TERMS OF REFERENCE FOR TRMPORARY APPOINTMENT[1]

TA – Education Officer NOB

– 364 days with possibility of exceptional extension depending on the continued need and availability of funds

Purpose:

Under the supervision of the Education Specialist, the incumbent will provide professional technical, operational and administrative assistance throughout the programming process for Education Sector Covid-19 Response programme with focus on back-to-school activities and remedial and catch-up learning. The Education Officer will contribute to the UNICEF Education Programme from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluating and reporting.

Responsibilities and Tasks:

1. **Support to programme development and planning**
    - Contributes to the preparation and updating of the situation analysis for the development, design and management of education related programmes/projects. Research and report on development trends (economic, social, health etc.) and data for use in programme development, management, monitoring, evaluation and delivery of results.

    - Contributes to the development and establishment of sectoral programme goals, objectives and strategies and results-based planning through research, collection, analysis and reporting of education and other related information especially in relation to remedial (catch-up) learning and large-scale back-to-school activities.

    - Provides technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, progress/monitoring reports and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluation of results.

2. **Programme management, monitoring and delivery of results.**

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[1] AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- Works closely and collaboratively with internal colleagues, government counterparts and partners to collect, analyze and share information on implementation issues.

- Suggests solutions on programme implementation and submit evidence-based reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.

- Participates in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.

- Monitors and reports on the use of sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocation, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.

- Prepares draft technical, programmatic and financial inputs and write-up for programme/donor reporting.

3. **Technical and operational support to programme implementation**

- Undertakes field visits and surveys and share information with stakeholders to assess progress and refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.

- Provides technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the quality of learning, remedial/catch-up learning and back-to-school related technical areas with strong focus on institutional capacity building of the government counterparts in the relevant programme areas.

4. **Networking and partnership building**

- Builds and sustains effective close working partnerships with government counterparts and sector partners and stakeholders through active communication and sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on education programmes.

- Drafts communication and information materials for CO programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes.

- Researches information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

5. **Innovation, knowledge management and capacity building**

- Contributes to identifying, capturing, synthesizing, and sharing lessons learned for knowledge development and capacity development of stakeholders.

- Applies innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results.

- Researches and reports on best and cutting edge practices for development planning of knowledge products and systems.

- Participates as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

Minimum Qualifications and Competencies

Education:	A university degree in one of the following fields is required: education, psychology, sociology or another relevant technical field.
Experience:	A minimum of two years of professional experience in programme planning, management, and/or research in education is required.
	Experience working in a developing country is considered as an asset.
	Experience working in emergency setting is considered as an asset.
	Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English (both speaking and writing) is required.
	Strong interpersonal skills in effectively communicating and actively maintaining/enhancing stakeholder coordination and networking are required.
	Knowledge of another official UN language or local language of the duty station is considered as an asset.

Competency Profile:

Core Values (Required)
- Care
- Respect
- Integrity
- Trust and
- Accountability

Core Competencies (Required)
- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- Works collaboratively with others