**UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE**

I. Post Information

Job Title: **Education Cluster Coordinator**	Job Level: **P3**
Supervisor Title/ Level: **Emergency Specialist (P3)**	Job Profile No.: CCOG Code: **1C**
Organizational Unit: **Programme**	Functional Code: **KMA**
Post Location: **Pemba Field Office**	Job Classification Level: **Level 3**

II. Organizational Context and Purpose for the job

Humanitarian action is of fundamental importance to UNICEF and encompasses interventions aimed at saving lives, alleviating suffering, maintaining human dignity, and protecting the rights of affected populations wherever there are humanitarian needs, as well as interventions addressing underlying risks and causes of vulnerability to disasters, fragility and conflict. UNICEF's humanitarian action is guided by the Core Commitments for Children in Humanitarian Action (CCCs) which set organizational, programmatic and operational commitments and benchmarks against which UNICEF holds itself accountable for the coverage, quality and equity of its humanitarian action and advocacy and which are mandatory for all UNICEF personnel.

Furthermore, UNICEF is committed to supporting humanitarian coordination through the Inter-Agency Standing Committee (IASC) cluster approach. Introduced as part of the humanitarian reform, the cluster approach aims at ensuring clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organizations and better defining their roles and responsibilities within the different sectors involved in the response. UNICEF works with the government, international and national NGOs and local stakeholders including communities to support humanitarian coordination and to improve the collective impact of humanitarian response. UNICEF plays a key role in both global and country-level interagency coordination for its areas of programmatic responsibility. As Cluster Lead Agency (CLA) for Nutrition, WASH, Education (co-lead), and the Child Protection (CP) Area of Responsibility (AoR), UNICEF is committed to fulfilling the core functions defined by the IASC when the clusters are activated or when UNICEF is asked to support sectoral coordination.

A well-run cluster coordination team aims at coordinating emergency responses and includes Information Management (IM). Depending on the context, a cluster team may include sub-national coordinators. This is the case for Mozambique where UNICEF maintains cluster positions in Maputo for national coordination and Pemba, Cabo Delgado for sub-national coordination focused more specifically on conflict-affected areas.

The position of Education Cluster Coordinator (sub-national) is based in the UNICEF Mozambique Cabo Delgado office. (S)he will be provided supervision and guidance by the Emergency Specialist and Chief of Field Office with a dotted reporting line to the Education team.

The Education Cluster operates under the leadership of UNICEF (as the Education Cluster Lead Agency) in close cooperation with Save the Children International who is globally, and in Mozambique, the co-lead of the cluster. The Coordinator will also work closely with the Ministry of Education as the government lead.

Education Cluster meetings are held regularly at the national and sub-national levels to coordinate Education humanitarian interventions among partners as well as assist the government on overall sector humanitarian response coordination. The National Education Cluster will provide support to the sub-national Education Cluster Coordinator. In addition, inter-cluster coordination meetings are organized at the national and sub-national levels to share information and ensure coordination across sectors. Besides Education, UNICEF's programmatic response includes conflict displacement, natural disasters, and public health emergencies. The Education Cluster has a number of agencies contributing to the overall Education Cluster response plan as reflected in the Humanitarian Response Plan.

Job organizational context: The position of Education Cluster Coordinator (sub-national) is based in the UNICEF Mozambique Cabo Delgado office. (S)he will be provided supervision and guidance by the Emergency Specialist with a dotted reporting line to the Chief of Education. The Education Cluster operates under the leadership of UNICEF (as the Education Cluster Lead Agency) in close cooperation with Save the Children International who is globally, and in Mozambique, the co-lead of the cluster. The Coordinator will also work closely with the Ministry of Education as the government lead.

Purpose of the job: Under the overall direction and guidance of the Pemba-based Emergency Specialist, and the technical guidance of the Chief of Education, the Cluster Coordinator (sub-national) will support the Education Cluster work, with a focus on the sub-national coordination in Cabo Delgado, Nampula and Niassa. The Coordinator will provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, coherent and effective response by Education partners, through ensuring the 6+1 core functions of cluster coordination as outlined by the IASC. The Coordinator is responsible for the planning, coordination and monitoring of the emergency response in the Northern provinces of the country in close coordination with the National Cluster Coordinator based in Maputo, and the Information Manager (IM) based in Cabo Delgado. The Cluster Coordinator will support the management of the collection, analysis and sharing of information that supports all Cluster partners and donors to make informed, evidence-based, strategic decisions.

The position is based in UNICEF's Pemba field office.

III. Key function, accountabilities and related duties/ tasks

The post holder is responsible for predictable, timely, and strategic leadership and representation for the Cluster at the sub-national level. S/he is responsible for leading a range of stakeholders, to work collectively towards the realization of shared goals based on evidence. S/he will ensure the achievement of the core cluster functions, throughout the Humanitarian Programme Cycle (HPC) aimed at a timely and effective Cluster response in the northern provinces and will closely work with the National Cluster Coordinator based in Maputo to ensure coherence and alignment of the response.

