with a plan of action required to implement the Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy at local level.
- Coordination with other key actors and agencies on Child Safeguarding and the Prevention of Sexual Exploitation, Abuse and Harassment.

4. 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 from Operational Partners;
- 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.

Carry out other tasks as required by the Country Representative.

Qualifications:

1. Professional qualifications

- Master's Degree in Education or related fields with a minimum of five years of experiences in project management across a range of project types in education and child's right;
- Extensive knowledge of the country's education system, policies and strategies;
- Extensive experience in Training of Trainers in child-centered approach and curriculum development;
- Knowledge and experience about Child Safeguarding, Child Protection and Child Rights;
- Knowledge on 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 and Result Based Management;
- 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).

2. Personal qualifications

- Reliable, accurate and systematic;
- Goal-oriented, independent, committed, innovative and motivated;
- Be approachable and calm with good communication skills with adults and children;
- Be able to keep information confidential;
- Able and willing to learn and acquire new knowledge relevant to the function;
- Excellent social and interpersonal communication skills and team spirit.

Pestalozzi Children’s Foundation

Employee

Place, Date :

Place, Date:

Country Representative

Education Officer

Place, Date:

Programme Director
