



## Vacancy Announcement

CARE is an international NGO with local staff and community partners in more than 90 countries. We create local solutions to poverty and inequality and seek dignity for everyone every day and during times of crisis. CARE puts women and girls at the center of everything we do because they have proven to be the best hope for creating lasting change in the world. CARE has been operational in Nepal since 1978 and works in partnerships with government and non-government stakeholders across the spectrum of humanitarian action and long-term development programs

CARE Nepal hereby invites applications, for the below mentioned position, from interested Nepali candidates.

### **Program Associate- Education**

#### **Position Description:**

The Program Associate is primarily responsible for maintaining close relations with partners, Local government stakeholders (Education, women and children and Health Unit) and district line agencies to provide technical backstopping on education, financial literacy, entrepreneurship development and SRH component. S/he will report to the Education and Adolescent Empowerment Manager and will work closely with Program Officer, MEL specialist, Knowledge management specialist and GED and social norms specialist S/He will be providing technical assistance to NGO partners on accelerated learning component, school system strengthening, financial literacy & entrepreneurship development and advocacy ensuring delivery of effective and efficient project

#### **Key Responsibilities:**

##### **R1. Program planning (20%)**

- Assist program team at CARE and implementing partners on project planning (Detail implementation plan) implementation of project activities based on project document
- Guide partners to develop and implement annual and periodic work plan, track progress of both program and finance
- Work closely with partner NGOs and ensure all programs and budgets are utilized as per plan based on time and utilization of resources
- Build strong relationship with Schools, Local government, Education Development and Coordination Unit (EDCU) and related line agencies in district
- Update on program progress against plan with local implementing partners at district levels

##### **R2. Implementation & Monitoring of project Plan (70%)**

- Support implementing partners to implement project activities in the field with focus to UDAAN accelerated learning program and other enabling environment intervention in schools and palika level
- Build the capacity of partner staff (coach/mentor and supporting supervision)

- Ensure the delivery of the project activities on time as per the annual plans and producing intended result including capacity enhancement of partner to accelerate the intervention at field level
- Support Project Coordinators of partner to build the technical and organizational capacity of partners in the assigned district
- Collect, compile and submit information related to Education and Adolescent Empowerment projects for quarterly, semi-annual and annual reports as per the requirements
- Provide technical supervision to PNGOs for the utilization of training through coaching, feedback and suggestion to maximize the impact
- Visit field to ensure the quality of project activities in the district and prepare and submit reports to team leader/project manager
- Facilitate /support local governments for the development of education related policies and plans in the program area
- Ensure ground level project activities monitoring, validate program data and demonstrate program quality
- Work together with project manager, field officer to establish working relations with community district, province level stakeholders and maintain relation with other like-minded stakeholders (government, inter-governmental organizations and NGOs, INGOs, UN agencies and peoples group) for advocacy

### **R3. Documentation & Reporting (10%)**

- Work closely with partner staff, collect and compile good practices and document
- Support to collect relevant documents (education, ARH and livelihood) and share to the concerned partners and project team members
- Support to publish the information, education and communication (IEC) materials relevant to the program
- Support to conduct relevant studies to assess progress against project plan and activities carried out by implementing partner, document the findings.
- Document the findings/learning and challenges from periodic and annual review and use for improvement of the project results.
- Support to compile monthly, quarterly and half yearly progress reports including stories from the field/photographs and quotes
- Support and work together with the team to generate required reports to government agencies and donors
- Support partners to prepare program and event reports

### **Upholding CARE's Core values and ensuring its principles**

- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

Spending authority: Not Applicable

### **Working conditions:**

Based in Siraha district of Madhesh Province

## Required qualifications:

- Good understanding of education thematic areas
- A minimum of 3 to 5 years' experience in development organizations or INGOs
- Bachelor's degree in education with strong written and oral language competency in Nepali and English
- Proven experience in developing and managing partnerships with implementing partners
- Proven experience in coordination with government partners and the ability to lead, motivate and develop others
- Solid project delivery, implementation and monitoring skills with a proven history of delivering results
- Good training and facilitation skill and relevant experience in education, advocacy, lobbying and networking.
- Strong interpersonal communication and documentation skill & Sensitive and responsive to gender, ethnicity, disability and other core CARE values
- Strong understanding of partnership strategies and linkages development
- Have excellent computer skills including navigating email, internet and MS WORD, Excel, and PowerPoint

Interested candidates are encouraged to visit our website at [www.carenepal.org](http://www.carenepal.org) and complete the application process. The last date for submitting the application is 17:00hrs, June 13, 2022.

Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

*“CARE Nepal is an equal opportunity employer. We encourage candidates of diverse background, women and differently abled, to apply”*

*CARE places human dignity at the centre of its relief and development work. At the heart of CARE's efforts to impact poverty and social justice is its engagement with marginalized communities, and vulnerable adults and children. Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. CARE commits to the protection from sexual harassment, exploitation and abuse (PSHEA) of vulnerable adults, involving CARE Employees and Related Personnel. CARE has a zero tolerance toward sexual exploitation and abuse and child abuse. CARE takes seriously all concerns and complaints about sexual exploitation and abuse and child abuse involving CARE Employees and Related Personnel. CARE initiates rigorous investigation of complaints that indicate a possible violation of this policy and takes appropriate disciplinary action, as warranted.*