



School Grant Officer

MINISTRY OF EDUCATION (MOE)

Bachelor's Degree

Kabul, Afghanistan

Full Time

561

Suggest

Report

Print

JOB DETAILS

Date Posted: Jan 18, 2020

Reference: MoE/SM/EQRA-001

Closing Date: Jan 31, 2020

Work Type: Full Time

Number of Vacancies: 1

Gender: Any

Functional Area: Education

Nationality: Afghan

Salary Range: NTA, Grade D

Years of Experience: 4 Years

Contract Duration: Unspeci ed

Extension Possibility: Yes

Contract Type: Short Term

Probation Period: 3 months

Required Languages: Dari,Pashto,English

About Ministry of Education (MoE):

Founded: ۱۳۰۰

The aim of the EQRA Project is “to increase equitable access to primary and secondary education, particularly girls, in selected lagging provinces, and to improve learning conditions in Afghanistan.” EQRA introduces a shift from monitoring only the enrollment of students (which also includes attention to students designated as ‘permanently absent’) to focusing on bringing children into school as well as student attendance. The Education Quality Reform for Afghanistan (EQRA) is fully aligned with the goals of the Afghanistan National Strategic Plan (NESP III). The project is designed to (A) increase equitable access in disadvantaged districts especially for girls; (B) improve quality of instruction/education service delivery and (C) enhance MoE governance and management capacity. The project focuses on the construction and expansion of schools, provide community-based education to out of school children, reform curriculum for all grades, improve and ensure textbooks delivery to schools, enhance academic supervision, strengthen teacher & TTC quality, improve execution of budget, strengthen and increase use of EMIS, implement capacity building reform, and reform recruitment process for civil service.

Job Summary:

The Directorate of Social Mobilization and Shuras are responsible for smooth implementation of the School Grant Program that will need a technically person as School Grant Officers who will support the School Grant Program National Coordinator on planning and reporting. The SGO will also be responsible for strong coordination and communication in 9 provinces for the School Grant activities of the EQRA project.

Skills Required:

Communication Provinces

to travel:

Skills Description:

Skills and Competencies

- a. Computer Skills (Word, Excel, Power Point)
- b. Good communication skills in English, Pashto and Dari languages
- c. Effective Project Management Skills.
- d. Must be willing to travel throughout Afghanistan.

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Duties & Responsibilities:

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The School Grant Officer (SGO) will be leading the DSMS provincial teams at the provincial level in 9 provinces each (32) persons including tashkil staff, who will be mainly responsible for coordination, communication, reporting and follow up of School Grant Program activities with the relevant stakeholders on behalf of SGPNC. The TA will be based in Kabul DSMS office, with frequent visits to provinces where the EQRA is being implemented. The School Grant Officer will report to the SGPNC:

Advising

- Provide support to the School Grant Program National Coordinator (SGPNC) and DSMS provincial teams.
- Ensure efficient and timely monitoring and implementation of the School Grant Program.
- Work as a key liaison between DSMS Kabul Office, PEDs and DEDs

Planning

- Support and ensure proper planning and implementation of School Grant Program activities in respective provinces;
- Facilitate School Grant administrative activities at the Central and provincial Level;
- Support SGPNC in planning, coordinating and managing School Grant activities
- Provide support to DSMS provincial teams on social guidance and awareness about the School Grant Program
- Provide support to DSMS provincial teams on revision of 600 School Management Shuras (SMSs) in 9 respective provinces.
- Plan and facilitate ToT for capacity building events (orientation and training) of 32 provincial DSMS team members in 6 provinces.
- Support Provincial teams in planning and facilitating capacity building events (orientation and training) to 600 SGSC for the implementation of effective School Grant activities in 9 provinces.
- Support DSMS provincial teams in opening school bank accounts for 600 girls' schools under EQRA.
- Support provincial teams to develop a comprehensive and complete data of 600 girls schools and the schools which have received the School Grant under the EQRA,
- Support SGPNC in preparing annual work plan for implementation of the School Grant
- Support SGPNC in preparing school grant distribution budget plan
- Work on public awareness plan
- Support SGPNC in preparing training materials for ToT provincial teams and capacity building of SGSC.

