

Vacancy for Local Education Coordinator

SOS Children's Villages in Liberia is a member Association of SOS Children's Villages International, an international non-governmental and development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1981.

SOS Children's Villages in Liberia has a vacancy for the post of **"Local Education Coordinator"**

Location: SOS National Office, Old Matadi, Sinkor, Monrovia Liberia

Position Summary

Dimensions of Role:

- Lead the implementation of SOS Children's Villages in Liberia's education framework
- Strengthen SOS Children's Villages in Liberia's partnerships and external cooperation in education
- Ensure coordination around education at all levels within SOS Children's Villages in Liberia
- Ensure knowledge management and documentation of SOS Children's Villages in Liberia's work in education
- Ensure strong and positive relationships with all internal & external Partners.
- Liaise with Family Strengthen Programme (FSP) coordinators to assess and compare the level of Education and of FSP and FBC beneficiaries.
- Support the efforts of the Children Village Program Manager to ensure the capacity /competencies development of all Mothers and Aunties.
- Conduct relevant and periodic surveys to close the gaps in the Education of programme participants and Youths attending the HGIS Schools in project locations and recommend their solutions.
- Work within the proposed frame of the three major SOS Children's Villages strategic objectives- of the programme
- Maintain a neat and orderly filing system.
- Cooperation and Reporting Relationships
- Build a strong network of Partnership internally and externally to promote result base management of students performance in SOS Children's Villages in Liberia school
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Typical Responsibilities - Key End Results of Position

- Implementation and monitoring of the education framework of the SOS Children's Villages in Liberia school
- Result: The national framework for education is successfully implemented and monitored.

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Indicators will include:

- CVPs have been supported to analyze their education contexts and design programs that address inclusion of marginalized groups (in particular SOS Children's Villages primary target group), address key gaps in quality, and increase citizen participation and advocacy for education
- SOS Children's Villages in Liberia achieves a high level of effective and innovative programming and advocacy in terms of education of SOS's primary target group
- Funds are mobilized to support education programs and advocacy work
- CVPs have been supported to strengthen monitoring and evaluation in the area of education.

1. Strengthening partnerships and external cooperation in education

Result: SOS Children's Villages in Liberia is a leading organization in national education networks and well represented in international education forum and conferences.

Indicators will include:

- Strategic partnerships with other actors engaged in education are effective and leading to results
- SOS takes active part and plays a leading role in relevant national education networks and takes part when relevant in national level education fora and initiatives.

2. Management and coordination

Result: SOS Liberia's work in education is effectively managed and coordinated at all relevant levels.

Indicators will include:

- Participation in regular NO team, department and cross-departmental meetings and work collaboratively across SOS Children's Villages in Liberia projects and with CVPPs
- Progress reports, accurate briefings, and education related data are provided as required in a timely manner.

3. Knowledge management and documentation

Result:

- SOS Children's Villages in Liberia work in the area of education. The Local education coordinator will adequately document, analyse and widely shared internally and externally reports for learning and influencing.

Indicators will include:

- SOS Liberia is adequately represented at high level conferences, commissioned papers, articles and media interviews in the country and beyond.

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Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

Knowledge

- Master's degree in the area of education or related field
- Competency in ICT related programs (excel, Microsoft word, power point, access, etc.)
- Know the utility of result base management approaches
- Team building & networking /advocacy / stakeholders
- School administration and pedagogy of learning & instructions
- Knowledge in education administration and strategic planning, monitoring and evaluation applications
- Solid knowledge in the area of education and education rights in the international and African context required
- Extensive experience in leading education policy and program work in an NGO
- Demonstrated experience of developing and implementing education strategies with a particular focus on strategies for reaching SOS's primary target group.
- Experience in developing and implementing advocacy campaigns desirable
- Excellent understanding of the Convention of the Rights of the Child and other rights and safeguarding instruments an advantage

Skills

- Ability to undertake design, implement and evaluate rights based programming based on sound analysis, policy and program practice with a focus on the area of education
- Conceptual and strategic thinking and analytical skills and ability to deliver to tight deadlines
- Proven ability to influence and support colleagues across countries in issues related to quality, inclusion and advocacy in education
- Strong organisational and project management skills – experience in handling several projects or campaigns at any one time, including scheduling and budgeting, ability to plan strategically, attentive to detail, ability to priorities
- Skills in research and policy analysis and development
- Excellent writing, editing and presentation skills – ability to produce excellent written materials including investigative reports, academic papers and policy documents to a consistently high standard for a range of audiences
- Excellent English both written and verbal

Behaviours

- Provides strategic leadership in the region
- Promotes innovation and learning
- Communicates effectively and enthusiastically

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- Behaves consistently in their approach to work and decision-making
- Ability to travel within and outside the region at 30 - 40 % of her/his time
- Build a strong network of Partnership internally and externally to promote result base management of students performance in SOS schools
- Report directly to the Program Manager.
- Work in close Program team / Financial and Administrative staff)

Upgradability

The Salary Grade of the LNEC may be increased according to:

- Years of service and experience gained
- Additional duties and responsibilities assumed
- Performance and general contributions to the overall achievements of SOS school's objectives
- Additional qualifications/experience gained after attending SOS Kindergarten training courses or workshops.
- LNEC's enhancing Innovative approaches of overall quality standards, RBM, school's performance on national exams scores of SOS students/pupils.

Child Protection & Child Safeguarding

- Protect children from all forms of abuse, abandonment, exploitation, violence and discrimination.
- Report any CS suspicion, concern, allegation or incident immediately: **IF IN DOUBT, SPEAK OUT!**
- Act without delay: Failure to act may place the child in further danger.
- Involve the right people at the right time: CS reports should be made to the CS team at programme level and/or to the respective line manager.

This job description outlines only the general scope of activity and the basic tasks and responsibilities associated with this position. It may be supplemented with a more detailed definition of tasks, responsibilities and work-plan and is subject to change at the discretion of the direct National Director.

Deadline for application is 30th September 2021

Sent a cover letter and CV with references to recruitment.hr@sosliberia.org

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