### Job Description Ref no:

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|  | Role Profile |

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| Job Title | Project Officer |
| Directorate or Region | South Asia | Department/Country | Programmes / Nepal |
| Location of post | Nepal | Pay Band | H |
| Reports to | Programmes Manager | Duration of job | Fixed term contract (2 yrs +1) |
| ***Purpose of job:*** To contribute to the development of our English programme and to play a key role in its implementation in order to achieve maximum impact. The main focus is implementing our teacher training project, Project NIITE (National Initiative for Improving Teaching in English) which is a three year joint funded project between the National Centre for Educational Development (NCED) and British Council. For this project you will need to work closely with Government of Nepal counterparts especially with District Education Officers, Resource Persons, Educational Training Centre leads and School supervisors. The post holder will also be responsible for maintaining contacts with our freelance teacher trainers and managing the trainer contract and contact database. Other projects and activities with the English programme are: CELTA, Fundamentals of Teaching, sponsorships for the IATEFL, support to the annual NELTA conference, EDGE and Exam Reform. For more details on these activities please visit our website [www.britishcouncil.org.np](http://www.britishcouncil.org.np) The project officer will be responsible for managing communications and logistics across all programme activities.***Context and environment:*** As a low priority country with a limited grant budget, the Council in Nepal has to focus on the areas where it can have the most impact – English and Education. We have a senior post to lead on our programmes strategy and provide ELT sector skills, a Programme Manager for NIITE and other English activities, and a Project Manager for our Schools work. The aim of this post is to provide implementation support across all English areas, with a particular focus on NIITE. ***Accountabilities, responsibilities and main duties:*** * Work closely with the Programmes Manager to manage and monitor the implementation of Project NIITE in accordance with the plan
* Maintain contacts with government counterparts in the field and teacher networks to ensure effective delivery of NIITE and other projects.
* Maintain contacts and manage database of British Council freelance and Government (NCED) trainers
* Support the Programmes Manager in implementing monitoring and evaluation plans for on-going projects
* Manage and organize training in working districts in consultation with NCED
* Manage training materials inventory
* Provide support in monitoring the budgets for NIITE
* Manage contracts for consultants working on the project
* Manage all logistics for training sessions
* Manage project finances that include participant allowances and trainer payments
* Support admin, logistics and finances for all other English initiatives, some of which include CELTA, Fundamentals of Teaching, NELTA conference and IATEFL.

***Key relationships:*** *(include internal and external)*External* Ministry of Education
* National Centre for Educational Development
* Office for the Controller of Examinations
* Curriculum Development Centre
* Trainers
* District Education Officers
* Other Local partners

Internal* Programmes Manager
* Head of Programmes
* Regional Leads in English and Education, when needed

***Other important features or requirements of the job*** *(e.g. travel, unsocial/evening hours, restrictions on employment etc)** The post holder will understand and make decisions which are affected by Equality, Diversity and Inclusion (EDI) legislation and Child protection policy. Additionally he/she will exploit opportunities brought by diversity and build them into all planning.
* Regular travel to project implementation sites for monitoring and operational purposes.
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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. | ID, local/international police record checks, qualification and reference checks are required for all candidates. |

“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”

### Person Specification

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| **Behaviours** | **Required at the “more demanding” level (2)** | **Assessment stage** |
| Working Together | **Ensuring that others benefit as well as me*** I ask for feedback from others and check they are getting what they want as well as me
* I agree expectations and work with others to deliver benefits for everyone
* I make changes or exchange resources to create mutual benefits
* I use my understanding of team dynamics to harmonise working and enhance results
* I share praise with others
* I share responsibility when there are problems
* I help others to work together more effectively
* I work with clients to come up with solutions and gain their support
 | Interview  |
| Making it happen | **Challenging myself and others to deliver and measure better results*** I regularly review results and look for ways of raising levels of achievement for myself and others
* I exceed challenging objectives
* I identify barriers to success and tackle them before they become an issue
* I commit resources to support the learning and development of others
* I look for new responsibilities and assignments in order to develop
* I take advantage of opportunities and mitigate risks
 | This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes. |
| Creating shared purpose | **Creating energy and clarity so that people want to work purposefully together*** 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
 | 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** |
| Being Accountable | **Delivering my best work in order to meet my commitments*** I focus my time on the activities that will deliver benefits for the British Council
* I always meet my commitments and take personal responsibility for the results
* I give constructive feedback to others in a way they can understand and accept
* I give praise and recognition when appropriate
* I know my own strengths and weaknesses
* I remain determined when faced with obstacles or setbacks
 | Interview |
| Connecting with others | **Making regular opportunities to understand others better*** I make myself approachable to others
* I take steps to learn about other people, cultures and organisations
* I apply my learning about how things are achieved in different cultures or environments
* I interact with others openly and honestly
* I listen to others’ points of view
 | This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes. |
| Shaping the future | **Looking for ways in which we can do things better*** I recognise and react to opportunities or issues so that we improve what we do
* I use my knowledge, skills and experience to create better ways of doing things
* I make plans to achieve clear results
* I demonstrate how I add value in what I do day by day
* I ask why we do things in a certain way
 | Interview |
| **Skills and Knowledge** | **Project and Relationship management*** Understands project identification processes and demonstrates ability to contribute to these.
* Manages and develops client / partner / stakeholder relationships that support the delivery of specific projects.
* Supports the implementation of projects at different stages of the project cycle to ensure delivery of project outputs and targets and manages change.
* Demonstrates an understanding of project risks and operating context, and adjusts planning accordingly during implementation.
* Agrees monitoring and evaluation criteria and plans with internal and external clients /partners / stakeholders at project pre-implementation.
* Excellent written and spoken English for internal and external communication
 | Short listing and Interview  |
| **Experience** | * 2-5 years’ experience of Project implementation in a multicultural international organisation.
* Financial management at the project level.
* Experience of Education Sector Development Projects
* Experience of working with government organisations.
* Knowledge of teacher training practices preferred
* Knowledge of Monitoring and Evaluation tools
* Experience of fund raising.
 | Short listing and Interview |
| **Qualifications** | Bachelor’s degree essential (Education or Business preferred). | Short listing  |

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| Submitted by | Vaishali Pradhan | Date | 24/05/2016  |