

Job Description
Ref no: ERM2015/16

Job Title	Project Manager – Examination Reform		
Directorate or Region	South Asia	Department/Country	Nepal
Location of post	Kathmandu	Pay Band	Locally appointed – G
Reports to	Head of Programmes	Duration of job	6 months fixed term

Purpose of job:

- To manage and coordinate the delivery of different components of British Council Nepal's Examination Reform project in support of British Council's global, regional and country strategies.

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 the UK's ODA, are keen to improve it in any way they can. In addition, Nepal places great emphasis on the importance of examinations, especially those examinations at key phases in secondary school. Teachers teach to the examinations to ensure as far as possible that students achieve a sufficient level to pass. As a result, examinations are potentially a powerful lever to influence classroom teaching and learning practices. The British Council is working in collaboration with the Ministry of Education in this key area of assessment led education reform.

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 management responsibility for the existing Examination Reform project. The design is complete and has been approved, and funding has been secured for 2015/16. Initial background studies were conducted earlier in the year but the main pilot projects were delayed because of the earthquake. If further funding is secured it is anticipated that British Council's Examination Reform will move beyond the initial one year. In this case, there will be the possibility of extending the contracts.

The post holder will be responsible for direct management of the project, and will report to the Head of Programmes on finance, monitoring and evaluation and key performance indicators (KPIs). The Examination Reform Project includes the following strands:

1. Technical assistance consultancies in 4 areas: examination grading system reform; school examination appeals policy reform; the development of test items for examinations; design and delivery of speaking and listening tests using ICT.

2. Study Tour
3. Regional Conference

Accountabilities and responsibilities

Project management

- To be accountable for the implementation of the Examination Reform project at all stages of the project cycle
- To report to the Head of Programmes and key stakeholders on targets, scorecard, finances and KPIs

Stakeholder management and communication

To communicate effectively with key stakeholders including Ministry of Education (MoE), Office of the Controller of Examinations (OCE) and National Centre for Educational Development (NCED) and ensure good relations between them and British Council consultants, so that the project objectives are achieved within the specified time frame..

Financial planning and management

To be accountable for managing all aspects of project finances through British Council's SAP-based financial and business system (FABS), and report regularly to Head of Programmes on project financial planning and expenditure.

Human resource management

To line manage agreed staff in line with the British Council's performance management system, and follow other areas of HR policy as needed; to coordinate communication and activities for technical assistance project consultants.

Main duties

- Coordinate the different strands of the project to ensure overall cohesion in a short timeframe
- Communicate with external stakeholders, staff and consultants to ensure collaboration, efficiency, knowledge sharing and good relationships
- Budget management (including end of month reporting)
- Financial tasks such as managing income and expenditure, debtor/creditor management, risk management
- Line management including both operational and pastoral support for their line managees
- Work with the English Team and other strategic business units to deliver on local, regional and global strategies and targets
- Ensure safeguarding, equal opportunities and inclusion and environmental standards are met or exceeded.

Key relationships:

External:

- Ministry of Education
- OCE
- NCED
- Technical Assistance Consultants

Internal:

- Nepal Programmes Team
- Nepal Aptis team
- South Asia Aptis / Assessment team
- Regional EES Director
- ELT South Asia colleagues

Other important features or requirements of the job

- This post requires excellent communication and organisational skills.
- This post will require some field visits

Please specify any passport/visa and/or nationality requirement.

Nepal or UK passport holder

Please indicate if any security or legal checks are required for this role.

Reference Checks, Child safeguarding checks

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Creating Shared Purpose (more demanding) - Creating energy and clarity so that people want to work purposefully together.</p> <p>Connecting with Others (more demanding) - Actively appreciating the needs and concerns of myself and others</p> <p>Working Together (more demanding)– Ensuring that others benefit as well as me</p> <p>Making it happen (more demanding) - Challenging myself and others to deliver and measure better results</p> <p><i>The following behaviours are required for the role but not</i></p>		Interview

	<p><i>assessed during application stage:</i></p> <p>Being Accountable (Essential) – Delivering my best work in order to meet my commitments</p> <p>Shaping the Future (Essential) - Looking for ways in which we can do things better</p>		
Skills and Knowledge	<p>Managing Projects level 4: Leads larger projects A minimum of 2 years track record of managing projects is required.</p> <p>Communicating and influencing level 3 : Is creative and adaptable in communications Proven track record of working effectively with a wide range of stakeholders.</p> <p>Language skills: Any external candidates will be required to demonstrate both their spoken and written Nepali and English language skills (IELTS level 7 or above preferred)</p> <p>Specialist knowledge of the Nepal education sector Professional knowledge and understanding of Nepal's education system and structures.</p>	<p>Project management experience in the education sector</p> <p>Stakeholder communication experience in education sector</p>	Short listing and/or Interview
Experience	At least 3 – 5 years' experience of work in field of education.		Short listing and Interview

Qualifications	A first degree in an education related subject		Short listing
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Submitted by	Rhona Brown	Date	20 October 2015
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