ROLE PROFILE

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| Title: | Technical Officer | | |
| Functional Area: | Programme | | |
| Reports to: | EiE Coordinator | | |
| Location: | Ukhiya, Cox’s Bazar | Travel required: | Yes |
| Effective Date: | ASAP | Grade: | B |

role PURPOSE

Plan International is an independent development and humanitarian organisation that advances children’s rights and equality for girls.

We believe in the power and potential of every child and the young people. But this is often suppressed by poverty, violence, exclusion and discrimination. In addition, its girls and young women who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

Plan has responded to the Rohingya crisis across Ukhiya and Teknaf camps to deliver a timely and appropriate (quality and scale) response to the current crisis. Plan is cognizant that its response should builds strong links to the existing programmes in Bangladesh and build’s on Plan’s experience of 1st phase refugee responses.

# S/he will be responsible for the implementation of the basic education component targeting children aged 3-18. She/he will ensure the delivery and achievement of programme outputs in particular establishment of shared learning centre (slc), out-reach tutoring (ot), sbk support for the identification and mobilization of teachers/facilitators in displaced and host communities, support for teachers training, delivery of education activities for targeted children including psychosocial support and referral, delivery of learning and teaching material. S/he will communicate frequently with eie specialist for expenditure, reporting and donor compliance. She/he will take proactive stance in identifying and mitigating child protection related risk in the implementation of the project interventions and will represent plan at sub district level.

Dimensions of the Role

Budget/Asset management:

The position holder will not manage the project budget directly but will support to Coordinator-EiE and Senior Project Manager for expenditure.

Direct and indirect reports:

The position holder directly working with teachers, community level volunteers and have not direct reporting staff.

Communications requirement:

Maintain strong working relationships with Camp level officials, Majhis, volunteers, community people and sub-district level officials, school teachers in host community including negotiating scope of works, addressing requisite revisions in project work, and addressing issues that may arise. Also, s/he must maintain strong coordination between the project, other working partner and respective government departments to avoid duplication, leverage comparative strengths, and contribute to joint advocacy.

Risk management:

S/he will take pro-active stance for Plan International Bangladesh in identifying and mitigating risks in project implementation, especially children aged 0 to 8 years, person/children with disabilities, young/adolescent mothers and pregnant girls and women, ethnic and religious minorities, children without parental care, elderly, and others as relevant. His/her behaviours and practices reflect Plan International’s child protection and gender policy in compliance.

External representation:

S/he actively participates in meetings/workshops/seminars/trainings at the camp, sub-district and district level, as well as national level as asked/guided. S/he also represents Plan International Bangladesh in the concerned network related to Education in emergency and Learning in emergency at district and national level.

Reach/breadth of the post/ or area of responsibilities:

The position holder will supervise and follow up volunteers, facilitators, caregivers in accomplishing the project activities as per plan. S/he will communicate frequently with Technical Specialists for implementing the project interventions with quality and donor compliance. S/he will take proactive stance in identifying and mitigating Child Protection related risk in the implementation of the project interventions. S/he will maintain a functional relationship with the Cox’s Bazar’s other programs to remain aligned with and make meaningful contributions to the achievements of Cox’s Bazar’s Program. S/he will support Project Manager in ensuring compliance in reporting the Donor, Plan and Bangladesh government and Non-governmental stakeholders.

Accountabilities

# Assessment

* Support education needs assessment as needed in intervention target areas;
* Review, assess and update the education situation in areas affected by emergency (camps sites and host communities) (including, but not limited to depending on the context, access and barriers for vulnerable groups including girls and children with disabilities, barriers for teachers/facilitators, safe learning environment for children and teachers/facilitators, quality of learning and teaching, conflict sensitivity, community participation, etc.);
* Highlight education related issues requiring an immediate or medium term response and inform the EiE Specialist and Program Manager;
* Assist in capacity building of field level/camp level staff or volunteers.

