

**Job Description**
**Ref no: HR/06-15/01**

Job Title	Schools Projects Officer		
Directorate or Region	South Asia	Department/Country	Nepal
Location of post	Kathmandu	Pay Band	H
Reports to	Schools Project Manager	Duration of job	Fixed term contract 3 years

***Purpose of job:***

Providing effective support for the implementation of the Schools Project to ensure maximum impact for the British Council.

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

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 has entered into a partnership with DFID for the third phase of “Connecting Classrooms” to help develop school systems, improved learning outcomes and young people with core skills and competencies. This will be delivered in a number of countries across South Asia, including Nepal, and will support mutually beneficial learning partnerships between schools in the UK and Nepal and all over the world to raise young people’s awareness of global development issues and equip them with the skills and knowledge to become active global citizens. In addition, the Council has its own Grant and Partnership Funded (GPF) programme in Nepal, which mainly focuses on improving the teaching and learning of English.

The British Council has established good relationships with the Ministry of Education, District Education Offices, more than 250 schools, the Nepal English Language Teachers Association (NELTA), and many other local partners through its previous projects. We aim to build on these relationships to enable us to have a significant impact on teaching and learning and on education policy at a national level.

***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. We have a senior post to lead on our GPF strategy and provide ELT sector skills, a Project Manager for the Schools Project, and a Programme Manager for the rest of our GPF activity. The aim of this post is to provide implementation support across these operational areas.

***Accountabilities, responsibilities and main duties:***

This post is line managed by the Schools Project Manager. It is responsible for supporting the delivery of the Schools Project and the wider GPF programme.

## Main Duties:

- Work closely with the Schools project Manager to ensure the successful implementation of the Schools project in Nepal.
- Support delivery of International Schools Awards (ISA)
- Support the effective delivery and promotion of partnership and professional development and grant support to schools in Nepal.
- Lead on Connecting Classrooms M&E returns and scorecard.
- Visit project schools to monitor implementation and collect and collate feedback in and outside Kathmandu valley.
- Arrange all logistics and support and lead on the delivery of Continuous Professional Development (CPD) and Leadership workshops.
- Arrange logistics for training programmes held in Kathmandu and liaise with district coordinators / trainers for conducting training outside the valley.
- Follow up with partners, Ministry and key stakeholders and arrange meetings in consultation with the Schools Project Manager.
- Maintain a database of partners, stakeholders, teachers and trainers associated with the Schools Projects and update regularly.
- Manage tickets, visa and other logistics, if any, for international visits for T1s and T2s as per country and regional strategy.
- Provide financial support to Schools Projects as per requirement throughout the year.
- Act as an alternate Child Protection Focal Point for Nepal and work in close consultation with the Country Child Protection lead.

## **Key relationships:** (include internal and external)

### External

- Ministry of Education
- District Education Offices
- Partnership schools and institutions in Nepal and the UK
- British Council School Ambassadors

### Internal

- Schools Project Manager
- Regional M&E lead
- Marketing and Communication Manager
- Finance and Resources Manager
- Country Child Protection lead

## **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.

Police record verification certificate

## Person Specification

Behaviours	Required at the “more demanding” (level 2)	Assessment stage
<u>Working Together</u>	<b>Ensuring that others benefit as well as me</b> <ul style="list-style-type: none"> <li>• I ask for the necessary feedback with my colleague so that I could know their views on my work and I can analyze the areas of improvements and explore opportunities.</li> <li>• I agree expectations and work with others to deliver benefits for everyone</li> <li>• I make changes or exchange available resources to create mutual benefits</li> <li>• I use my understanding of team dynamics to harmonise working and enhance results</li> <li>• I always share my achievement with my colleague and also praise others achievements</li> <li>• I share responsibility and take support of my colleague during challenging situations and when there are problems</li> <li>• I always try to support others to work together more effectively so as to achieve the objectives of programmes</li> <li>• I work with clients to come up with solutions and gain their support</li> </ul>	This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes.
<u>Being Accountable</u>	<b>Delivering my best work in order to meet my commitments</b> <ul style="list-style-type: none"> <li>• I make proper plan of activities and focus on the activities that will support in gaining objectives of the British Council</li> <li>• I always meet my commitments and take personal responsibility for the results</li> <li>• 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</li> <li>• I give praise and recognition when my colleague is working hard and success in his/her deeds</li> <li>• I know my own strengths and weaknesses</li> <li>• I remain determined when faced with obstacles or setbacks</li> </ul>	Interview
Behaviours	Required at the “essential” level (1)	Assessment stage
<u>Making it happen</u>	<b>Delivering clear result for the British Council</b> <ul style="list-style-type: none"> <li>• I always take prompt action when necessary</li> <li>• I use my knowledge, skills and experience to meet my objectives</li> <li>• I develop my own knowledge ,expertise and learning</li> <li>• I always set the clear goal to be achieved with high standard</li> <li>• I take new challenges as an opportunities</li> </ul>	This behaviour will be required to successfully carry out the role, but will not be assessed for recruitment purposes.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Experience of working with INGOs (Education sector preferred).</li> <li>• Financial management at the project level.</li> </ul>	Short listing and Interview

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

Submitted by	Ashim Kharel	Date	22.05.2015
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