**TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT**

**Post Title:** Education Officer

**Post Level: NO-2**

**Contract Duration:** 364days

**Duty Station:** Homs Field Office

**Supervisor:** Chief of Homs field Office (with a technical reporting line to the Chief of Education Section).

**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.

**Purpose Of Assignment:**

Under the supervision of Chief of Homs field Office (with a technical reporting line to the Chief of Education), 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.

**Key functions, accountabilities and related duties/tasks :**

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.

1. **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.

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

* Undertake field visits and surveys and share information with supervisor and 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.
* Provide technical support in the supervision of the schools’ rehabilitation activity, regularly providing feedback to the UNICEF Engineer in charge of school rehabilitation.

1. **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 CO programme advocacy to promote awareness, establish partnerships and alliances, and support fund raising for education programmes.
* Facilitate coordination among education stakeholders to prevent duplication of efforts in both governorates.

1. **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.

**Minimum Required Qualifications:**

**Education:**

A first university degree preferably in: education, international development, human rights, psychology, sociology, or any other area that is considered relevant to work as described in the vacancy announcement., supplemented with experience in the field of education.

**Work Experience:**

* A minimum of two years of professional experience in programme planning, management, and/or research in education is required.
* Experience in development and/or humanitarian contexts is an asset.
* Relevant experience in a UN system agency or organization is considered as an asset.
* Experience in accountability to affected populations field is desirable.
* Knowledge of Education programming and rehabilitation of schools is an asset.

**Language Proficiency:**

Fluency in English and Arabic is required.