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| **TITLE:**  Education Technical Advisor and PM SIRA Contract Project with EDC | | |
| **TEAM/PROGRAMME: Programme Development anf Quality and PM SIRA: OPS Team** | **LOCATION: Bamako, Mali** | |
| **GRADE**: TBC | **CONTRACT LENGTH: 01 Year** | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or 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:**  The Education Advisor based in Bamako will provide technical expertise for projects and programmes in Education and Education in emergencies. The Education Advisor will also be accountable for preparing project designs and overseeing the implementation of activities. The level of oversight will require traveling to field sites, and will assure representation, and coordination with project partners and external stakeholders, such as local and international NGOs, CBOs, the private sector, and local and central government authorities.  A high level of strategic and analytical skills is expected as well as writing competencies.  This role combines the Project Manager function for the Selective Integrated Reading Activity (SIRA) project, where SCI is partnering with EDC and other partners for the execution of this USAID contract project. | | |
| **SCOPE OF ROLE:**  **Reports to:** Director Programme Development and Quality (TA) and OPS director (PM SIRA)  **Staff reporting to this post:** Manage project Staff: responsible of gender specialist, materials developer and trainer and 2 education officers (CDA supervisors) in Bamako and technical responsible of 3 education officers (CDA supervisors) in Sikasso  **Role Dimensions**: Save the Children International is a 'dual mandate' organisation that seeks to inspire breakthroughs in the way the world treats children, and create lasting change in children’s lives. The Education Technical Advisor is a member of the PDQ team ; his/her role is ensure that all a solid Education and Education in Emergencies Strategy is developed and that high quality and innovative programmes and projects are formulated on the basis of this strategy.  Also the TA is expected to oversee that Education interventions are of a high technical quality, that monitoring processes are in place, that high quality timely reporting occurs, and that the programme quality and relevance is continually assessed and solutions quickly put in place for a change of context. Capacity building of national staff is part of the Technical Advisor’s role.  As PM SIRA the PM is part of the Operations Department reporting to the OPS director. s/he manages the part of the SIRA project under SCI management in Bamako and Sikasso regions. Save the Children has supported children in Mali for over 35 years. We provide support to children through developmental and humanitarian relief programmes delivered both directly and through local partners. Current programming focuses on child protection, child rights governance, natrition, health, livelihoods, education and WASH. Save the Children has an operational presence in Sikasso, Koulikoro, Kayes, Mopti, Gao and Timbuktu. Currently, we have a staff complement of approximately 320 staff and a confirmed budget of approximately US$20 million this year. | | |
| **KEY AREAS OF ACCOUNTABILITY :**   1. **Strategy, integration and proposal development (20%)**    1. Lead on defining education strategy and Programme Development for the Country Programme, in line with Save the Children International approach in the sector in Mali, which is child and gender sensitive and has the ambition to be gender transformative    2. Ensure projects designed and implemented by the Country Programme follow agreed and approved Strategies, Plans and standards (with regards to Child participation and gender) and meet recognised international standards.    3. Act as the interface with the rest of the Advisors, and other programme departments for issues related to education. Ensure coordination and collaboration in implementation of activities that are related to or impact the education work.    4. Explore funding opportunities in and out of country and lead on proposal development for funding both to maintain and expand Save the Children’s work and influence within the education sector.    5. Serve as the principal Education technical expert (advisor) for Save the Children, preparing briefing materials and reports on Education for donors, SMT and visitors where necessary. Present clear and convincing reports as needed on Education topics at workshops, meetings and other venues that demonstrate sound analysis and synthesis.    6. Ensure adherence to the national-level emergency education strategy for Save the Children and participate in the development of Consolidate Appeal Process education cluster including INEE minimum standards 2. **Programme support (20%)**    1. Provide support and guidance in terms of strategy and education technical aspects to all Save the Children education projects or activities implemented by the Country Programme through close collaboration with key technical project managers.    2. Support training of Save the Children staff on education related topics.    3. Participate on technical meetings related to the education programme.    4. Carry out frequent field visits to the programmes, presenting a report with recommendations.    5. Ensure provision of technical support for education related activities within the Mali Programme, including strategy, planning, trainings, etc    6. Keep updated on research and education programming at the national and international level and share with field staff.    7. Support recruitment of technical staff for education projects, as necessary and support recruitment or request of education related TA coming either from internal Save the Children or consultants.    