

Vacancy Announcement

World Vision International Nepal (WVIN), an international Christian relief, development and advocacy organisation dedicated to working with children, families and communities to overcome poverty and injustice, is looking for potential Nepalese candidates to fill out the following position:

I. Position: Field Education Coordinator (One)-based in East Field Office, Biratnagar

Key Responsibilities: The Field Education Coordinator will manage education project portfolio of WVIN's Field Office in compliance with WVIN's sectoral and quality standards, Government's policies and industry norms. He/She will be responsible for managing and monitoring the performance of partner NGOs, ensuring that partner NGOs have access to appropriate technical and functional support, and managing relationships with sectoral key stakeholders including Local Governments. The role will also be responsible for contributing to the design of new education projects.

Minimum Qualifications and Experience required: A Master's degree in an Education technical sector with 3 years' experience in NGO, INGO or Bachelor's Degree with more than 5 years of experience in Education related program; Enough knowledge on education technical programming, including a strong emphasis on literacy and learning outcomes for early grade; Strong technical knowledge on early childhood education and/or the comprehensive school safety framework Good understanding of education programming that takes an empowerment approach including community-led activities and advocacy; Proven experience in developing project technical designs including logframes, ITTs, detailed implementation plans; Good understanding of programme logic, programme design, and programme cycle including project planning, design, monitoring, evaluation; Must have team building, collaboration, facilitation and leadership skills; Should have high capacity to coordinate effectively and build strong working relationships with wide range of people and departments; This role will be required to travel 60% in remote districts. **Core competencies for the positions:** Excellent oral and written English & Nepali; Ability to write/edit reports, grant proposals; Demonstrated proficiency in computer applications including use of Microsoft Office; Ready to take initiatives and willing to work under pressure and exhibit a high level of flexibility; Hold a high level of integrity and honesty, self-motivated, confident, and able to work independently; Strategic, creative, and innovative thinking with decision making and problem solving skills; Good understanding of humanitarian Sector; Committed to World Vision Core Values and Mission Statement. Refer to website: <http://wvi.org/about-world-vision>

Due to the urgency of the position, preference will be given to early applicants.

Candidates fulfilling the criteria mentioned above may send in their complete 'Curriculum Vitae (CV) with statement of purpose' by 20 February 2018 before 17:00 hours to the address mentioned below.

World Vision International Nepal
People & Culture Department
Email: NPL-Vacancy@wvi.org

Only short-listed candidates will be called for the subsequent selection procedure.

WVIN reserves all rights to qualify/disqualify applications in any case.

POSITION DESCRIPTION

World Vision International Nepal

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|  | Our Vision: Our Vision for every child, life in all its fullness. Our prayer for every heart, the will to make it so. |
| Our Values: <ul style="list-style-type: none"> ▪ We are committed to the poor ▪ We value people ▪ We are Christian | <ul style="list-style-type: none"> ▪ We are partners ▪ We are responsive ▪ We are stewards |
| WORK CONTEXT/ BACKGROUND: World Vision International Nepal (WVIN) is a child-focused International NGO operating in Nepal for over 30 years, with over 200 staff working to help improve wellbeing for children across Nepal. Our goal is to address the causes of poverty and inequity for the sustained well-being of 1 million children. WVIN currently has over 16 area development programs in 11 districts of Nepal, directly reaching over 300,000 vulnerable persons with programming in education, health, livelihoods, disaster risk reduction, and protection. WVIN is implementing education activities in a number of districts across Nepal. Education is highlighted as one of WVIN's four major priorities, outlined in the Country Strategy 2016-20, with a particular focus on early grade reading and learning outcomes and functional literacy as well as early childhood education and school safety. | |

| Key Position Information | | | |
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| Job Title | Education Coordinator (Eastern Field Office) | | |
| Position Reports To | Primary Reporting Line: Field Manager Matrix Reporting Line: National Education Manager or his/her designee | | |
| Position Location | Eastern Field Office | | |
| Position Purpose | <p>The Education Field Coordinator position will manage education project portfolio of WVIN's Field Office in compliance with WVIN's sectoral and quality standards, Government's policies and industry norms.</p> <p>The role will be responsible for managing and monitoring the performance of partner NGOs, ensuring that partner NGOs have access to appropriate technical and functional support, and managing relationships with sectoral key stakeholders including Local Governments.</p> <p>The role will also be responsible for contributing to the design of new education projects.</p> <p>This position is based in WVIN's national office in WVIN's Eastern Field Office and will be required to travel monthly to support each of WVIN's Area Programs in various parts of the country (up to 60% of time).</p> | | |
| No. Direct Report: | Nil | Position Supervised | Nil |
| Grade | GL 13 | Date updated: | June 2016 |
| Financial Authority Budget | Nil | Decision Making Authority | |