The postholder's main tasks and responsibilities will include but not be limited to:

Coordination and Representation

Contribute to the effective roll out and monitoring of the core cluster functions (as outlined by the IASC Reference Module) and to the Humanitarian Programme Cycle (HNO, HRP and CCPM),

- Ensure and maintain a coordination mechanism that facilitates the effective achievement of the cluster functions and which builds on pre-existing coordination structures where appropriate
- Represent the Cluster in the northern provinces and contribute to the national response through close coordination with the National Cluster Coordinator to ensure effective communication, reporting and engagement,
- Actively engage with other clusters (in particularly the CP cluster) to ensure harmonized and coordinated approaches to implementation of response across partners, AoRs/ Clusters and OCHA.
- Coordinate, collaborate and represent the Cluster with stakeholders across all sectors, including through inter-cluster coordination fora and development contexts, developing cross-sectoral relationships as appropriate.
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Needs Assessment and Analysis

- Contribute to the planning and implementation of education needs assessment and analysis, including joint/multi-sectoral assessments and analysis, at national and sub-national levels,
- Work with Cluster participants to identify information gaps, agree and implement ways to bridge those gaps by providing technical support to partners. This includes the collection of information on response modalities and cross-cutting issues such as economic needs, markets, price monitoring, disability, protection and gender issues to support a comprehensive understanding of issues affecting education and to ensure the use of all programme delivery modalities (in-kind, cash, voucher and services) as appropriate and feasible,
- Contribute to the analysis of needs assessment data to provide required information for the HNO including estimating People in Need (PIN),
- Compare and align joint needs analysis findings with other AoRs/ Clusters and participate in developing reports.
- Analyze needs assessment data, partner presence and gap analysis, and work collaboratively with Cluster partners to create analytical products

Strategic Response Planning

- Contribute to the strategic planning, response prioritization and development of the Humanitarian Response Plan (HRP) or other response plans as relevant, including the formulation of objectives, indicators and targets, prioritizing response modalities and activities, identifying and quantifying inputs and the curation of data.
- Ensure the needs of the northern provinces are well reflected in all strategic documents
- Provide technical support to the Cluster partners to ensure activities are aligned with national and sub-national priorities and communities' needs Ensure that Cluster response planning is updated according to evolving needs
- Engage with OCHA and other Clusters to contribute to the development of the HNO/HRP, ensuring strong representation of the Cluster.

Resource Mobilization

- Support monitor and analyze the Cluster's financial situation and support financial tracking on the Financial Tracking Service (FTS),

- Support and advocate with Cluster partners for financial reporting on the Financial Tracking Service (FTS),
- Support evidence-based advocacy and resource mobilization by providing accurate, relevant and timely data, information and information products.
- Advocate for improved sectoral outcomes, network with advocacy allies and influence stakeholders' decision-making.
- Support field visits of donors and provide relevant information on Cluster coverage, response, gaps, etc.

Implementation and Monitoring

- Monitor, evaluate and report on the coverage, equity, quality, and progress of the response against the Cluster strategy, priorities and agreed results.
- Contribute to the development of a Cluster monitoring plan and associated databases, including a response monitoring (5Ws) database,
- Support Cluster members to contribute timely and quality periodic monitoring reports,
- Conduct quantitative and qualitative gap and coverage analysis to identify gaps, overlaps and coverage of the Cluster humanitarian response,
- Monitor adherence to relevant sector quality standards, regulations,
- initiatives, and guidelines and encourage/support partners to adhere as possible.
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Operational Peer Review and Evaluation
- Coordinate/Support the annual Cluster Coordination Performance Monitoring (CCPM) exercise and annual review,
- Follow up on issues identified in CCPM through workplan development with cluster members
- Contribute to sectoral and broader humanitarian evaluations.

Accountability to Affected Populations
- Be accountable to affected populations by maintaining an effective feedback mechanism and handling complaints appropriately, by ensuring data about the most vulnerable is systematically collected and analysed,
- Ensure the inclusion of cross-cutting issues (age, child protection, disability, gender, gender-based violence (GBV) mitigation and response and HIV & AIDS) in Cluster/ Sector/ Working Group data collection, analysis and dissemination,
- Encourage partners to demonstrate a positive and systematic approach to inclusion and diversity.
- Adhere to child safeguarding and PSEA policies including procedures for challenging and reporting incidents and ensure other members of the team comply.

