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| **TITLE:** ECCD Education Officer | | |
| **TEAM/PROGRAMME:** Humanitarian emergency response for Burundi refugee | **LOCATION:** Kibondo - Kigoma region - Tanzania | |
| **GRADE**: TBC | **CONTRACT LENGTH:** 1 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 Early Childhood Care and Development (ECCD) Education Officer will support the implementation of ECCD activities in Save the Children supported centers in Nyarugusu and Nduta refugee camps. She/he will work closely with the Education Programme Coordinator and refugee incentive workers under the overall umbrella of the Refugee Response Field Manager to ensure that planned education activities are implemented timely and in line with Save the Children best practices to ensure the attainment of set outcomes and objectives.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:**  **Direct:** Education Program Coordinator  **Indirect :** Ed specialist | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Program Implementation**   * With support from the Education Coordinator, develop, implement and monitor quarterly, monthly and weekly ECCD and recreational activity plans to achieve expected results. * Oversee the supervision of supported centers and ensure that sessions in supported centers are regularly monitored using appropriate tools including class registers, care givers attendance records books are used consistently and accurately on daily. The ECCD Education Officer will also ensure that care givers prepare relevant lesson plans, schemes of work and lesson notes with the objective of attaining quality outcomes. * Organize and chair the weekly meetings with head teachers and deputies and bi-weekly meetings with teachers. She/he will ensure the minutes of meetings are documented and shared with the relevant staff. The incumbent will also ensure centers meetings give clear feedback on findings of weekly supervisions in supported centers. * Establishes clear objectives with refugee education teams and individuals to support and monitor progress and performance. * Contribute in the preparation of budgets, raising procurement requests and supporting the refugee education team in planning of activities with clear objectives. * Work closely with the Education Coordinator in assessing and analysing key issues in the response for formulation of appropriate actions. This includes procurement and administrative documents required for program implementation. * Work with care givers and community to increase education service provision e.g. awareness raising and disseminate information about education issues and available services. * Lead on planning and capacity building training workshops for caregivers and other Refugee incentive workers * Coordinate and hold meetings with stakeholders including Education partners, ECCD centers – (PTAs and CMC) and other organizations serving children and community to understand their education priorities, familiarize them with the projects and its objectives and engage them in the process. * Ensure that the Education program is implemented in ways that are responsive to communities and children, in line with SC’s principles, values and strategic plan and compliant with SC’s procedures. * Support in the administering of assessment for learners by supporting caregivers during the whole process and analyze the results.   **Staff supervision and mentorship**   * Supervise and mentor the Refugee Education staff including Assistant Education officers, refugee teachers ensuring that they are empowered to achieve their performance objectives and program results. * Fosters collaborative, transparent and accountable relationships through partners and refugee workers ensuring functional Centre Management Committee (CMC) are in place. * Gain technical knowledge on education in emergency EIE and other relevant areas so as to provide support and trainings to the Refugee Education/ Facilitators and volunteers to maintain the standards and improve the quality of project activities. * Identify any staffing issues and coordinate closely with the Education Coordinator to resolve them.   **Monitoring and Reporting**   * Ensure that all program data is properly and regularly collected by field staff, check data and ensure that it is logically presented to the Education Coordinator * Work closely with refugee incentive volunteers, collect and compile project data as appropriate based on the standard formats and submit weekly and monthly reports capturing achievements, case studies and best practices to the Education Coordinator * Contribute to the preparation of internal and external reports * Participate in team reviews of results and program progress and/or project evaluation when and as requested   **Collaboration and Representation**   * Represent Save the Children in relevant forums at camp level in a professional manner. * Liaise with other stakeholders, including head teachers, school teachers, local leaders and partners and participate actively in coordination meetings. * Collaboration with other team members across to ensure synergies and consistency in our programming approaches. * Represent programming with local government, NGOs, communities and within SC as appropriate.   **General:**   * Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. | | |
| **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** | | |
| EXPERIENCE AND SKILLS  **Essential:**   * University or College qualification and minimum of three years professional experience with Early education/ Education in Emergency work. * Good knowledge and understanding of in emergency/refugee context. * Knowledge of INEE Minimum Standards in emergency preparedness, response and application of the standards in response. * Demonstrated commitment to improving the lives of children in the school and community. * Strong understanding of the contextual situation related to education. * Strong organizational skills. * Proven technical knowledge and skills in the field of participatory development, child participation, education. * Ability to travel independently, including to rural communities and work long hours. * Strong verbal and written English skills and other local languages (Kirundi) * Strong interpersonal skills the ability to work collaboratively with others * Strong reporting skills * Good computer skills (MS Office, including Outlook for email) * Commitment to and understanding of Save the Children’s aims, values and principles including rights-based approaches   **Desireable:**   * Background in Emergency/ Refugee programming is an asset. * Understanding of French and Kirundi languages will be an asset | | |
| **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:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |