

Position Description

Position title:	Capacity Building Coordinator – Education
Department:	Program Unit
Location:	Phnom Penh Office
Reports to:	Education Specialist
Supervising:	None but Mentoring support to Education Project team and CSOs
Employment Status:	Initial two year position with option to extend depending on funds availability

ORGANIZATIONAL CONTEXT

ChildFund Cambodia is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and families in 63 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Cambodia in 2007, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Its community development programs are in the areas of child protection and resilience, quality education, sustainable livelihoods, improved local governance, child nutrition, water and sanitation, and youth empowerment. Improving early grade reading performance through technology interventions, strengthening national community-based child protection mechanisms and child-focused emergency response are focus areas for the organisation.

ChildFund Cambodia implements a range of programs in collaboration with local civil society organisations, and in partnership the relevant ministries and government departments, in the rural provinces of Svay Rieng, Kratie, and Battambang Provinces, as well as Phnom Penh where the majority of the population are vulnerable, often the excluded or marginalised sections of society.

REPORTING STRUCTURE

The Capacity Building Coordinator – Education reports to the Education Specialist. The Capacity Building Coordinator – Education works closely with project team related to the Education sector, partner government and CSOs implementing and or supporting Education projects in the fields.

POSITION SUMMARY AND JOB PURPOSE

The key purpose for this position is to mentor and coach ChildFund Cambodia’s project team of education sector in Svay Rieng and Kratie provinces to strengthen their individual project management competence particularly on adopting the Easy to Learn model, strengthening the organizational competence of local CSOs and government partners on E2L model focused on the improving the early grade performance through innovative ways and supporting the Education Specialist on case-study, education related researches, national and sub-national level workshops and dissemination of learning with key stakeholders in Cambodia.

KEY AREAS OF RESPONSIBILITIES:

Key area 1: Strengthening the competence of the ChildFund's project team in the Education sector

- Establishing a sound understanding of the existing project of E2L led by a partner NGO (KAPE) in different locations and ensure that selected project team members of ChildFund Cambodia particularly the Project Officers and Team Leaders are gaining a greater technical understanding on the project concept and implementation processes.
- Establishing organizational resource center on education sector particularly on the E2L model which include; the guidelines, manuals, tools, systems, software's, reading bench-marks, monitoring tools, teacher's capacity building guide, selection tools for community coaches, librarians etc. Using these resources, strengthen the technical competence of individual Project Officers (2), Team Leaders (2) and CDOs (2-3) through a structured coaching and mentoring (on the job training) style so that they are capable of designing, management, and be able to replicate similar E2L interventions in new locations.
- Specific support is provided to the new Interim Project Officer on Education in Kratie province to strengthen her competence on project design, management, implementation, monitoring, and reporting skills around education particularly on E2L model.
- Working closely with the Education Specialist to develop other innovative skills required to support early grade reading.

Key area 2: Strengthening the organizational competence of the partner CSOs and government on E2L model

- Supporting new CSO and government (DoE / school) partner organizations in Kratie to learn and adopt E2L model
- Supporting partner organizations to strengthen their organizational competence to effectively adopt and replicate the E2L model which would require their initial need assessment, structured capacity building support, mentoring and coaching, sharing of resources and gradually being able to adopt and replicate the E2L model in new locations
- Guiding the partner organizations on case study, micro-action researches, learning and coordinating with relevant actors around E2L components.
- Technical guidance and support to partner organisations (CSOs and government) in urban Phnom Penh to deepen their conceptual understanding on the key issues around education, relevant interventions, coordination and adopting the key cross-cutting issues such as disability, inclusiveness, technology-oriented innovative interventions and result-oriented projects. Specific project management support is sought to strengthen partners (CSOs and Government) in urban Phnom Penh location on the project design, management, implementation, monitoring and reporting on agreed projects.

Key area 3: Improving organizational competence of the ChildFund Cambodia on education sector

- Supporting the Education Specialist and project teams for developing relevant case studies around technical interventions.
- Supporting Education Specialist to facilitate national and sub-national level workshop, meetings and discourses around E2L and other technical education related learning's.
- Support the Program Team in the development of ChildFund Cambodia education programs, project concept notes, proposals, implementation guidelines, policies and strategies;
- Contribute to the development of integrated/comprehensive approach/methodology around education sector which is consistent with other activities of ChildFund Cambodia;
- Supporting the Education Specialist, education project team, and work with KAPE to share best practices of E2L model at national level through NEP members and line departments of MoEYS

- Participate and contribute meaningfully in the advocacy efforts, networking and developing/maintaining relationship with the partner government and NGOs community in Cambodia particularly at national level.

Key area 4: Project Management and Reporting

- Monitor project activities to ensure the project timeline, efficiency and quality from technical perspective; and take follow-up actions on issues identified by CDOs, track and feedback to partners and team management;
- Lead and participate in periodic review meetings with partner Government and NGOs to improve the activities based on learnings, and contribute to strengthening the partnership relationship based on the MoU principles;
- Provide supportive supervision to partner staff and ensure partners to strictly follow ChildFund Cambodia working principles and methodology of project development and agreed implementation in all stages of project cycle including budget;
- Promote continual improvement, quality, transparency and good governance among the team and relevant partners;
- Provide comments to Project Team Leader and Provincial Manager on the impact on the relevance of plans, timeframes or achievements, in the project environment (either actual or expected), including recommendations for project design amendments or project variance;
- Support and coordinate with partner Government and NGOs the timely production and submission of high standard and quality periodic reports, as required, to relevant counterparts at provincial office and country office of ChildFund Cambodia;
- As a focal point person for all projects in the education sector, file all relevant documents (including concept notes, proposals, budget, reports, field visits, etc.) in safe and secure place for the audit purposes.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies:

- Commitment to ChildFund Cambodia's values, vision, and mission;
- Team work;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

Functional/Technical Competencies

- Understand of the country's education development context, activities, and actors;
- Have sound understanding on the aspects related to improving performances of the early grade students
- Sound understanding of the school leadership and management competence building
- Experiences of technology intervention and innovations around education system
- Strong project management skills including designing, monitoring, reporting and evaluations.

Qualifications and Experiences

- Bachelor degree in Education, social development or other related field;
- Solid experience in Education area providing support in term of Education technical inputs;
- Experience in project design, implementation, monitoring and learning experience, preferably in education project;
- Experience working with children, youths in rural community and government partners; and
- A highly self-motivated and committed person with a strong interest in learning.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- Intensive travel to ChildFund Cambodia's program areas is required,
- Appointment to this position is dependent upon successful completion of the Police check and signing of ChildFund Cambodia child protection policy and procedure code of conduct;
- In this position you will be required to conduct follow-up Policy Check every 2 years or at any other time when required to do by ChildFund Cambodia;
- Commitment and adherence to ChildFund Cambodia policies and procedures is required.

STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES FOR NON-SUPERVISORY STAFF

- Cooperate with all health and safety policies and procedures of the organization and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.