

Job Description

Job Title : **Project Coordinator**
Supervisor : Executive Director
Project : Early Grade Reading under School Meal Program
Duty Station : District Office/Palika

This position demands direct technical support to local level government of Sudur Paschim province which requires regular follow up visit to provide technical support and strategic guidance timely to the Local Government Education Unit specifically the Municipal Education Committee and Educational Focal Person of assigned districts. She/He will be supervising the Technical Associates' and Reading Mobilizers. She/he will also be required to work and liaise closely with World Education Team, WFP Team, District Education Offices and other district level stakeholders. The Project Co-ordinator will work under the direct supervision of the Executive Director. It specifically deals with the enhancement of the local governments ability, and policy to manage, improve, and sustain the quality education of the area.

A. Technical Aspect (*focus on Local Government*)

- Work closely with the Local Government Education Unit, the Education Development and Coordination Unit (EDCU) and other key stakeholders and professional networks in their respective districts to implement EGR technical support and interventions.
- Work closely with the Municipal Education Unit to implement jointly developed education plan and programs and facilitate the implementation of EGR interventions.
- Facilitate the implementation of the local government capacity needs assessments, the development of school improvement plans, the use of school report cards, and the adaptation of local materials and levelled reader concept developed by EGR.
- Facilitate and support local government / schools to conduct early screening and detection processes to identify children with functional limitation and their referrals.
- Work closely with local governments and support the implementation of Teachers Professional Development (TPD) strategies in schools.
- Work with respective provincial teams to facilitate teacher training programs, workshops, and professional development sessions for teachers' professional support.

B. Planning

- Establish cordial relationship with each local government to motivate and provide support in educational plan, policy and budget prepared by the local level and align it with the objective of the EGR and SMP program as a whole.

- Work closely and support EGR program provincial and central team and executing partners to develop strategy and action plan by providing information and ideas/knowledge from the grassroots level.
- Provide technical input to assigned local education units to develop educational plan. Support teachers, local Government, executing agency and every program activity in inclusive approach by providing quality knowledge and skills.
- Under guidance of the Supervisor, develop an activity implementation and work plan to mobilize and support our partner to ensure that they lead in district as per project objective.

C. Implementation

- Rigorous follow up with Local Education Units (MEC, Education Focal Person), our partner and school administrator to ensure quality work timely.
- Coordinate and conduct field level events in the palikas within their program activity.
- Actively engage with partner while delivering training/workshop/meetings etc at the field level.
- Capacitate /Support and encourage local education units, schools and teachers to implement IEP on need basis to ensure Inclusion.
- Work closely with project team and contribute in the process of guidelines and other documents development.
- Engage on teacher training process and support to the facilitator/trainer to facilitate the training and guide to LGs on these as well.
- Ensure the monitoring visit done by self and partner's staff on project schools and provide on-site technical support to the school administrators and teachers.
- Cultivate strong working relationships with the centre level, provincial level and local level Government executing agencies, experts in the field and other likeminded organization.
- Assist in capacity building of Government and executing agency in the field of education.

D. Coordination

- Develop strong coordination among Local Education Units and other education stakeholders at the district and local level as well as with likeminded organization and WFP's field team.
- Provide required information to provincial team to coordinate the project activities with provincial and local government team.
- Coordinate with local units and Education Focal Person to ensure continue technical support to school administrator especially Head Teacher to lead teachers and school.
- Represent EGR program in Local government and district level education related events.

E. Monitoring and evaluation

- Visit project schools at the District with plan and provide technical support to Technical Associate to support them to work with the local education unit and teachers as needed.
- Support Monitoring Evaluation and Learning officer (MEL) to obtain the quantitative and qualitative information (case studies) from field on time.

F. Documentation and other responsibilities

- Prepare monthly, quarterly, events, trip and progress reports and submit to the Supervisor.
- Carry out other works as assigned by Donor/Supervisor.