

Terms of Reference

Title & Level	Education Officer, NO-B (TA)
Location	Freetown Sierra Leone
Duration	364 Days
Reporting to	Education Specialist, Quality/ GPE Coordinator
Budget Code/PBA No	
Project and activity codes	

BACKGROUND

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. Therefore, the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF Sierra Leone within the Country Programme of 2020-2024, supports the government of Sierra Leone’s effort to provide quality education for all children and works to pursue the same effort within the 2025-2029 Country Programme which is currently being developed. UNICEF’s support to the Education sector channelled through Ministry of Basic and Senior Secondary (MBSSE) Ministry of Technical and Higher Education (MTHE) focuses primarily on providing technical and strategic support to improving poor learning outcomes.

PURPOSE OF THE TEMPORARY APPOINTMENT (TA)

Under the supervision of the Education Specialist, the Education Officer provides technical, operational, and administrative assistance throughout the programming process with specific focus on the quality learning component. In addition, the Officer will support the timely and quality implementation of the GPE programme.

SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

1. Support to Programme Development and Planning

- Contribute to the preparation, design and updating of the situation analysis for the education programmes to ensure that current and comprehensive data on education issues is available to guide UNICEF’s strategic policy, advocacy, intervention, and development efforts on education programmes.
- Contribute to the development and establishment of programme goals, objectives and strategies and results-based planning.
- Assist supervisor in setting priorities, strategies, design, and implementation plans. Keep abreast of development trends to enhance programme implementation and monitoring

- Participate in strategic programme discussions on the planning of education programmes. Contribute to the preparation of programme proposals for the sector, ensuring alignment with UNICEF's Strategic Plans, regional strategies, and national priorities.
- Work closely and collaboratively with internal colleagues and partners to ensure the achievement of results.

2. Programme management, monitoring and delivery of results.

- Work closely and collaboratively with internal colleagues and partners to collect, analyze and share information on implementation issues.
- Suggest solutions on routine programme implementation and submit 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.
- Participate 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.
- Monitor and report 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.
- Prepare draft inputs for programme/donor reporting.

3. Technical and operational support to programme implementation

- Undertake 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.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on education related issues to support programme implementation, operations and delivery of results.

4. Networking and partnership building

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on education programmes.
- Draft communication and information materials for programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

QUALIFICATIONS OF SUCCESSFUL CANDIDATE

Education

A University Degree in education, economics and or other social science field with expertise in data management.

Required Experience

- At least 2 years of relevant experience in education sector in programme management, including programme design, costing, monitoring and evaluation and reporting, quality assurance and standards
- Relevant professional experience in implementing interventions related to teachers' continuous professional development, foundational literacy and numeracy, remedial learning, alternative pathway to learning, development of teaching and learning material for early grades, learning assessment.
- Experience in working with the government.
- Good computer skills, including excel, internet navigation and various office applications.
- Experience working in the UN or other international development organization is an asset

Language requirements

Fluency in English is required. Knowledge of Krio and other local languages of Sierra Leone is considered as an asset.

Technical competences

- Excellent knowledge of country education system and policy particularly in the areas of foundational learning, teachers' professional development, curriculum, learning assessment.
- Good capacity in programme management in education, including programme design, costing, monitoring and evaluation and reporting.
- Knowledge of cross-cutting issues affecting access and quality learning.
- Knowledge of cross-sectoral programming.
- Understanding of gender and inequity issues in relation to education and development and the application of gender /disability/ equity analysis to policy and planning in education.
- Ability to support policy dialogue translation of analytical findings and evidence into development programme and policy discussions around equity and learning with partners, including government, development partners, CSOs and academia in relevant areas.

COMPETENCIES OF SUCCESSFUL CANDIDATE

Core Values

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

Core Competencies

- 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)
- Drive to achieve impactful results (2)

- Manages ambiguity and complexity (2)
- Nurturing, Leads and Manages People (1)

Functional Competencies

- Analysing (2)
- Applying technical expertise (2)
- Learning and researching (2)
- Planning and organizing (2)

VI. Signatures/Job Description Certification	
Requested by:	
Name:	Date:
Title:	
Reviewed by:	
Name:	Date
Title:	
Endorsed by:	
Name:	Date
Title:	
Approved by:	
Name:	Date
Title:	