8. Advise on budget requirements for education programmes, ensuring effective use of Save the Children resources.    9. Manage consortium arrangements in (upcoming) projects and ad-hoc in other programmes (e.g. during project design, interim arrangements while recruiting on projects just starting, to cover gaps).    10. Undertake additional tasks as defined by senior management team or HQ or propose new tasks based on observations. 3. **Documentation and reporting (15%)**    1. Ensure education project teams produce timely high quality reports and documentation both to meet donor demands and to portray Save the Children’s experience within the education sector in Mali and to actively disseminate these in an appropriate fashion and format.    2. Sign off technical and programmatic contents of reports produced by the Country Office, either Donor reports, reports of Studies (carried out by SC or consultants), position papers and any document with education content that is signed by the Country Office.    3. Contribute to policy development relating to education and ensure this is consistent with Save the Children overall approach.    4. Pro-actively provide input into global research and advocacy initiatives and objectives drawing on the Mali experience.    5. Provide information and other communication materials for effective support of other departments by meeting service requirements. 4. **Representation (15%)**    1. Link and coordinate with key players in the education sector at National and Decentralised levels (Government, development agencies, other organizations and research institutes, through Cluster and Thematic groups, but not exclusively).    2. Participate on the development and review of education related national documents (guidelines, policies, etc.) providing technical inputs in line with Save the Children position paper, policies and evidence based programme expertise.    3. Represent Save the Children’s values and mission, as well as the Mali programme experience, at national - and when requested – international or regional fora related to the education sector.    4. Maintain an understanding of relevant donor agendas and present Save the Children’s education programme to donors and stakeholders    5. Comply with the requirements of Save the Children’s child protection policies and other staff policies. 5. **Management and human resources development (10%)**    1. Line manage staff, either directly or technically (matrix) as defined by the Country Programme organogramme.    2. Build capacities of the Education Staff in Bamako and in the field and promote team building and collaboration.    3. Support learning and development for staff working in Education, by advising on learning needs, sharing training opportunities and encouraging the use of e-tools for self-learning. 6. **For the PM SIRA role: (20%)**    1. Manage SIRA project budget (e.g. put in place and manage a budget phasing)    2. Elaborate and present narrative quarterly and annual report    3. Manage SIRA project staff    4. Participate in SIRA coordination meetings with other partners and attend the monthly SIRA call with colleagues from SCUS    5. Lead the planning and implementation of project activities including the IPTT (Indicator Performance tracking table)    6. Provide direction and support to SIRA team    7. Provide the overall operational support to all SIRA programmatic activities | | |
| **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**   * Master’s Degree in Education, Pedagogy or a relevant field Degree in Education/pedagogy etc | | |
| **EXPERIENCE AND SKILLS**   * At least five years’ experience in the education sector - experience in preparation of project designs, strategic planning and implementation of related activities * Extensive experience in an NGO, including working abroad (for Malian nationals), Experience working with or for government a major plus * Minimum of three years’ experience working in humanitarian contexts, including conflict-affected environments * Familiarity with UNICEF, USAID, DANIDA, EU and other major donors’ regulations and policies * Extensive experience working in Mali preferred: Good knowledge of Malian and regional education context; Good knowledge of Malian education policies; * Experience in supporting and partnership management ( working with : community , civil society , government ) * Experience with working with children (girls and boys) and community ; * Good experience with working in working / groups (cluster, LGPE ); * Experience with EIE, conflict sensitive education, ECCD and BE * Experience with SCI common approaches a definite advantage; * Innovative and capacities to advocate * Experience in inclusion and inclusiveness; Experience promoting education for marginalized groups including girls * Gender sensitive and able to use gender analysis in relevant areas of work. Able to lead towards gender transformative change. * Have access to a broad network of education stakeholders within the country or proven ability to network * Excellent interpersonal skills and demonstrated ability to lead and work effectively in diverse team situations * Demonstrated ability to work in complex, politically charged, unstable environments, and work across different cultures * Superior analytical and strategic skills: able to facilitate, write, edit and promote Education strategies in the forms of programme and project design, briefs, policy support documentation * Excellent oral and written communication skills in French and English | | |
| **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. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: PDQ Director** | | **Date: September 2017** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |