

<b>Position</b>	<b>Education in Emergency (EiE) Program Manager</b>		<b>Grade</b>	D2
<b>Department &amp; duty station</b>	<b>Education in Emergency: Cox's Bazar</b>		<b>Availability</b>	Immediate
<b>Reports to (Position)</b>	<b>EiE Program Lead</b>	<b>Job Duration:</b> 6 months with extension possibility		
<b>Organization background:</b>	<p>Plan International is evolving in response to shifts in international development and humanitarian response. We are doing this so we can continue to make a stand for children's rights.</p> <p>We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.</p> <p>We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. Having identified girls as the most marginalized group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their communities. As we embark on this ambitious and exciting journey, we are recruiting for talent across the globe.</p> <p>Plan International is currently responding to the humanitarian needs of the Displaced Myanmar Nationals in Cox's Bazar, Bangladesh. Plan is looking for a qualified and experienced Bangladeshi national to fill the position of EiE Program Manager to be based in Cox's Bazar with frequent field travels to Ukhiya.</p>			
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>• Provide programme management and oversight of the Education in Emergencies intervention within the Rohingya Influx Response. This includes line management of the key Technical Specialists as well as ensuring that programmes are implemented, managed and budgeted to meet with donor compliance and the needs of the community and children.</li> <li>• Work closely with the EiE Response team to ensure project planning, reporting, implementation and monitoring, evaluation and accountability are in place for the Plan International Bangladesh EiE Response.</li> </ul>			
<b>Main Responsibilities</b>	<p><b>Programme Support:</b></p> <ul style="list-style-type: none"> <li>• Provide input and support to the EiE lead to expand and update the EiE Response Strategy</li> <li>• Prepare and oversee programme implementation to ensure timely delivery of programme activities, including monitoring against log frames, development of detailed implementation plan, Project Outlines, individual performance management work plans, identifying programme supplies needs and coordinating with the logistics team to put in place a sensible phased procurement plan.</li> </ul> <p>Programmes to develop and implement include: An Alternative Learning Programme for community based education, Lifesaving messages for education communities, preparedness for the monsoon season and a program in development for Adolescent and Youth Education and Capacity Building for the Education response.</p> <ul style="list-style-type: none"> <li>• Strategically plan staffing needs to implement the EiE program activities and work with the HR team to recruit in line with approved awards; assist in training EiE staff and volunteers, and staff from key partner organizations;</li> </ul> <p><b>Monitoring, Evaluation and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Working closely with the MER &amp; Accountability Specialist and EiE Team to put in place a</li> </ul>			

	<p>EiE M &amp; E plan, ensuring this links to reporting requirements</p> <ul style="list-style-type: none"> <li>• Put in place accountability activities for Education in Emergencies projects in conjunction with MER &amp; Accountability Specialist, ensuring that feedback from all relevant stakeholders is considered in programme design.</li> <li>• Prepare timely programme and donor reports on EiE project activities in compliance with internal Plan International Bangladesh requirements and any relevant external donor requirements. Support on FD7 reporting</li> </ul> <p><b>Fundraising and Advocacy:</b></p> <ul style="list-style-type: none"> <li>• Working closely with senior staff, support fundraising for Education in Emergencies, including input for the development of high quality concept notes and proposals as well as associated budgets</li> <li>• Ensure that Plan International's work is coordinated with efforts of other agencies and Government, and take a leadership role within Interagency Coordination forums, ensuring the specific needs of children are being addressed.</li> </ul> <p><b>Capacity Building:</b></p> <ul style="list-style-type: none"> <li>• Identify learning and training opportunities for Plan International Bangladesh staff and partners and support and build the capacity of less experienced staff around programme management.</li> </ul> <p><b>Team Management:</b></p> <p>Line manage and support the overall EiE Team in the fulfillment of performance management, addressing issues within the team, and support key development areas for the Technical Specialists and field officers.</p>
<p><b>Position Qualification, experience and competencies</b></p>	<p>University degree preferably in Education, Social Sciences or related field with 5 years' experience in Programme Management, International refugee Education, Human rights and Humanitarian law.</p> <ul style="list-style-type: none"> <li>• Experience in a humanitarian setting will be an asset. Experience of working in emergency response managing Education portfolios is a plus.</li> <li>• Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards.</li> <li>• Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner.</li> <li>• Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.</li> <li>• Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.</li> <li>• Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of the organization.</li> <li>• Fluency in English both written and oral is required.</li> </ul> <p><b>Technical Competencies</b> required for this position are</p> <ul style="list-style-type: none"> <li>• Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards.</li> <li>• Good reporting writing skills and Computer applications (MS Words, Excel, PowerPoint, Outlook and MS Project).</li> <li>• Partnership coordination, donor management and networking</li> <li>• Proposal development, education research and impact assessment abilities.</li> <li>• Capacity building skills in thematic areas relevant to education e.g. teacher training, material and curriculum development, mentorship and coaching.</li> </ul>