

Job Description
Ref no: HR/06-15/05

Job Title	Project Manager – EITA		
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	1 year fixed term

Purpose of job:

- To manage the development and delivery of the English and IT for Adolescents (EITA) 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 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 management 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 management of the project, and will report to the Head of Programmes on finance, monitoring and evaluation and key performance 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 and responsibilities
Project management

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

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 to Head of Programmes on grant / donor and ODA funding (separate reporting systems), as well as to our partner in Nepal, the U.S. State Department.

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.

Main duties

- Contribute to the development of products, services, and activities to enable high quality project delivery
- 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:

- 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

- The post holder will regularly be expected to attend weekend and evening networking events
- This post requires extensive in-country travel, in predominantly rural areas

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>Making it happen (more demanding) - Challenging myself and others to deliver and measure better results</p> <p>Creating Shared Purpose (more demanding) - Creating energy and clarity so that people want to work purposefully together.</p> <p>Shaping the Future (more demanding) - Exploring ways in which we can add more value.</p> <p><i>The following behaviours are required for the role but not assessed during application stage:</i></p> <p>Being Accountable (Essential) – Delivering my best work in order to meet my commitments</p>		Interview
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>Managing people level 2: supervises a small team</p> <p>Managing finance and resources level 1: Uses resources efficiently</p> <p>Analysing data and problems level 2: Uses data</p> <p>Language skills: Any external candidates will be required to demonstrate both their spoken</p>	Project management experience in the education sector	Short listing and/or Interview

	and written Bangla and English language skills (IELTS level 7) Specialist knowledge of the Nepal education sector and English language teaching		
Experience	At least 3 – 5 years experience of work in education.		Short listing and/or Interview
Qualifications		A first degree CELTA qualification Qualification in ELT	Short listing

Submitted by	Jovan Ilic	Date	23 April 2015
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