

Job Title:	Programme Manager - Education
Reports to:	Programme Coordinator - Education
Terms:	Fixed Term contract
Salary:	GB5 Step 1
Requirements:	The position is based in Mogadishu with frequent travel to field locations, including substantial time in Galkacyo

About Concern: Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world's poorest countries.

Concern's vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression. Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

Role Purpose: The Education Programme Manager will support the Education Programme Coordinator in the overall management, coordination, and delivery of Concern's education portfolio in Somalia. The position will ensure effective planning, implementation, monitoring, and reporting of the education programme day to day activities in line with Concern's strategic objective of ensuring that children have access to quality, safe, and relevant education. The PM will oversee field-based education teams, strengthen coordination with local government and partners, and ensure quality, inclusion, and sustainability through system strengthening, community engagement, and evidence-based programming.

Responsibilities:

External and Internal Relationships and Coordination

- Represent Concern in education coordination forums at the state level and support the Education Programme Coordinator in national-level representation in his absence
- Support the Programme Coordinator to Maintain strong relationships with MoECHE, state ministries, and local education authorities to ensure programme alignment with national priorities.
- Coordinate with CECs, community leaders, and education authorities to promote community ownership and sustainability of education initiatives.
- Support the Education Programme Coordinator in system strengthening approaches at Federal, State, and district levels through coordination with MoECHE and district/regional education authorities, promoting institutional capacity development, policy engagement, and effective service delivery mechanisms.
- Ensure effective collaboration across Concern's sectors (Resilience, Health, WASH, and durable solutions) for integrated programming.
- Support education team in implementing activities as per programme work plans, ensuring compliance with donor and organizational requirements.
- Provide regular updates and feedback to the Education Programme Coordinator on progress, challenges, and emerging needs.

Programme Management and Quality

- Under the supervision of the Programme Coordinator, oversee planning, implementation, and monitoring of all education projects, ensuring alignment with Concern's education strategy and donor frameworks.

- With support of the PC, lead the development and implementation of annual work plans, procurement plans, activity implementation plans, and monitoring schedules for all education programme components.
- Ensure that inclusive, gender-responsive, and child-centred approaches are integrated into all programme components.
- Promote functionality and institutionalization of Community Education Committees (CECs) through engagement and mentoring.
- Mainstream Disaster Risk Reduction (DRR), climate resilience, safeguarding, and accountability principles in programme implementation.
- Lead preparation of high-quality donor and internal reports in collaboration with the MEAL and Grants teams.
- Support preparation of concept notes and proposals for new funding opportunities, ensuring evidence-based design and integration of lessons learned.

Technical Support and Capacity Building

- In collaboration with the Education Programme Coordinator and Partnership Advisor undertake capacity needs assessment for the school management personnel and district and regional MoE officials.
- Develop capacity-building plans and facilitate the support and training required to build the capacity of the school management personnel and district and regional MoE officials.
- With the support of the Education Programme Coordinator lead coordination of the ABE Working Group and oversee programme harmonization across partners

Programme Finance Management

- Support the Education Programme Coordinator in budget preparation, expenditure tracking, and financial reporting.
- Coordinate the day-to-day management of logistics, administration and human resource needs for programme implementation in line with organizational policy and best practice.
- Monitor programme budgets to ensure alignment of spending with approved work plans and donor regulations.
- Lead field-level budget reviews and coordinate with finance and logistics teams for procurement and expenditure planning.
- Ensure efficient, transparent, and accountable use of resources in line with Concern's financial and procurement procedures.

Monitoring, Evaluation, Accountability and Learning (MEAL)

- Collaborate closely with MEAL teams to ensure effective tracking of programme outputs, outcomes, and impact.
- Support regular data collection, field monitoring, and reviews, ensuring programme decisions are informed by evidence.
- With support of PC, facilitate periodic learning and reflection sessions to identify best practices, challenges, and adaptive management actions.
- Promote community feedback mechanisms and ensure proper follow-up and documentation of feedback received.
- Contribute to internal and external evaluations and assessments, ensuring use of participatory approaches.

Staff Management and Development

- Line-manage Senior Education Officers, providing coaching, supervision, and performance management.
- Strengthen capacity of programme staff engaging in Education programming, through provision of training, active mentoring and technical support.
- Establish performance objectives for each reporting staff and conduct Performance and Development Reviews (PDR) in conjunction with the HR policy.
- Ensure all staff members understand their roles and have up to date job descriptions.
- Ensure that all staff are provided with the necessary support and advice to carry out their duties.
- Uphold Concern's Programme Participant Protection Policy (P4), Code of Conduct (CoC), and safeguarding standards.
- Foster teamwork, accountability, and a learning culture within the education team.

Compliance and Accountability

- Ensure adherence to Concern’s policies on safeguarding, gender equality, child protection, and accountability to affected populations.
- Promote community feedback mechanisms and ensure appropriate follow-up on concerns raised.
- Ensure full compliance with donor regulations and organizational financial and procurement procedures.
- Comply with Concern’s health, safety and security guidelines during emergencies all the time.
- All managers are responsible for upholding and promoting Concern’s values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.
- All managers are required to actively participate in any emergency response as and when required.

Role Holder Requirements:

Essential:

- Bachelor’s degree in Education, Social Work, Development Studies, or a related field (required).
- Master’s degree in a relevant field (preferred). Minimum 4–6 years of experience in a *reputable local or international NGO* for implementing education programming.
- Proven experience in community engagement, advocacy, and coordination with government and education actors.
- Experience working in emergency or fragile contexts preferred.
- Strong understanding of gender mainstreaming, inclusive education, and GBV prevention.
- Familiarity with Education in Emergencies (EiE) and safeguarding standards.
- Data collection and reporting skills (disaggregated data by gender, age, and disability).
- Excellent communication and facilitation skills.
- Excellent English language communication skills – negotiation, networking, influencing, and facilitating workshops and events at different levels.
- Proven experience working effectively with diverse stakeholders, at multiple levels.
- Excellent report writing skills in English language.
- Experience working through and supporting local partner organizations.

Competencies:

For GB2 – 6 Roles:

Identify the 3-4 priority competencies required to be effective and successful in the role.

Candidates are expected to demonstrate abilities in the following priority competency areas (highlight 3-4 competencies **in bold** as appropriate):

Managing Yourself	Planning and decision-making
Individual leadership	Creativity and innovation
Communication and working with others	Influence, advocacy and networking
Delivering results	Change

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, or socio-economic status to apply to become a part of the organization. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

How to Apply.

Interested candidates, who meet the above requirements, should submit their applications (cover letter and updated CVs) by email to som.vacancies@concern.net with the subject line **“Application for Programme Manager_Education”** by **Sunday 14 December 2025**. This position is open to both internal and external candidates.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Important information:

Concern has an organizational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](#). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organizations, and the standards of behavior expected of them. In this context, staff have a responsibility to the organization to strive for, and maintain, the highest standards in their work, in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.