

**Job Description**
**Ref no: HR/06-15/04**

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|-----------------------|----------------------|--------------------|-------------------|
| Job Title             | EITA Project Officer |                    |                   |
| Directorate or Region | South Asia           | Department/Country | Nepal             |
| Location of post      | Kathmandu            | Pay Band           | H                 |
| Reports to            | EITA Project Manager | Duration of job    | 1 year fixed term |

***Purpose of job:***

Providing effective support for the implementation of the EITA Project to ensure maximum impact for the British Council.

***Context and environment:***

Nepal is one of the poorest countries in the world. Education is seen as an important way to improve the life chances of individuals and to contribute to the economic development of the country as a whole. However, the quality of education in many government schools is poor and donors, such as DFID, are keen to improve it in any way they can.

The British Council English Team operates in three main areas, English for Education Systems (EES) which aims to enhance systemic educational reform; Self Access learning (SAL) which delivers English enhancement and continuing professional development to learners and teachers of English through a variety of digital means; and face to face (f2f) training.

This is a new post within the English team. The post holder will take project support responsibility for the existing EITA project. The design is complete and has been approved, and funding has been secured for an initial one year. EITA Nepal is in partnership with the U.S. State Department. It is part of a British Council regional initiative funded by DFID. India is also running a pilot, and Bangladesh are leading the regional initiative as it is now at the post pilot phase. If further funding is secured it is anticipated that both Nepal and India will move beyond the initial one year pilot phase.

The post holder will be responsible for direct implementation of the project, and will report to the EITA Project Manager on finance, logistics and key implementation indicators. The EITA project delivers access to English and IT through an after school clubs programme. The project enhances opportunities for girls in rural Nepal focussing on education and social issues.

***Accountabilities, responsibilities and main duties:***

This post is line managed by the EITA Project Manager. It is responsible for supporting the delivery of the EITA Project.

**Main Duties:**

- Work closely with the EITA Project Manager to ensure the successful implementation of the EITA Project in Nepal.
- Arrange all logistics and support for effective implementation.

- Support the delivery of Global English products in Nepal in consultation with the Programmes Manager, Head of English and Programmes and regional colleagues.
- Arrange logistics for training programmes held in Kathmandu and liaise with district coordinators / trainers for conducting training outside the valley.
- Follow up with partners, Ministry and key stakeholders and arrange meetings in consultation with the EITA Project Manager.
- Maintain a database of partners, stakeholders, teachers and trainers associated with the EITA project.
- Manage tickets, visa and other logistics, if any, for international visits for T1s and T2s as per country and regional strategy.
- Visit project schools to monitor implementation and collect and collate feedback in and outside Kathmandu valley.
- Provide financial support to EITA project as per requirement throughout the year.

**Key relationships:**

External:

- U.S. State Department
- Implementing partners (to be confirmed)
- Education Ministries
- DFID

Internal:

- Nepal Programmes Team
- EITA Regional Management Board
- Regional EES Director
- ELT South Asia colleagues

**Other important features or requirements of the job**

*(e.g. travel, unsocial/evening hours, restrictions on employment etc)*

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|---|---|
| Please specify any passport/visa and/or nationality requirement.            | Must be eligible to work legally in Nepal |
| Please indicate if any security or legal checks are required for this role. | No  |

## Person Specification

| Behaviours               | Required at the “more demanding” (level 2)  | Assessment stage   |
|--------------------------|---|--|
| <u>Working Together</u>  | <p><b>Ensuring that others benefit as well as me</b></p> <ul style="list-style-type: none"> <li>• I ask for the necessary feedback with my colleague so that I could know their views on my work and I can analyze the areas of improvements and explore opportunities.</li> <li>• I agree expectations and work with others to deliver benefits for everyone</li> <li>• I make changes or exchange available resources to create mutual benefits</li> <li>• I use my understanding of team dynamics to harmonise working and enhance results</li> <li>• I always share my achievement with my colleague and also praise others achievements</li> <li>• I share responsibility and take support of my colleagues during challenging situations and when there are problems</li> <li>• I work with clients to come up with solutions and gain their support</li> </ul> | This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes. |
| Behaviours               | Required at the “essential” level (1)   | Assessment stage   |
| <u>Being Accountable</u> | <p><b>Delivering my best work in order to meet my commitments</b></p> <ul style="list-style-type: none"> <li>• I make proper plan of activities and focus on the activities that will support in gaining objectives of the British Council</li> <li>• I always meet my commitments and take personal responsibility for the results</li> <li>• I always try to discuss with others about their work and provide constructive feedback where necessary in a way so that they can understand and accept it</li> <li>• I give praise and recognition when my colleague is working hard and success in his/her deeds</li> <li>• I remain determined when faced with obstacles or setbacks</li> </ul>  | Interview  |
| <u>Making it happen</u>  | <p><b>Delivering clear result for the British Council</b></p> <ul style="list-style-type: none"> <li>• I always take prompt action when necessary</li> <li>• I use my knowledge, skills and experience to meet my objectives</li> <li>• I develop my own knowledge ,expertise and learning</li> <li>• I always set the clear goal to be achieved with high standard</li> <li>• I take new challenges as an opportunities</li> </ul>   | This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes. |
| <b>Experience</b>        | <ul style="list-style-type: none"> <li>• Minimum 2 years’ experience of project support or handling at an operational/logistics level ensuring that projects are delivered to time, quality and cost targets.</li> <li>• Experience of working with INGOs (Education sector preferred).</li> <li>• Financial management at the project level.</li> </ul>  | Short listing and Interview  |

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|-----------------------------|---|-----------------------------|
| <b>Skills and Knowledge</b> | <b>Project and Relationship management</b> <ul style="list-style-type: none"> <li>• Good relationship building and public relations skills.</li> <li>• An understanding of project risks and operating context, and adjusts planning accordingly during implementation.</li> <li>• Open to frequent field visits.</li> <li>• Good written and spoken English for internal and external communication</li> <li>• Knowledge and experience of monitoring and evaluation tools.</li> </ul> | Short listing and Interview |
| <b>Qualifications</b>       | Bachelors' degree (Education or Management preferred).  | Short listing               |

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| <b>Submitted by</b> | Jovan Ilic | <b>Date</b> | 23 April 2015 |
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