Job Classification

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Job Description Type:	Specific Job Description	Region:	HQ
Category:	IP (International Professionals)	Country:	Switzerland
Reason for Classification:	Title Change	Duty Station:	Geneva
Level:	P-4	Office:	Education Cannot Wait (ECW), UNICEF Hosted Fund
Title:	Education Specialist	Section:	Programmes Delivery & Quality
Title Information in Parenthesis:	Emergencies	Unit:	Programmes Delivery & Quality
CCOG Code:	1F	Case Number:	
UNICEF Code:	EDU	Post Number:	
Classified by:		Classified Date:	11/12/2025

Organizational Context:

Education Cannot Wait (ECW) is the first global movement and fund dedicated to education in emergencies and protracted crises. It was established in 2016 during the World Humanitarian Summit by international humanitarian and development aid organizations, along with public and private donors, to help reposition education as a priority on the humanitarian agenda, usher in a more collaborative approach among actors on the ground and foster additional funding to ensure that every crisis-affected child and young person is in school and learning. ECW is currently hosted by UNICEF with offices in Geneva. It is subject to UNICEF regulations and procedures regarding HR and financial and legal matters.

To learn more about ECW, see: www.educationcannotwait.org.

Purpose of the Job:

The Education Specialist is a critical role within the Programme Delivery and Quality Team supporting the Chief of Education to oversee ECW's portfolio of country investments and alignment with ECW's strategic approach, programme priorities and standardised programme delivery, and quality assurance approaches. The postholder will ensure the effective design, implementation, and strategic oversight of ECW's country-level investments. This role ensures coherence across ECW's country portfolios, governance processes, and technical operations, while driving excellence in programme design, implementation, and monitoring. The Education Specialist serves as a key member of the Programme Delivery and Quality Team, working closely with the chief of education to ensure effective running of the team, and contributes to ECW's mission to deliver quality education in emergencies and protracted crises.

Key functions, accountabilities and related duties/tasks:

1. Portfolio Oversight & Strategic Alignment
o Support the Chief of Education in translating ECW's strategic priorities into high-quality, coherent programmes across country portfolios.
o Oversee programme performance, risk management, and alignment with ECW's Results Framework. Spot and raise issues and trends and troubleshoot to address and resolve issues.
o Lead team-level cross-country learning and ensure coherence and balance across ECW's programme portfolio.
o Working closely with the Chief of Education, support team leadership and Secretariat coordination. Additionally, contribute to the development and delivery of the Secretariat's work plan.

o Support resource mobilization efforts and donor engagement in collaboration with the Programme Team.

2. Portfolio management, Programme Design & Coherence
o Supervise Programme coordinators and ensure effective management of country portfolios to ensure programme design meets ECW's quality standards and strategic objectives.
o Lead and support the development of high-quality, coherent programmes across different models and contexts. In coordination with PGI lead, support the facilitation of the integration PGI framework in programme design, monitoring and reporting.
o Provide technical guidance on Crisis readiness, emergency responses and resilience building ensuring that programming reflects sectoral best practices and innovations.
o Lead and support the development of robust, contextually appropriate programme models ensuring where appropriate and possible the integration of humanitarian-development nexus principles in programme design eg. Promote system-strengthening approaches and resilience-building in education responses and climate smart programming and advancing learning outcomes within ECW programmes.
o Ensure technical leads including on PGI and Climate are systematically engaged in programme design and that all investments are aligned with internal thematic minimum standards. This involves proactively coordinating with the technical leads during the conceptualization and development of investment proposals to ensure that cross-cutting themes are meaningfully integrated. The Specialist is accountable for verifying that all education investments adhere to ECW's internal thematic minimum standards, which may include gender-responsive programming, child protection safeguards, and climate-resilient education strategies. This requires applying quality assurance mechanisms, facilitating joint reviews, and ensuring that thematic considerations are reflected in the theory of change, results frameworks, and implementation plans. Ultimately, the Education Specialist plays a critical role in embedding ECW's strategic priorities into every investment, ensuring coherence, inclusivity, and sustainability across the portfolio.

3. Lead on Quality Assurance framework and process
o Lead the implementation of ECW's pogramme Quality Assurance processes including internal coordination with PGI Manager and other sections, Annual Programme Monitoring, and learning systems. This involves alignment across various processes and workflows.
o Provide oversight to country-facing teams to ensure programme design meets ECW's quality standards. This includes regular review of the quality assurance process to ensure it remains agile without doesn't compromise quality.
o Ensure grant applications meet minimum quality standards for timely submission to the Executive Committee (ExCom) for approval with final submissions prepared to an excellent level. This entails reviewing draft submissions for completeness, strategic alignment, and technical accuracy; coordinating with internal teams to validate key components; and providing feedback to grantees or colleagues to refine proposals. The education Specialist ensures that all required documentation such as results frameworks, budgets, and risk assessments is accurate, coherent, and aligned with ECW's investment criteria. They are accountable for managing timelines to guarantee timely submission and for overseeing the final quality assurance process so that submissions reflect ECW's standards of excellence and are ready for ExCom review and approval without delays or revisions.
o Contribute to the development of the annual Results Report, including data collection, assurance, and analysis in coordination with the secretariat's Monitoring, Evaluation and Reporting team