Strengthen National and Local Capacity
- Take steps to strengthen sub-national and local leadership and capacity by encouraging participation of local and national actors in the Cluster
- Enhance district level coordination
- Design and implement capacity assessment and capacity development plan for Cluster partners at local and provincial level in close coordination with the national cluster lead
- Lead early warning, contingency planning and emergency preparedness efforts for the Cluster, ensuring adequate cluster participation in inter-cluster activities

IV. Impact of Results

The Education Cluster Coordinator supports a coherent and aligned education in emergency response across the country, with a specific focus on the northern provinces, providing better visibility and clarity on needs and gaps, enabling evidence-based and targeted decision-making, fundraising and advocacy, and contributing to an effective Cluster. As an essential part of the coordination function, the Cluster Coordinator stimulates district-level coordination and contributes to building the capacity of implementing partners to ensure a coordinated, coherent efficient and effective response across partners, being local authorities or civil society organizations, contributing to the predictability and accountability of humanitarian action, in line with the aims of the cluster approach and IASC principles, and ensures that the humanitarian response is well-coordinated, strategic, adequate, coherent, effective and builds the resilience of the affected population. This also contributes to maintaining and enhancing the credibility and ability of UNICEF to fulfil its commitments as Cluster Lead Agency, in line with the CCCs.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with Others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to Achieve Impactful Results (2)
- Manages Ambiguity and Complexity (2)

Coordination Competencies

- Applies Humanitarian Principles, Standards and Guidelines (2)
- Applies Key Education in Emergencies (EiE) Concepts and Tools (2)
- Manages Education Programmes (1)
- Operates Safely and Securely (2)
- Demonstrates Commitment to a Coordinated Response (2)
- Promotes Cooperation and Collaboration (2)
- Demonstrates Accountability (2)
- Promotes Inclusion (2)
- Provides Reliable Support to the Cluster (2)
- Collects, Collates and Analyses Relevant Data (2)
- Handles and Stores Data Efficiently and Sensitively (2)
- Communicates and Disseminates Information (2)
- Monitors the Response (2)
- Strengthens National Capacity to Respond and Lead (2)

VI. Recruitment Qualifications	
Education:	An advanced university degree in one of the following fields is required: Education, Psychology, Sociology, or another relevant technical field. Training/Experience in Information Management or Information Systems, GIS Information Technologies, Computer Science, Statistics, is considered an asset.

Experience:	A minimum of 5 years of professional experience in education programming, including 2 years as a cluster member/coordinator (within education or other parts of the humanitarian coordination system) and/or donor coordination is required. Experience demonstrating strong information management skills in a professional context is an assit for this post. Experience in a humanitarian context and/or working in the humanitarian coordination system is required.
Language Requirements:	Fluency in English is required. Advanced of Portuguese or any Spanish is considered an asset.

VII. Technical requirements

The post holder must demonstrate strong knowledge and skills in the following areas:

Humanitarian Architecture, Cluster Approach and Core Functions

- Key process and features of the humanitarian programme cycle (HNO, HRP and CCPM), the humanitarian reform process and the transformative agenda, the Humanitarian-Development Nexus and the Grand Bargain Commitments,
- IASC Guidance Note on Strengthening Participation, Representation and Leadership of Local and National Actors in IASC Humanitarian Coordination Mechanisms, IASC Results Group 1 on Operational Response, (2021),
- IASC Reference Module for Cluster Coordination at Country Level (2015),
- IASC Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response (2006).

Humanitarian Principles, Standards and Guidelines

- Core Commitments for Children in Humanitarian Action, (2020), UNICEF,
- The Sphere Handbook, (2018), Sphere,
- Core Humanitarian Standard on Quality and Accountability, (2014), CHSA,
- Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief, (1994), ICRC,
- Accountability to Affected Populations: The Operational Framework, (2013), IASC,
- Principles of Partnership: A Statement of Commitment, (2007), ICVA,
- Availability, Accessibility, Acceptability, Quality (AAAQ) framework: A tool to identify potential barriers in accessing services in humanitarian settings, (2019), UNICEF,
- Statement on the Centrality of Protection in Humanitarian Action, (2013), IASC,
- Special Measures for Protection from Sexual Exploitation and Sexual Abuse, (2008), Secretary General Bulletin,
- Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action, (2015), IASC.

EiE Specific Knowledge and Skills

- Inter-Agency Network for Education in Emergencies (INEE) Minimum Standards for Education: Preparedness, Response and Recovery, (2010),

- Global Education Cluster Toolkit for effective cluster coordination and information management during all phases of the Humanitarian Programme Cycle,
- Emergency scenarios, their impact on children, education systems and communities,
- Rationale for EiE as a first response,
- Elements of a quality EiE response in all phases of emergencies including preparedness and DRR, access and learning environments, teaching and learning, teachers and other education personnel and education policy,
- Inter-sections and overlaps with other clusters, sectors, approaches,
- Linkages with normative frameworks and policies relating to accountability to affected populations, inclusion and cross-cutting issues including age, disability, gender and gender-identity, the centrality of protection and SGBV,
- EiE linkages with the education sector, its position in the humanitarian-development nexus and with key development concepts and agreements including Sustainable Development Goals, Goal 4: Quality Education,
- Education sector analysis and planning including the range of modalities for delivering education and linkages between different sub-sectors.

VIII. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point or investigator (OIAI)?	No
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?	Yes
Is this post a child data role in which the 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 the position will be required to engage with vulnerable children?	Yes