Coordination / Communication / Facilitation

- Guide the 9 provinces, DSMS provincial Teams to monitor School Grant Progress,

- Provide support to SGPNC for strengthening the collaboration and linkages between different departments of the MoE supported by EQRA
- Represent DSMS at various meetings and forums on behalf of SGPNC.
- Support Awareness Raising Programs through DSMS provincial team members and SMSs for the re-opening of closed schools in 9 provinces under EQRA.
- Support DSMS provincial teams in opening school bank accounts for 600 schools under EQRA.
- Coordinate and supervise training initiatives organized for 600 SGSC in 9 provinces.
- Strengthen coordination and communication of provincial teams with PEDs & DEDs;
- Guide provincial teams in mobilizing community to help schools and collect community contribution through SMSs.
- Perform any other assignment given by the SGPNC.

Reporting and Follow up

- Collect updated information from provinces on daily and weekly basis
- Manage and guide respective provincial teams to collect the data for reporting
- Support SGPNC in preparing semi-annual report on School Grant Program implementation activities,
- Provide assistance for maintaining a good record of all documents related to SGP under EQRA.
- Work closely with the MoE Internal Audit Department to conduct regular internal audit of the School Grant Program in 9 provinces.

DELIVERABLES:

- 600 School Management Shuras (SMSs) in 9 respective provinces are revised with support DSMS
- ToT for capacity building events (orientation and training) of 32 persons of provincial DSMS team members in 6 provinces planned & facilitated.
- Supported Provincial teams in planning and facilitating capacity building events (orientation and training) to 600 SGSC for the effective implementation of School Grant activities in 9 provinces.
- School bank accounts opened for 600 girls' schools.
- Data collected and analyzed for 600 girls schools receiving SG developed through assistance of DSMS provincial teams
- annual work plan for implementation of the School Grant, school grant distribution budget plan and as well as public awareness plan developed
- Training initiatives organized for 600 SGSC in 9 provinces supervised
- Proposal of School Grant for 600 schools developed with support of DSMS provincial teams
- Assistance provided to DSMS provincial teams in conducting monitoring visits to 600 schools in

9 provinces

Job Location:

Afghanistan, Kabul

Qualifications:

Education

- At least a Bachelor's degree preferably in these areas (Business Administration, Social Science, Education)

Experience

- At least 4 years of relevant professional experience in a related field.
- Must have record and experience of work with International and National organizations. **Recruitment, work**

condition and evaluation

1) Recruitment:

- a. The recruitment will be done through a transparent and competitive processes.

2) Work conditions

- a. The School Grant Officer (SGO) will work according to Afghanistan MoE's rules and regulation.
- b. MoE will provide a proper work station at central MoE building.
- c. The School Grant Officer (SGO) will Report to School Grant Programm National Coordinator of MoE

3) Evaluation

- a. The initial Three months will be considered a probationary period.
- b. A formal performance evaluation shall be conducted annually jointly by the Ministry of Education leadership as well as by the WB with observers of the key donors.
- c. An exit interview will be conducted upon completion of the contract. This exit interview constitutes condition for final payment.

d. Contract extension is subject to fund availability, organization's need, and satisfactory performance.

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Job Keywords:

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Submission Guideline:

Interested Afghan candidates should submit their letter of interest (cover letter) along with the updated resumes to:

HR, MINISTRY OF EDUCATION Deh Afghanistan, Gul Bahar Center, Ministry of Foreign Street, 7th Floor Corridor
1st Office, Kabul, Afghanistan

no later than 31st Jan 2020, candidates who have access to the Internet can send their applications to the below email.

You are requested to send your letter of interest along with the updated resume. Please mention post title and vacancy number in the subject line of your email (NO APPLICATION WILL BE ACCEPTED WITHOUT SUBJECT LINE. THE APPLICATION MUST HAVE SUBJECT LINE INDICATING TITLE AND VACANCY NUMBER). However, do not email us heavy sized files such as your certificates, recommendation letters, etc. **We kindly request all the applicants to mention their graduation date of the university and must clearly write the date of experiences in the CV.** THOSE WHO DO NOT FULFILL THE APPLYING REQUIREMENTS WILL NOT BE CONSIDERED FOR SHORTLIST. Only shortlisted candidates will be contacted with and called for the test and interview. The test & interview dates, time and place will be determined and communicated with the shortlisted candidates only sooner after the deadline of the vacancy announcement.

Ministry of Education is an Equal Opportunity Employer.

MoE does not and will not discriminate in employment and personnel practices on the basis of race, sex, handicap, religion, ethnic origin or any other basis prohibited by applicable law.

Candidates with disabilities and qualified female candidates are highly encouraged to apply.

Note: for EQRA Project Positions recruitment process please visit the Ministry of Education website:
(www.moe.gov.af)

Submission Email:

✉ applications.worldbank@moe.gov.af

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