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| **TITLE:** Global Monitoring Project Officer - Education Global Theme (EGT) |
| **TEAM/PROGRAMME:** Education Global Theme  | **LOCATION:** London or remote, with up to 10% international travel. Local terms and conditions will apply. |
| **GRADE**: TBC | **CONTRACT LENGTH:** March to December 2018, with possibility for extension. |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and young people either frequently or intensively or during Country Programme visits. |
| **ROLE PURPOSE:** Save the Children aims to track progress towards its goals through coordinated global systems. Presently three frameworks require global monitoring: Centenary Commitments, Common Approaches and Global Education Results Framework. The Global Monitoring Project Officer will manage and provide technical input into the education components of these frameworks in order to measure our progress and performance against targets set for our 2030 Ambition for Children. |
| **SCOPE OF ROLE:** **Reports to:** Education in Emergencies and MEAL Sr. Advisor, Education Global Theme **Dimensions:** Budget responsibilities – none**Number of direct reports:** none**Role Dimensions**: Save the Children aims to track progress towards its goals through coordinated global systems. Presently three frameworks require global monitoring, Centenary Commitments, Common Approaches and Global Education Results Framework. All three will be applicable in up to 60 countries delivering education programs across development and emergency contexts. The Global Monitoring Coordinator will work with a wide range of people in Save the Children Members and in Save the Children International at Regional and Country Office level to ensure the global monitoring systems deliver quality monitoring of data, on time.  |
| **KEY AREAS OF ACCOUNTABILITY:****Oversee Education Global Theme content for the Global Education Results Framework**With steer and support from theEducation in Emergencies and MEAL Sr. Advisor:* **Global Results Framework.** Represent the Global Education theme’s technical input in the development and maintenance of the agency Global Results Framework (GRF) project and its deliverables: including selection of appropriate secondary indicators (Multiple Indicator Cluster Survey’s (MICS), Sustainable Development Goals, Demographics and Health Surveys), and Save the Children output indicators. Along with corresponding maintenance products, such as indicator reference sheets, excel databases, technical assistance, and technical support.
* **Common Approach Menu of Indicators**. Facilitate the compilation of the menu of indicators for Save the Children programme packages (Common Approaches), working together with Common Approach leads and Head of Programme. Manage the creation of an electronic platform for the Common Approach Menu of Indicators, with support from core team Knowledge Management and Communications Specialists.
* **Centenary Commitment**. Providing analytical capacity to ensure alignment between the Global Results Framework (mentioned above) and other frameworks such as the Centenary Commitment, our campaign to elevate support for early learning for children. Support secondary indicator selection, information compilation, and analysis for the Early Learning Centenary Commitment report in 2018.
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| **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.
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| **QUALIFICATIONS**A degree in education or relevant social science, with emphasis on education global data analysis. |
| **EXPERIENCE AND SKILLS****Essential*** Substantive experience with global education data (UNESCO Institute of Statistics, Education Funding Agency, MICS, World Development Report) analysis as well as communication of findings into approachable communication products
* Familiarity with the current global context regarding measurement of Sustainable Development Goal 4, specifically metrics to measure learning at basic education and early childhood levels and activities of groups such as Global Alliance to Monitor Learning and the Learning Metrics Taskforce
* Ability to articulate and substantiate strengths and weaknesses of existing education global data and ways to fill those gaps, e.g. which populations are missing.
* Experience designing global education monitoring systems and tools for education projects and staff
* Demonstrated success in facilitating and leading multi-cultural, multi-national monitoring and evaluation working groups towards shared processes, accountabilities and results.
* Strong ability to build personal networks towards achieving deliverables
* Able to think creatively and strategically, to overcome obstacles to cooperation and progress

**Desired*** Familiarity with the Save the Children movement and its education programs at country, regional, member and global levels.
* Willingness and ability to travel overseas for up to 5%
* Exceptional oral and written communication and interpersonal skills
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the Global Monitoring Coordinator may be required to carry out additional duties appropriate to their level of skills and experience. |
| **Equal Opportunities** The Global Monitoring Coordinator is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety**The Global Monitoring Coordinator is required to carry out the duties in accordance with SCI Health and Safety 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. |
| **JD written by: Cynthia Koons** | **Date: 5 January 2017** |
| **JD agreed by:** | **Date:** |
| **Job Description updated By:** | **Date:** |
| **Evaluated:** | **Date:** |