POSITION DESCRIPTION

| Important Functional Relationships | | |
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| External | Internal | Committees/Groups |
| <p>Jointly with the Education Manager, contribute to building relationships and engagements with key stakeholders:</p> <ul style="list-style-type: none"> • Relevant Government Departments • National, regional and global networks and partnerships • UN Agencies, INGOs, NGOs in the districts | <ul style="list-style-type: none"> • WVIN Area Programmes and Field Offices • WVIN National Education Specialists and Education Manager and Programmes Team • WVIN Field Education Specialists, and Field office staff • WVIN NO Departments, especially Operations, MEALS, and Programmes • PNGO project staff | <p>Jointly with the Education Manager, participate in external engagements with key groups/committees:</p> <ul style="list-style-type: none"> • Education Emergency Clusters and other inter-agency groups |

| Key Objectives of the Position | | |
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| <p>Specific regular tasks delivered by this position will include:</p> <ul style="list-style-type: none"> • Monitor performance of partner NGOs and implementation of WVIN's Technical Programmes (TP) for Education and other education projects to ensure that the Education TPs and projects are delivered on scope, on time and on budget as per the agreements • Facilitate technical support for partner NGOs to ensure adequate technical quality in the delivery of WVIN's Education TPs and projects, meeting minimum standards and targets • Identify, assess, and communicate risks associated with the implementation of WVIN's Education TPs and projects, and coordinate the development of mitigation measures with partner NGOs • When supervising others, manage staff to enable their optimum performance • Coordinate with partner NGOs and WVIN's MEALS Team to ensure appropriate analysis and programme results, including sharing of results and continuous improvements of programme design and implementation • In coordination with Education Manager and Field Manager, build external relationships and engagement with government line agencies, other INGOs/NGOs, research institutions and private sector at local, district and provincial levels in alignment with WVIN's national strategy/plan for engagement in the education sector • Coordinate organizational processes with which WVIN's Education TPs and projects have to be engaged including but not limited to annual planning and budgeting process and audit • Contribute to design of education related projects for each of WVIN's Area Programs, including for institutional grant proposals for successful funding acquisition | | |
| Expected End Results | Weight (%) | Indicators / Focal Areas |
| Manage the performance of partner NGOs for the implementation of WVIN's | 40% | Manage, monitor and document performance of partner NGOs to ensure that the implementation of WVIN's TPs for Education and other Education projects are according to plans, budgets and in alignment with quality standards and benchmarks |

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| <p>Education Technical Programmes (TP) and other Education projects to ensure they are delivered on scope, on time and on budget as per the project agreements, organizational standards and donors' requirements</p> | | <ul style="list-style-type: none">• Coordinate and facilitate appropriate technical support for partner NGOs to adequate technical quality in the delivery of WVIN's Education TPs and projects, meeting minimum standards and targets including reaching the most vulnerable children, families and communities, empower communities, and mainstream crosscutting theme – inclusion, disabilities, environment, gender and protection• Coordinate with MEALS to ensure that partner NGOs provide timely and relevant data for appropriate analysis of programme results, including sharing of results and continuous improvements of programme design and implementation• Coordinate with other departments to ensure that partner NGOs have access to appropriate information, tools and resources to enable compliance of projects with organizational standards and legal requirement in the areas of financial management, supply chain management, people management and project management• Prepare and disseminate regular reporting to update WVIN's management on the progress of WVIN's TPs for Education and other Education projects against key performance indicators• Prepare timely project reports as per organizational and donors' requirements |
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| <p>Coordinate management of all risks associated with the implementation of WVIN's Education TPs and projects in compliance with WV's and donors' standards and requirements</p> | <p>15%</p> | <ul style="list-style-type: none"> • Identify and assess risks associated with the implementation of WVIN's Education TPs and projects by partner NGOs; communicate risks to management • In coordination with Field Office Team and other WVIN's departments, lead partner NGOs to prioritize risks, develop and implement mitigation measures • Ensure that all business processes and operational activities that are associated with the implementation of WVIN's Education TPs and projects in compliance with WV's and donors' standards and requirements |
| <p>Lead on technical capacity building to ensure field staff are adequately equipped to deliver/ implement the Education Programme plans to minimum standards and achieve targets</p> | <p>10%</p> | <p>This role is about identifying the technical competencies required, assessing competency gaps of field staff/partners, planning then and delivering training and other kinds of technical support to build the capabilities necessary for field staff to effectively implement the Education TP.</p> <ul style="list-style-type: none"> • Provide in-field support for ADPs during key events to strengthen programming quality and results; • Work with Education Manager and coordinate across education field staff to ensure the development and regular use of all technical tools necessary for the successful implementation of the Education Technical programme – including implementation guideline, quality benchmark, training materials, training curriculum, information materials, BCC materials and other resources; • Orient field and partner staff on the programming tools and materials to ensure they are utilized correctly and applied during programme implementation; • Develop and lead on drafting and implementation of the annual sector technical capacity building and training plan for field staff; manage the implementation of the plan. Measure, track and report on field level technical competencies/capacity; • Develop and deliver training and capacity building for field staff to ensure adequate competencies at field/partner level to deliver all necessary components of the education projects to ensure project targets achieved; • Facilitate and participate in <u>monthly</u> 1-2h webexes with all field education staff providing coaching and training capacity building/ at least monthly training; |
| <p>Build external relationships and engagement that are strategic for WVIN's Education TPs and other Education projects at the local, district and provincial levels</p> | <p>15%</p> | <ul style="list-style-type: none"> • In coordination with Education Manager and Field Manager, build external relationships and engagement with government line agencies, other INGOs/NGOs, research institutions and private sector at local, district and provincial levels in alignment with WVIN's national strategy/plan for engagement in the education sector • Coordinate and support partner NGOs to manage relationships with local stakeholders, bodies and networks that are relevant for achieving WVIN's advocacy objectives in the Education sector |

