

Job Description

POSITION TITLE: Senior Education Manager

DATE: February 7th, 2018

BASE: Kismayo

RESPONSIBLE TO: Country Director

COUNTRY PROGRAM: Somalia

STATUS: Full Time

SUPERVISORY CAPACITY: 1 to 4 staff

PRIMARY PURPOSE OF THE POSITION

ARC International is an entrepreneurial humanitarian and development organization that assists displaced people to move from vulnerability to resilience, from impoverishment to a basic level of well-being, and from exclusion to inclusion.

The overall objective of ARC International's Somalia/Somaliland program is to broaden opportunities for disadvantaged communities in (particularly women and youth) to pursue a secure and sustainable livelihood; create an environment that enables social and economic re-integration of Somali youth into society through technical, vocational and leadership skills development that enables young people to secure gainful employment; sustainably rehabilitate through social transformation and economic empowerment; respond to recurring emergencies and help build resiliency of communities through strengthening of existing social services such as health and water facilities/structures and support creation of durable solutions for returnees to Somalia through a set of integrated activities aimed at socio-economic reintegration into their country and communities of origin.

The purpose of this position is to provide technical support to the Education Programme in Somalia, including the provision of strategic oversight for the programme, while building systems and capacities that can continue the quality work after the project ends. The Education Manager, will be responsible for delivery and implementation of the program as per the proposal. S/He will be in-charge the oversight and supervision of all program aspects: delivery, finance and staffing. The Education Manager will provide support to improve the quality of programming as well as emergency education programmes for IDPs, and literacy support for other groups such as TVET students and woman's self-help groups. The position will represent ARC in the Education cluster and any relevant meetings related to education, as well as relevant stakeholders. The Education Manager reports to the Country Director.

PRIMARY DUTIES/RESPONSIBILITIES

Programme Development and Technical Support:

- Provide technical guidance on all Education components of programmes in Somalia, giving support to ARC staff and implementing partners during planning, designing and implementation of Education-related Programme activities, in line with proposals and donor requirements.
- Review and strengthen the literacy training provided for self-help groups, TVET students and any other community groups ARC supports with informal adult education, building the capacity of the education team to implement new literacy initiatives.
- Support the Programme teams to continuously review the Education strategy and Programme approaches to appropriately address and accommodate shifting and/or emerging field contexts. Propose innovative Education approaches relevant to the fragile context of Somalia.
- Support the Programme teams to develop proposals, concept notes and budgets for Education activities/projects/programmes in consultation with the Programme Director and the Grants Manager
- Submit high quality and timely Programme reports.
- Support the education team to develop, document and roll out written policies for schools, operating procedures and training materials and ensure child-centered teaching methodologies are applied across the board
- Ensure that there is creative and holistic approach to Education programming, assist the team in finding ways to integrate/link Education activities with water and sanitation, Health , Nutrition, Livelihoods, Food security etc.
- Provide guidance and training to Education staff to ensure that all work is carried out in a way that is sensitive to community needs, child protection and gender issues, and that all Education activities meet SPHERE/INEE/CHS standards.

Coordination and Leadership:

- Participate proactively in Nairobi and Kismayo Education Cluster, Education in Emergencies and other relevant sectoral meetings and, at a technical level engage with UN agencies and other key actors within the sector. When necessary also engage with the line ministries in Somalia.
- Develop/build on existing networks with relevant Education actors.
- Share information on ARC's activities and intervention and promote good relations and collaboration with other actors. Ensure that the 4W matrix is updated regularly and shared with the cluster every quarter.
- Develop strategies and plans that contribute to raising the profile of ARC as an expert organization in literacy teaching and application of Early Grade Reading Assessments (EGRA) in Somalia

Monitoring and Evaluation:

- Work closely with field teams on objectives, indicators and activities and develop clear monitoring frameworks for each program in collaboration with the M & E team.
- Maintain an effective monitoring and planning system, which informs reporting and Programme design.
- Closely support the review, re-design, training and application of the annual EGRA assessments, and lead on analysis the data and write-up of the findings.
- Work with the team to identify and document programme learning and success cases and disseminate learning.
- Together with M&E team ensure evaluations/assessments are properly conducted.

Staff Management and Development:

- Support the Education team in identifying training needs and help them to identify, design and facilitate appropriate training and follow up models.
- In particular, train staff (or update existing skills) in literacy, teacher training, child-centred pedagogy and other relevant issues.
- Participate in the recruitment of in-country Education staff and any consultants, as required. This includes supporting the preparation of job requisitions and job descriptions.

Other:

- Document lessons learned, good practices and programmatic experiences for both internal and external audiences as required.
- Together with other programme teams ensure HIV & AIDS, inequality and risk and vulnerability are analyzed, mitigated against and responded to during the overall planning, implementation and management of the Education programme.
- Any other ad hoc duties as may be assigned by CD

QUALIFICATIONS

- Qualifications in a discipline related to Education (particularly primary) or development / humanitarian work. Master level will be a desirable with 7 years' experience or bachelor degree with 10 years' experience in designing, implementing and monitoring education programmes in complex humanitarian/development contexts
- Solid experience with early grade reading, literacy and/or phonics teaching and support
- Understanding of education in emergencies programming, the INEE minimum standards and the sector as a whole
- Good understanding of child protection issues as they apply to schools and school children/teachers.
- Ability to design and deliver training courses for staff and teachers
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.
- Excellent teamwork skills and the ability to build good relations both internally and externally.
- Experience in report and proposal writing.

Special Skills, Aptitude or Personality Requirements:

- Ability to organize and prioritize workload, using initiative when appropriate.
- Good team player, flexible and capable of working with a multinational country team, politically and culturally sensitive.
- Ability to cope with stress; work under pressure often to strict deadlines.
- Flexibility, adaptability, sense of humor, and patience.
- Ability to motivate and develop skills of others.
- Facilitation and interpersonal skills.
- Analytical and problem solving skills
- Sound IT skills, including Word and Excel.
- Strong written and verbal communications skills and good command of English and Somali

DESIRABLE

Education, Qualifications & Experience:

- Carrying out, analyzing data from and writing reports on EGRA assessments
- Experienced in training teachers and/or observing and providing helpful feedback on classroom teaching sessions, including where this takes place in a foreign language.
- Experience designing and delivering adult literacy courses.
- Understanding and experience of SPHERE/HAP/CHS.
- Understanding and experience of mainstreaming issues of gender equity, ethnicity and HIV and AIDS into project planning and implementation.
- Proven influencing and negotiating skills with internal and external audiences, experience working in partnership with Governments would be an advantage.
- Ability to train local staff and to motivate and develop skills of others.
- Experience of working in Somalia or East/Horn of Africa

Application letter and copies of relevant academic and technical qualifications should be sent to: SMJobs@arcrelief.org not later than **February 20th, 2018**.

NB: Please state on the Subject line of the e-mail: **Senior Education Manager**