

Job Description
Ref no: HR/06-15/03

Job Title	Project Officer (Education)		
Directorate or Region	South Asia	Department/Country	Programmes / Nepal
Location of post	Nepal	Pay Band	H
Reports to	English Project Manager	Duration of job	Fixed term contract (3 years)

Purpose of job:

To contribute to the development of our GPF programme and to play a key management role in its implementation in order to achieve maximum impact, with particular focus on examination reform. This covers the key sectors of English and education, as well as our Local Cultural Relations activity.

***Context and environment:* (e.g. dept description, region description, organogram)**
External

Nepal is one of the poorest countries in the world. Education is seen by many as the only way to improve their chances in life and English is seen as a key skill for achieving that. English and Education are therefore critical factors for its development, both for individuals and for the country as a whole.

The British Council has established good relationships with the Ministry of Education and with other partners involved in teaching English and other aspects of Education (e.g. TEVT). It has established a good track record of English Teacher Training through the ETTE project and has good relationships with schools and colleges through its Exams work and Education Promotion. We aim to build on these relationships to enable us to have a significant impact both on the teaching and learning of English and on the Education sector more widely.

Internal

As a low priority country with a limited GPF budget, the Council in Nepal has to focus on the areas where it can have the most impact – English and Education. This also fits in well with the South Asia regional strategy and considerable support is available from the Region. Internally, we have a senior post to lead on our GFP strategy and provide ELT sector skills. The Education Manager reports to this person and is largely responsible for managing the implementation of our examination reform programme.

Accountabilities, responsibilities and main duties:

This post is accountable to the English Project Manager and is responsible for delivery of Grant funded project activity on the ground.

Main Duties:

- Work closely with the English Project Manager to ensure the successful implementation of the National Initiative to Improve Teaching in English (NIITE) project.
- Maintain an effective database of project trainers and liaise with them on the field

- Support the effective delivery of NIITE trainings.
- Liaise with NCED trainers and district education officers
- Lead on internal M&E returns for project NIITE via scorecard.
- Visit project schools and training centres to monitor implementation and collect and collate feedback in and outside Kathmandu valley.
- Arrange all logistics and support for delivery of workshops and trainings.
- Support the delivery of other Global English products in Nepal in consultation with the English Project Manager, Head of Programmes and regional colleagues.
- Manage tickets, visa and other logistics, if any, for international visits for our top stakeholder contacts as per country and regional strategy.
- Handle purchase orders, partner contracts and provide financial support as and when needed

Key relationships: *(include internal and external)*

External

- District Education Offices
- Educational Training Centres
- National Centre for Educational Development
- Local partners

Internal

- English Project Manager
- Head of Programmes
- Regional Leads in English and Education.

Other important features or requirements of the job

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

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 “essential & more demanding” levels	Assessment stage
<u>Working Together</u>	Establishing a genuinely common goal with others <ul style="list-style-type: none"> • Readily seeking others to work with when it is right to do so • Establishing effective ways of working together • Supporting others who are dealing with difficulties or problems in their work • I always share my achievement with my colleague and also praise others achievements • I work with clients to come up with solutions and gain their support 	Interview
<u>Creating shared purpose</u>	Creating energy and clarity so that people want to work purposefully together <ul style="list-style-type: none"> • I use a variety of ways to check the understanding of others and build engagement • I adapt what I say for different individuals, groups and cultures • I act creatively to inspire others to ensure they focus their efforts appropriately • I link my team’s vision to the British Council’s vision 	Interview
Behaviours	Required at the “essential” level (1)	Assessment stage
<u>Being Accountable</u>	Delivering my best work in order to meet my commitments <ul style="list-style-type: none"> • I make proper plan of activities and focus on the activities that will support in gaining objectives of the British Council • I always meet my commitments and take personal responsibility for the results • 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 • I give praise and recognition when my colleague is working hard and success in his/her deeds • I know my own strengths and weaknesses • I remain determined when faced with obstacles or setbacks 	Interview
<u>Making it happen</u>	Delivering clear results for the British Council <ul style="list-style-type: none"> • I always take prompt action when necessary • I use my knowledge, skills and experience to meet my objectives • I develop my own knowledge ,expertise and learning • I always set the clear goal to be achieved with high standard • I take new challenges as opportunities 	This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes.

Skills and Knowledge	Project and Relationship management <ul style="list-style-type: none"> • Knowledge and experience of monitoring and evaluation tools. • Open to frequent field visits. • Training delivery capacity preferred. • Good relationship building and public relations skills. • An understanding of project risks and operating context, and adjusts planning accordingly during implementation. • Good written and spoken English for internal and external communication 	Short listing and Interview
Experience	<ul style="list-style-type: none"> • 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. • Experience of working with INGOs (Education sector preferred). • Budget maintenance at the project level. 	Short listing and Interview
Qualifications	Bachelors' degree (Education or Management preferred).	Short listing

Submitted by	Vaishali Pradhan	Date	25/05/2015
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