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| Engage in organizational processes that contribute to achievement of WVIN's strategic objectives including improved quality and diversification of funding | 10% | <ul style="list-style-type: none"> • Coordinate organizational processes with which WVIN's Education TPs and projects have to be engaged, including but not limited to annual planning and budgeting process and audit • Contribute to design of education related projects for each of WVIN's Area Programs, including for institutional grant proposals for successful funding acquisition • Contribute to the (re)design of WVIN's Technical Approach and Technical Programmes for the sector and to documentation of good practice evidence |
| Professional personal development and other | 5% | <ul style="list-style-type: none"> • Increasing demonstration and understanding of and commitment to World Vision's Core Values in the approach to work and relationships; • Performance review completed and personal development goal achieved; • Update information and knowledge gathered through participation of meeting, training, workshop and exchange visit; • Anything else requested by the line manager to support the quality of programming for WVIN; • Support a relief response for the relevant sector or as a member of the National Disaster Management Team. |

Person Specification

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| Education | • Bachelor degree in an Education technical field | Essential |
| | • Master degree in an Education technical field, <u>or</u> 4 years experience in Education related program management for INGO, NGO or government. | Essential |
| Knowledge | • Technical knowledge on education technical programming, including a strong emphasis on literacy and learning outcomes for early grade. | Essential |
| | • Technical knowledge on early childhood education and/or the comprehensive school safety framework | Preferred |
| | • Team building, collaboration, facilitation and leadership skills | Essential |
| | • Understanding of education programming that takes an empowerment approach including community-led activities and advocacy | Essential |
| | • Understanding programme logic, programme design, and programme cycle including project planning, design, monitoring, evaluation | Essential |
| | • Demonstrated high capacity to coordinate effectively and build strong working relationships with wide range of people and departments | Essential |
| | • Good problem-solving skills and detail orientation. | Essential |

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| | <ul style="list-style-type: none"> • Good analytical skills; ability to critically analyse results data and recommend programme improvements | Essential |
| | <ul style="list-style-type: none"> • Good writing skills and ability to write/edit reports, contribute to grant proposals | Essential |
| Experience | <ul style="list-style-type: none"> • At least 5 years (for those with Master degree) or 8 years (for Bachelor) of field experience in managing education related programming or in the headquarters of a major NGO, INGO, or government department | Essential |
| | <ul style="list-style-type: none"> • Experience in developing project technical designs including logframes, ITTs, detailed implementation plans | Essential |
| | <ul style="list-style-type: none"> • Experience in developing grant technical project proposals | Preferred |
| | <ul style="list-style-type: none"> • Experience coordinating teams and multiple staff | Essential |
| | <ul style="list-style-type: none"> • Proven experience in operations management | Essential |
| | <ul style="list-style-type: none"> • Experience working in a rural or remote district of Nepal | Preferred |
| | <ul style="list-style-type: none"> • Experience in preparing and leading training workshops | Essential |
| | <ul style="list-style-type: none"> • Work experience with an INGO/NGO | Essential |
| | <ul style="list-style-type: none"> • Experience working in a coordination role at national level | Preferred |
| Work Environment | <ul style="list-style-type: none"> • Kathmandu with up to 60% travel in remote districts • Programmes Department | |
| Core Capabilities | | |
| Achieving Capabilities: | <ul style="list-style-type: none"> • Achieving quality results and service • Practicing accountability and integrity • Communicating information effectively | |
| Self-Managing Capabilities: | <ul style="list-style-type: none"> • Learning for growth and development • Maintaining work/life balance and effectiveness | |
| Thinking Capabilities | <ul style="list-style-type: none"> • Thinking clearly, deeply and broadly • Understanding the Humanitarian Industry • Understanding World Vision's mission and operations • Practicing innovation and creativity | |
| Relational Capabilities: | <ul style="list-style-type: none"> • Building collaborative relationships • Practicing gender and cultural diversity • Influencing individuals and groups | |
| Prepared by | Rachel Skeates-Millar, Programmes Director | Date June 2017 |

POSITION DESCRIPTION

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| Manager | | Date |
| Position Holder | | Date |
| Date of Appointment | | |