4. Country Engagement Programming monitoring for quality learning
o Manage a portfolio of countries, providing strategic and operational support throughout the programme cycle, and establish strong country-level relationships. This includes dedicated engagement with consortium partners on critical commitments including localizations, quality, and speed.
o Facilitate coherence between country-level programming and global strategic objectives. This includes actively coordinating with country teams and implementing partners to embed ECW's thematic focus areas such as equity, inclusion, resilience, and innovation into programme design and delivery. The post holder analyzes country-level proposals and progress reports to assess alignment with ECW's Strategic Plan, identifies gaps or opportunities for synergy, and provides technical guidance to harmonize approaches across geographies. Additionally, the role involves translating global strategies into actionable frameworks that can be adapted to diverse country

contexts, while also ensuring that lessons and innovations from country-level programming inform global policy dialogue and future strategic planning. Through this work, the Education Specialist plays a critical role in bridging operational delivery with strategic intent, reinforcing ECW's impact as a global fund for EIEPC.
o Support capacity building and technical assistance to country teams and work with wider programme team partners. This entails working closely with ECW's programme team and implementing partners to identify capacity gaps, deliver targeted support and ensure alignment with ECW's strategic priorities and operational standards. The role includes facilitating knowledge exchange, promoting best practices, and helping country teams apply global public goods and innovations within their local contexts. The post holder is accountable for ensuring that technical support is responsive, contextually relevant, and contributes to improved programme quality, coherence, and impact across ECW's country-level investments.
o Oversee programme monitoring and learning processes, ensuring data-driven decision-making. Promote adaptive learning within the programme portfolio for real time improvements.
o Manage a portfolio of countries, provide strategic and operational support, and facilitate coherence between country-level and global-level programming.

5. Governance and Coordination at Programme Level
o Coordinate ECW's governance mechanisms related to programme delivery ie Technical Advisory Group (TAG) and Education Review Panel (ERP) to ensure alignment between programme activities and governance decisions.
o Facilitate Technical Advisory Group processes, including scheduling, documentation, and integration of recommendations into programme design.
o Ensure timely and transparent review of grant applications and facilitate communication between ERP members and programme teams. This includes organizing and managing the review timeline, ensuring that all submitted applications are complete and compliant with ECW's guidelines. The Education Specialist serves as the primary liaison between ERP members and internal programme teams, clarifying technical aspects of proposals, addressing queries, and ensuring that feedback is accurately captured and communicated. They are accountable for maintaining the integrity and impartiality of the review process, documenting decisions, and supporting the finalization of recommendations for grant approval. This role is critical to upholding ECW's standards of transparency, quality assurance, and strategic alignment in grant-making.
o In coordination with the wider programme team, manage the External Review Panel process, including assignment of applications, review timelines, communication with programme teams, and secondary reviews, and ensure quality assurance standards are met. Facilitate responses and secondary reviews from programme teams
o Ensure applications meeting minimum quality standards are submitted to the ExCom. Ensure confidentiality and adherence to protocols in ERP meetings and governance processes. This involves conducting thorough reviews, coordinating with relevant teams to address gaps, and validating that proposals are complete and ready for governance consideration. The role also requires upholding strict confidentiality and adherence to established protocols during ERP meetings and throughout governance processes. This includes managing sensitive information, ensuring transparent and ethical decision-making, and maintaining the integrity of internal review mechanisms. The Education Specialist serves as a key liaison between programmatic teams and governance bodies, ensuring that submissions are not only technically robust but also procedurally sound and aligned with ECW's strategic priorities

6. External Representation, Sector leadership and partnerships:
o Represent ECW in high-level missions, panels, and strategic engagements with governments, donors, and partners. Advocate for ECW's approach and priorities in external forums and sectoral platforms.
o Apply deep understanding of EiE across crisis readiness, emergency response, and resilience programming. This includes providing technical guidance on education in emergencies and resilience-building.
o Ensure ECW's programming reflects sectoral best practices, innovations, and emerging evidence. Demonstrate deep knowledge of and application of latest evidence and thinking. Contribute to policy development and technical dialogue within the EiE sector.
o Strengthen partnerships and collaborative approaches across the humanitarian-development sector at global and country level. This includes actively engaging with key stakeholders to align efforts, share knowledge, and promote joint planning and implementation of education

	interventions in crisis contexts. The role involves facilitating strategic dialogue, coordinating multi-stakeholder platforms, and ensuring that ECW-supported investments are harmonized with broader sectoral initiatives and frameworks. By building trust, promoting synergies, and leveraging collective expertise, the post holder enhances the coherence, efficiency, and impact of education responses, contributing to more resilient and inclusive education systems for crisis affected children and youth. o Contribute to sectoral dialogue and policy development, ensuring ECW's work is grounded in global best practices and field realities. This includes advocating for ECW's approach and priorities in external fora. o In addition to the core responsibilities outlined, the Education Specialist may be required to undertake other relevant tasks that support the effective delivery of ECW's mandate.
Impact of Results:	The Education Specialist (Emergencies) plays a pivotal role in ensuring the smooth and strategic execution of ECW's education portfolio. By effectively managing programme delivery, governance coordination, and quality assurance, the incumbent enhances operational efficiency and coherence across country investments. Their ability to translate strategic priorities into actionable, high-quality programmes directly strengthens ECW's capacity to deliver results in crisis-affected contexts. Through strong leadership, technical oversight, and stakeholder engagement, the education specialist ensures that ECW's programmes are responsive, evidence-based, and aligned with global best practices. This not only improves programme performance and accountability but also reinforces ECW's credibility and influence within the EIEPC Sector. Ultimately, the incumbent's effectiveness enables ECW to maximize its impact, accelerate progress toward its strategic goals, and uphold its commitment to providing inclusive, quality education for children and youth affected by emergencies and protracted crises.
Competencies and level of proficiency required:	Core Values: Care Respect Integrity Trust Accountability Sustainability Core Competencies: Demonstrates self-awareness and ethical awareness (1) Works collaboratively with others (1) Builds and maintains partnership (1) Innovates and embraces change (1) Thinks and acts strategically (1) Drive to achieve results for impact (1) Manages ambiguity and complexity (1)
Recruitment Qualifications:	Education requirement: Advanced university degree (Master's or equivalent) in education or international development. Experience required: A minimum of 8 years of relevant professional experience, including in crisis-affected contexts and multi-country portfolio management. Relevant and Essential areas of Experience (required): 1. Experience in managing programmes in EiEPC •Designing, managing, or evaluating education programmes in humanitarian or conflict-affected settings. •Working with displaced populations, fragile states, or post-crisis recovery efforts. •Deep understanding of EiE across the humanitarian-development nexus, including crisis readiness, emergency response, and resilience building. •Synthesizing evidence to inform programme improvement and strategic decision-making. •Familiarity with holistic learning outcome frameworks and measurements. 2. Multi-Country Portfolio Management •Overseeing or coordinating education investments across multiple countries or regions.

	•Managing diverse stakeholders, funding streams, and implementation modalities. •Aligning field-level realities with global sector trends and strategic priorities. 3. Grant and Programme Management •Leading the full lifecycle of education grants: design, implementation, monitoring, reporting, and closure. •Ensuring compliance with donor requirements and organizational standards. •Coordinating governance structures and technical review mechanisms, including multi-stakeholder panels and advisory groups. 4. Strategic Planning and Policy Engagement •Contributing to or leading strategic planning processes within international organizations or donor agencies. •Engaging in policy dialogue with governments, UN agencies, or global education platforms. •Supporting systems-level education interventions that promote sustainable impact at student, community, and institutional levels. 5. Sector Coordination and Cross-Sectoral Collaboration •Working across sectors such as child protection, gender, climate resilience, or health to integrate education programming. •Facilitating coordination between humanitarian and development actors. 6. Partnership Development and Stakeholder Engagement •Building and managing relationships with donors, implementing partners, and government counterparts. •Representing organizations in global forums or sector coordination mechanisms. •Excellent communication and interpersonal skills to engage diverse teams and stakeholders. 7. Governance and Quality Assurance •Strong grasp of programme review processes, quality control standards, and structured approval workflows. •Ensuring applications meet minimum quality standards for submission to governance bodies (e.g., ExCom). •Upholding confidentiality and adherence to protocols in meetings and governance processes. Desirable Experience 1. Programme Leadership & Technical Expertise •Extensive experience in designing, implementing, and monitoring education programmes in both humanitarian and development contexts. •Proven ability to ensure programme quality through robust MEL systems. 2. Strategic Thinking & Change Management •Experience leading change and managing transitions in complex, multi-stakeholder environments. •Ability to manage team dynamics and support organizational adaptation. 3. Stakeholder Representation •Experience representing organizations externally, including in high-level missions, panels, and strategic dialogues. 4. Field Experience & Sectoral Insight •Direct field experience in education programming, including outside of the UN system. •In-depth knowledge of sector dynamics, policy frameworks, and inter-agency collaboration in crisis-affected settings. Language requirements: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
Is this role a Representative, Deputy Representative, Chief of Field Office, the most	No

senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:	
Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:	No
Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:	No
The selected candidate for this position will be required to engage with vulnerable children:	No
Competencies and level of proficiency required:	
Recruitment Qualifications:	

Attachments:

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