# Response Management and Implementation

* Track the progress of Education activities and provide regular update to the EIE specialist. Visit programme/project sites on regular basis to supervise and monitor basic education and learning related activities in the affected communities;
* Participate in education programme review meeting at sub-district level;
* Gather and provide information for progress reports to ensure timely implementation of basic education and learning activities;
* Facilitate in identifying children out of school with plan to return to schools or the non-formal education system;
* Document best practices and success stories for sharing the learnings;
* Assist the EIE specialist in data collection and storage;
* Support the monitoring and reporting of major concerns on education and as well as child protection concerns inside and around the learning centres/spaces and
* Ensure early and rigorous implementation of quality and accountability mechanisms.

# Staff Capacity Building

* Design and facilitate capacity development activities/training for volunteers/facilitators in the areas of Basic Education/ECD/Myanmar curriculum piloting;
* Provide on-the-job coaching and support to the Facilitators, ALCMC, Mentors, Technical Officers (Plan International and partner organization) in technical aspects of the program and cluster coordination and
* Prepare Training Manual/Module for conducting quality training and others.

# Response Reporting & Evaluation

* Support reporting and evaluation of EiE programmes outputs, outcomes and results achievement

# Information and Co-ordination

* Provide regular updates to the Specialist on progress, priorities and constraints -verbally and written on an agreed and
* Engage and follow up with relevant implementation staff

# Child protection, gender equality and inclusion

* Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan

Key relationships

**Internal Contact**

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| --- | --- | --- |
| **Position** | **Reasons for contact** | **Level**  **(high, medium, low)** |
| Project Manager | Project implementation | High |
| Learning/EiE Specialist(s), Coordinators | Technical assistance and quality assurance | High |
| Admin & Finance | Purchase Requisition and Budget clearance | Medium |
| MER&A | For Monitoring, Evaluation, Research and Accountability | Medium |

**External Contact**

|  |  |  |
| --- | --- | --- |
| **Position** | **Reasons for contact** | **Level**  **(high, medium, low)** |
| UNO | Implementing Upazial level project activities | Medium |
| CiC, ACiC & Site Management | Implementing Camp level project activities | High |
| UEO,URC-Instructor & AUEO | Implement host community level project activities | High |
| Other service provider | As per project need | Low |

Technical expertise, skills and knowledge

**Essential**

***Educational Qualifications and work experience***

* Minimum Bachelor level educational qualification in Education, social studies or any relevant subject.
* 2 years of experience in education sector. Experience in humanitarian settings is an asset
* INGO work experience is preferred.

***Knowledge***

* Comprehensive understanding of the Humanitarian architecture of the Rohingya Response its operating and regulatory environment.
* Understanding general finance, administration and information management
* Knowledge and understanding of Plan’s vision, mission values.
* In-depth understanding of Child Protection

***Skills & Ability***

* Maintaining work relationships (internal/external)
* Communicating, one to one & in groups, written & verbal, presentations and reports in English; knowledge of Bangla would be necessary;
* Budget management and assessment of financial operations in humanitarian situations
* Facilitation, negotiation and networking
* Persuasion and ability to influence.

**Desirable**

* Good knowledge and understanding of DO NO HARM principles and established education in emergencies standards
* Ability to represent the organization at key external and internal events when required.
* Ability to solve problems, handle setbacks and pressure
* Ability to use basic office electronic equipment & computer applications
* Fluency in English, written and spoken. Understanding and speaking local language of Cox’s Bazar or Chittagong is an advantage.

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

The incumbent will be based at the Ukhiya Office of Plan International Bangladesh with at least 50% travel to projects to ensure technical inputs, on-site support for improved implementation of project activities; meetings with government offices, civil-society organizations. At office, s/he uses computer/laptop for communication, documentation, report preparation etc. Needs to visit fields in the project location where s/he needs to use local transport occasionally. Needs to maintain a dress code, which is culturally acceptable and facilitates the rapport building with the targeted stakeholders.

Level of contact with children

**High level: Frequent interaction with children**