



Position: Education Assistant

Duty Station: Montserrado (1 person), Margibi (1 person), Nimba (1 person) & Grand Bassa (1 persons)

Report to: Education Officer

Supervisees: School Monitors

Duration: One (1) year with possible extension base on funding

Background

Founded in 2011, Youth Movement for Collective Action (UMOVEMENT) is registered non-governmental, non-political and non-for-profit organizations; which strongly believe that a good education is the key to breaking the cycle of poverty and can create a better future for children and their families. UMOVEMENT programs compliment the effort of the Ministry of Education and the Sustainable Development Goals (SDGs:3,4,5&16). The core programs of Youth Movement for Collective Action are Education, Health Promotion, Disease Prevention, & Livelihood.

Meanwhile, Youth Movement for collective Action invites qualified individuals for the position indicated above. Applicants are requested to submit an application letter along with their CVs.

Responsibility # 1 Program/Project (60)

- Ensure implementation and monitoring of UMOVEMENT/ educational program/projects at the county level
- Providing monitoring, coaching and developing school monitors/school administrators; ability to evaluate, coach, and correct teachers
- Gather educational data for program and project at the county level
- Development of monthly, quarterly and program-end reports
- Assist the Education Officer, organize ongoing training programs for School Monitors, principals, teachers and PTAs.

Schools/Projects Monitoring

- Conduct quality assurance visit at least four times within a month to schools
- Ensure checking the instruction and monitor school monitors, principals, teachers and students in the use of learning materials and equipment
- Observing and evaluate student's performance and development with the School Monitor
- Check the implementation of UMOVEMENT education model approach for students and parents/community engagement and attend County Education Cluster Meetings/conferences, as needed.
- During the visits inspect school monitor and teacher's attendance, student's attendance, tests and assignments including preparing Rubrics

- Communicate necessary information regularly about students and parents, regarding their needs and progress

Keeps educational records

- Regularly compile and consolidate all the Lesson Plans and scheme of work used by the schools
- Maintain accurate and complete records of schools' progress and development
- Update all necessary records accurately and completely and provide the regular reports as required by UMOVEMENT and donors' regulations
- Ensure needed information is in Education Management Information System (EMIS).
- Maintains effective and efficient record keeping procedures.

Fosters Self-development

- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.

Programmatic

- Conducting community assessment.
- Perform Administrative, logistics and financial duties during Workshops / Refresher trainings.
- Monitor School monitors/Scholarship beneficiaries and see to it that their job/wellbeing is carry out properly or are being cater for.
- Support Volunteers, staff and partners in organizing community mobilization event.
- Prepare weekly narrative reports and compile monthly quantitative data and assisting the development of concept notes/proposal
- Assist the Education Officer in making donor reports / quarterly and annually.
- Make follow-up budget lines and program log frame to ensure that activities are covered in accordance with the proposal.

Responsibility # 2: M&E (30%)

- Supervise and coordinate the regular collection, compilation, and management of monitoring data
- Support projects, partners and consultants in preparation and implementation of program/project design and monitoring/evaluation events
- Design and refine databases for the storage of monitoring data, as necessary
- Assist with training project staff and partners on M&E to enhance monitoring and information sharing
- Provide quality assurance and capacity building for M&E systems
- Promote the culture of learning, accountability in the UMOVEMENT programs

- Analyze program results and provide feedback to Education Officer and program/Project staff to inform program quality and ongoing learning
- Help to proactively design/review and support a comprehensive M&E system for all UMOVEMENT programs

Responsibility # 3: Partnerships (10%)

- Assist in identifying, establishing and maintain collaborations with local/International partners, stakeholders and key beneficiaries through regular consultation, reporting and meetings;
- Assist in liaising with and represent UMOVEMENT to Local and International NGOs, UN and Government Agencies;
- Assist in ensuring the smooth organization of activities, events, and sport festivals in collaboration with community partners to mobilize communities for health education, immunization and special events.

Responsibility # 4: Training and Capacity Building (10%)

- Collaborate with the Education Officer to identify and provide for the capacity needs of partner organizations and project personnel;
- Assist in guiding project staff and partner organizations in planning and implementing trainings in UMOVEMENT thematic areas;
- Assist encouraging and support local ownership over the project including supporting partners and community led initiatives;
- Perform other responsibilities as required.

Others

- Assume any other responsibilities relevant to the position as agreed with the Education Officer/Program Manager.

Competencies:

Professionalism

Ability to apply various UMOVEMENT education strategies and implementation as designed. Show pride in work, demonstrate professional competence of subject matter, is conscientious and efficient in meeting commitments, observing deadlines & achieving results; show persistence when faced with difficult challenges, and the ability to identify issues, formulate opinions & make recommendations.

Communication

Speak and writes clearly and effectively; listen to others, correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.

Teamwork

Work collaboratively with colleagues to achieved organizational goals, solicit inputs by genuinely valuing others ideas; is willing to learn from others; place team agenda first; support and act in accordance with final group decision.

Planning & Organizing

Develop clear goals that are consistent with agreed strategies, identify priority activities and assignments; allocate appropriate amount of time for completing work; use time efficiently.

Accountability

Take ownership of all responsibilities & operates in compliance with the organization regulations and procedures.

Creativity

Actively seek to improve school monitoring & supervision; take calculated risks on new and unusual idea; take an interest in new ideas and new ways of doing things.

Preference will be given to equally qualified women applicants.
Completed detailed applications documentation as specified above referring to **Vacancy # 006 Education Assistant & County Applying for** should be forwarded to the attention of:
umovementliberia@gmail.com

Note: Deadline for Submission of application-July 30, 2021