

**Job Description**
**Ref no: ERO2015/16**

Job Title	Project Officer - Examination Reform		
Directorate or Region	South Asia	Department/Country	Nepal
Location of post	Kathmandu	Pay Band	H
Reports to	Examination Reform Project Manager	Duration of job	6 months fixed term

***Purpose of job:***

Providing effective support for the implementation of the Examination Reform 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 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 support 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 implementation of the project, and will report to the Examination Reform Project Manager on finance, logistics and key implementation indicators. 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, responsibilities and main duties:***

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

**Main Duties:**

- Work closely with the Examination Reform Project Manager to ensure the successful implementation of the Examination Reform Project in Nepal.
- Arrange all logistics and support for effective implementation.
- Communicate effectively and appropriately with key stakeholders to ensure project activities are effectively delivered in a short timeframe.
- Arrange logistics for technical assistance consultants and liaise with personnel in the Ministry of Education, Office of the Controller of Examinations and National Centre for Educational Development to ensure consultants can work effectively and collaboratively.
- Maintain a database of consultants and stakeholders, associated with the Examination Reform project.
- Manage tickets, visa and other logistics, if any, for international visits for T1s and T2s as per country and regional strategy.
- Provide financial management support to Examination Reform project as per requirement throughout the project.

***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***

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

- This post will require some field visits



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

	Essential	Desirable	Assessment stage
<b>Behaviours</b>	<p><b>Creating Shared Purpose</b> (more demanding) - Creating energy and clarity so that people want to work purposefully together.</p> <p><b>Working Together</b> (more demanding)– Ensuring that others benefit as well as me</p> <p><b>Connecting with Others</b> (Essential)- Making regular opportunities to understand others better</p> <p><b>Making it happen</b> (Essential) - Delivering clear results for the British Council</p> <p><i>The following behaviours are required for the role but not assessed during application stage:</i></p> <p><b>Being Accountable</b> (Essential) – Delivering my best work in order to meet my commitments</p> <p><b>Shaping the Future</b> (Essential) - Looking for ways in which we can do things better</p>		Interview



<b>Skills and Knowledge</b>	<p><b>Planning and Organising ( level 2): Plans ahead</b> A minimum of 2 years project experience</p> <p><b>Communicating and influencing (level 2 ): Relates communications to circumstances</b> Proven experience of working effectively with a wide range of stakeholders. Good relationship building and public relations skills.</p> <p><b>Language skills:</b> Good written and spoken Nepali and English for internal and external communication</p>	<p>Project experience in the education sector</p> <p>Stakeholder communication experience in education sector</p> <p><b>Knowledge of the Nepal education sector</b> Professional knowledge and understanding of Nepal's education system and structures.</p>	<p>Short listing and Interview</p> <p>Short listing and Interview</p> <p>Short listing and Interview</p>
<b>Experience</b>	Minimum 2 years' experience of project support at an operational/logistics level; ensuring that projects are delivered to time, quality and cost targets.	Experience of working with finance systems	Short listing
<b>Qualifications</b>	Bachelors' degree		Short listing



Submitted by	Rhona Brown	Date	20 October 2015
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