

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Post Title	: Education Officer
Contract type	: Temporary Appointment
Proposed level	: NO-B (TA)
Duration	: 364 Days
Duty Station	: Freetown Sierra Leone
Supervisor	: Education Specialist, System Strengthening

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 favoritism. 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 fulfill their potential but also will lead to sustained growth and stability of countries. This is why 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 2020-2023, supports the government of Sierra Leone’s effort to provide quality education for all children in Sierra Leone. UNICEF’s support to the Education sector channeled 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 the poor learning outcomes through:

- Strengthen the national capacity to generate, manage and use data and evidence for education policy implementation, planning of effective and equitable delivery of basic education services.
- Improving school readiness
- Enhancing the quality of education in the early grades provides children with the skills they need to complete primary school.

- Building the evidence base for School Related Gender Based Violence (SRGBV) and Out-of-School Children particularly girls; and
- Developing national strategy to improve retention of children in school and increasing completion rates and decreasing drop-out rates which results in OOSC among other things.

The UNICEF Education Section is recruiting Education Officer, who will be supporting the implementation of output one activities with an oversight from the output manager the Education Specialist for System Strengthening.

Justification

UNICEF Sierra Leone receive grants from various donors to support the implementation of its Country Programme commitments to the children of Sierra Leone, the Global Partnership for Education (GPE) is one of them.

As the GPE Grant Agents for both Education Sector Plan Implementation Grant (ESPIG) and Education Sector Plan Development Grant (ESPDG), UNICEF needs to ensure continued engagement with MBSSE by providing high quality, system level technical support for the implementations of these high ticket interventions financed by GPE funding as well as other core interventions financed through UNICEF own and other resources. Timely and high-quality support to deliver these activities under output 1 is crucial as it poses reputational risk to UNICEF from government, donor and beneficiaries' side. The UNICEF team is working hard to maintain the provision of high quality and timely support however the team needs extra support to maintain the level of support required to implement the activities with the requisite quality and time.

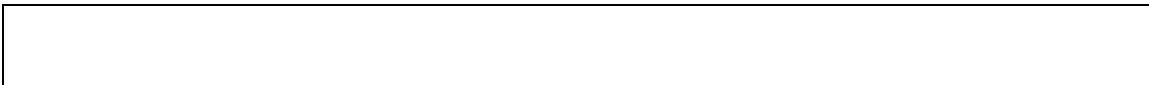
Purpose of the Job

Under the supervision of the Education Specialist, System Strengthening, the Education Officer provides professional technical, operational and administrative assistance throughout the programming process for education programmes/projects within the Country 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.

Main duties and responsibilities:

1. Support to programme development and planning
 - Contribute 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.
 - Contribute 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 for development planning and goal setting.

- Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, 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.
 - 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. Innovation, knowledge management and capacity building
 - Contribute to identifying, capturing, synthesizing, and sharing lessons learned for knowledge development and capacity development of stakeholders.
 - Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results.
 - Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
 - Participate as a resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.



Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)	
<p>Core Values</p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p>Core Competencies</p> <ul style="list-style-type: none"> • 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) <p>Functional Competencies</p> <ul style="list-style-type: none"> • Analyzing (2) • Applying technical expertise (2) • Learning and researching (2) • Planning and organizing (2) 	
Recruitment Qualifications	
Education:	A university degree in one of the following fields is required: education, psychology, sociology or another relevant technical field.
Experience:	<ul style="list-style-type: none"> ▪ 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. ▪ Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of Krio and other local languages of Sierra Leone is considered as an asset.

Conditions of Work

This position is a temporary appointment for a period of one year, with possible extension and will be based in the UNICEF country office in Freetown, with regular travel to project sites in its operational areas.