

TITLE: ECW Programme Assistant – Education	
TEAM/PROGRAMME: Education	LOCATION: Beledweyne
GRADE: 5	CONTRACT LENGTH: One year with possibility of Extension
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The Programme Assistant will be responsible for day-to-day program activities implementation and managing community outreach activities to ensure efficient and effective sensitisation, mobilisation and participation of the targeted communities and other stakeholders</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: ECW Education Program Officer Staff reporting to this post: N/A</p> <p>Role Dimensions:</p> <p>Save the Children operates across all zones in Somalia and currently has three main area offices and additional 11 field offices. Programmatically Somalia is a large Country Office with more than \$100million annual budget and staff over 650 staff.</p>	
<p>KEY AREAS OF ACCOUNTABILITY</p> <p>Operational Responsibilities</p> <ul style="list-style-type: none"> - Programme Assistant will be the key frontline staff of Save the Children in the field with direct interaction with the communities, teachers and Learners. - With the support of Programme officer, the Programme Assistant conducts program awareness, mobilization, enrollment drives campaigns, sensitization and beneficiary selection through community meetings at the beginning of the programme - Assist programme officer in procurement, distribution and utilization of respective programme supplies. - Organize community meetings and facilitate selection of programme community structures. - Provide Weekly Progress Update Report as requested by the line manager - In collaboration with the Programme officer, participate in collection of case studies to demonstrate programme impact. - Ensure proper filling and documentation of relevant program documents. 	

- With the support of Programme officer ensures timely implementation of planned interventions, as per the work plan, budgetary standards and programme quality.
- Support and ensure the implementation of cross cutting issues (Participation, gender, safeguarding, and disability inclusion) by identifying risks, concerns and mainstreaming to programme implementation.
- Promote and advocate children's rights, document and report child right gaps within the scope of the programme at community level

Technical & Thematic Responsibilities

- Prepare detailed action plans for all education subsectors in the ECW project (ECE, primary, ABE and teacher training) implemented upon approval by the line manager
- Ensure that the project is implemented in accordance with the work plans and the involvement of partners and concerned stakeholders at all levels
- Ensure that SCI implements project activities in a most efficient, effective and sustainable manner
- Provides technical assistance to teachers (as necessary) and local partners using variety of techniques and approaches in a systematic and planned manner
- Involvements in capacity building activities at regional and local level for education authorities, regional/district officers, CEC members, head teachers and teachers based on the capacity building plans and strategies
- Work closely and in harmony with colleagues in developing clear plans, workable monitoring system, baseline data and reporting systems
- Deliver any Programme training courses at the community level using agreed training protocols
- Conduct regular meetings to build capacity, mentor, assist and supervise community structures, children clubs, parents and ensure constant communication with all the beneficiaries
- Conduct beneficiaries' verification processes for all programme activities
- Develop trust, tolerance and co-operation among beneficiary community members and local leaders.
- Encourage and stimulate full participation by all community members; with special attention to those who are often forgotten, including, the disabled women and children, in community decision making.
- Explore, document and disseminate new ideas, lessons and experiences from the day-to-day project management that will improve the planning and management of education projects.
- Involve in project evaluations or assessments and work on the implementation of the findings/recommendation of these reports.
- Ensure linkage, collaboration and partnership among sub sectors and thematic areas and other education actors at all levels.
- Play proactive role in addressing key educational challenges such as poor capacity of teachers, girls' enrolment and participation, education of disadvantaged children (pastoralist children, CWDs) through innovative, cost effective and appropriate means.

- Ensure that he or she has adequate knowledge and understanding on key government education policies and strategies, SCI Global Education strategy, international standards such as EiE minimum standards, SDG goals, EFA goals and other working documents
- With the support of the Programme Officer, prepare annual and quarterly budget plans, forecasts and implementation after approval
- Monitor and follow up budget, expenditure and financial reports

REALM Responsibilities.

- Work closely and in harmony with colleagues in developing clear plans, workable monitoring system, baseline data and reporting systems
- Play proactive role in joint project planning, review, monitoring and evaluation activities.
- Under the guidance of the line Manager, ensures that the ECW project has robust monitoring plans, baselines, reviews and evaluations in line with project designs and donor guidelines
- Organize, Participate and play proactive role in periodic project monitoring and implementation of actions, and recommendations and sharing reports, lessons and best practices among education team and education authorities
- Ensure active involvement and participation of beneficiaries and relevant stakeholders including children in the process of project monitoring
- Ensure the participation of children/target groups in M&E based on CRP principles and approaches

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

Qualifications

Diploma in Education/ Social Science

<p>EXPERIENCE AND SKILLS</p> <p>Essential</p> <ul style="list-style-type: none"> • One-year Experience • Experience in community mobilization/Education management/ coaching and mentorship / case management and relationship techniques. • Good verbal and written communication and relationship building skills. • Basic knowledge of project planning, implementation, and monitoring. • Good understanding in local language and culture practises. • Basic understanding of child right frameworks. <p>Desirable</p> <ul style="list-style-type: none"> • Computer skills • Reporting skills • Education in emergency minimum standards • Communication skills • Interpersonal skills
<p>Additional job responsibilities</p> <p>The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>
<p>Equal Opportunities</p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>
<p>Child Safeguarding:</p> <p>We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</p>
<p>Adult Safeguarding.</p> <p>The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy, all employees are also expected to carry out their duties in accordance with SCI protection from sexual exploitation abuse.</p>
<p>Health and Safety</p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>
<p>Diversity, Equity, and Inclusion,</p> <p>At SCI, we uphold the principle of equal rights and opportunities for all our employees. In our commitment to fostering a more inclusive workplace and addressing gender gaps, we have implemented additional efforts aimed at supporting female qualified candidates: -</p> <ul style="list-style-type: none"> • Maternity leave (6 months) • Annual Leave 30 working days • 10% *gross salary. (female allowance)

- 1.5 flexible working hours for lactating mothers

Qualified candidates with disabilities are strongly encouraged to apply.