ROLE PROFILE

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| Title: | Technical Officer- Pre-service Capacity Development (PSCD) | | |
| Functional Area: | Education in Emergencies | | |
| Reports to: | EiE Coordinator- MC Secondary and PSCD | | |
| Location: | Ukhiya, Cox’s Bazar | Travel required: | Yes |
| Effective Date: | 15-Jan-23 | 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 Pre-service Capacity Development (PSCD) of Rohingya female which will support MC and PSCD component targeting children aged 7 -17. She/he will ensure the delivery and achievement of programme outputs in particular establishment of Community Based Learning Facilities, support for the identification and mobilization of potential female trainee in camps, teachers/facilitators in displaced and host communities, support for teachers training, delivery of education activities for targeted children. S/he will communicate frequently with Coordinator-MC Secondary and PSCD 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-MC Secondary and PSCD and Project Manager for expenditure.

Direct and indirect reports:

The position holder directly working with community level volunteers and supervise- program organizer, facilitators, resource instructor , female trainee and have not direct reporting staff.

Communications requirement:

External:

Maintain strong working relationships with Camp level officials, Majhis, staff of different UNICEF IPs in camps, volunteers, community people and sub-district level officials 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.

Internal:

Regular communication with PIB technical team specialist for respective theme, advisor and lead also maintain relation and working with M&E team, safeguarding personnel, admin team for implementing the project interventions with quality and donor compliance.

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.

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

The position holder will supervise and follow up volunteers, trainee 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 (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.);
* Identify potential female for the PSCD program.
* Support to design formative assessment for PSCD trainee progress tracking
* Highlight education related issues requiring an immediate or medium-term response and inform the Coordinator and Project Manager;

# **Project Implementation:**

* Track the progress of Education activities and provide regular update to the coordinator and specialist.
* Conduct session with PSCD trainee at camp in a regular basis;
* Participate in education programme review meeting at camp level;
* Support to develop formative assessment to keep regular learning progress of learners.
* Gather and provide information for progress reports to ensure timely implementation of basic education and learning activities;
* Ensure early and rigorous implementation of quality and accountability mechanisms.

# **Staff Capacity Building:**

* Find out gaps and facilitate capacity development activities/training for volunteers/facilitators in the areas of Myanmar curriculum;
* Provide on-the-job coaching and mentoring support to the program organizer, resource instructor, trainee in technical aspects of the program and cluster coordination and
* Support to prepare training manual/module for conducting quality training for PSCD trainee and other volunteers.

# **Monotorning and Reporting:**

* Regular monitoring of PSCD program and input the data into system.
* Support during donner progress report by providing necessary quantity and quality data
* Document best practices and success stories for sharing the learnings;
* Assist the MEAL an technical 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
* Support reporting and evaluation of EiE programmes outputs, outcomes and results achievement

# **Information and Co-ordination:**

* Provide regular updates to the Coordinator on progress, priorities and constraints -verbally and written on an agreed and
* Communication with IPs regarding field implementation and smooth PSCD program
* Engage and follow up with relevant implementation staff

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 International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

Key relationships

**Internal Contact**

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| --- | --- | --- |
| **Position** | **Reasons for contact** | **Level**  **(high, medium, low)** |
| Project Manager | Project implementation | High |
| Technical 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**

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

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 of education sector especially in pre and in-service teachers training. 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 a must.

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**