



## Head of CBE Unit NEW

MINISTRY OF EDUCATION (MOE)

Bachelor's Degree Kabul, Afghanistan Full Time 56

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### JOB DETAILS

Date Posted:	Jan 29, 2020
Reference:	MoE/GE/EQRA/001
Closing Date:	Feb 11, 2020
Work Type:	Full Time
Number of Vacancies:	1
Gender:	Any
Functional Area:	General
Nationality:	Afghan
Salary Range:	NTA, Grade B
Years of Experience:	5 - 7 Years
Contract Duration:	Unspecified
Extension Possibility:	Yes
Contract Type:	Short Term
Probation Period:	3 months
Required Languages:	Dari,Pashto,English

About Ministry of Education (MoE):

Founded: 

CBE Community Based Education (CBE) is part of the formal education system in Afghanistan offering education services through establishing of outreach classes within school catchment areas (Community Based Classes and Accelerated Learning Classes) in hard to reach, insecure, less or no girls schooling, and under served pockets of the society. CBE in Afghanistan is a successful approach in reaching the unreached considering the scarcely populated nature of Afghanistan's context.

Ministry of Education's only on-budget national program EQRA supports the establishment of harmonized standards to improving equity in access to education, efficiency, and scalability of CBE as per approved CBE policy. It is also targeted to reach additional 33,000 students in underserved communities; identified as areas where there are no government schools within a specified distance of 3 km. EQRA will support retention of this batch of 33,000 students during its implementation.

## Job Summary:

The scope of work for the position of head of CBE unit is broad as he/she will be responsible to lead, coordinate and manage not only the CBE component of EQRA, but also other CBE programs supported and funded by other development partners. The CBETU head will design and develop the ToRs of the team, Policies, guidelines, bylaws, SOPs, and working instruction for all CBEs at national and sub national levels. He/she will also develop the capacity of the CBE Unit both at central and provincial level, ensure successful implementation of the CBE classes, coordinate other CBEs and establish a smooth dataflow and reporting system that gives accurate, reliable and easy access to CBE related data and reports. The Head of CBE Unit will supervise a huge team of 39 TAs in Kabul and provinces plus coordinate with the other non EQRA off-budget CBE teams at national and sub national levels.

The head will be responsible for establishing a professional communication channel with the donor partners, internal and external stakeholders, Implementing Partners and other non EQRA Off-budget CBE programs. In addition to that, the head of unit will develop comprehensive guidelines, and manuals and other relevant CBE Unit filing and Documentations necessary for establishment, implementation, and institutionalization of CBE classes.

Reporting to the Director General of General Education Directorate (GED), the head will also be responsible to lead, plan and facilitate CBE related activities in provinces and plan capacity building programs to provincial staff as necessary.

## Skills Required:

General

## Provinces to travel:

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## Skills Description:

1. Team management and leadership skills
2. Excellent Understanding of CBE
3. Excellent Communication Skills
4. Excellent interpersonal Skills
5. Good Coordination and Reporting Skills
6. Outstanding Problem-Solving skills
7. Great understanding of Community, people and their needs.
8. Excellent Report Writing Skills

Languages: Written and Spoken fluency in English, Pashto and Dari languages is a must.

Geography: Based in Kabul, will be travelling to provinces regularly

## Duties & Responsibilities:

1. Responsible for policy level lead with a responsibility to ensure the existing CBE Policy is revised, amended and effectively operational by incorporating the lessons learned and experiences gained in the mapping exercise and implementation of the CBE classes.
2. Lead and oversee the overall activities of the CBE Transition Unit in Kabul and Provinces, Design and develop the ToR of CBE Unit, delegate tasks to them and supervise their tasks on regular basis, provide guidance and leadership as necessary.
3. Supervise and lead a huge team of 39 TAs in Kabul and provinces plus coordinate with the other non EQRA off-budget CBE teams at national and sub national levels for better coordination of efforts and resources that will ultimately help the strategic goals of MoE.
4. The CBE Head of Unit will be responsible to lead, coordinate and manage not only the CBE component of EQRA, but also other off budget CBE programs supported and funded by other development partners.
5. Lead the development of policies, guidelines, bylaws, working instructions, and other CBE Unit relevant documentations that are necessary for Community Based Education both for EQRA component and other non EQRA Off budget CBE Programs.
6. Develop a comprehensive CBE Implementation Manual, get it reviewed and approved and share it with all stakeholders internally and externally, ensure its thorough implementation and follow up at sub national level and keep it up to date.
7. Plan, facilitate, coordinate and communicate CBE program in the provinces under CBE/EQRA Scope.
8. Plan capacity building programs for PCOs, PED and DED relevant staff including teachers who are involved in the implementation of CBE project and ensure the implementation of the capacity development program with solid feedback and recommendations.
9. Lead the school mapping exercise in provinces to do the need assessment and identify the untouched pockets of the society where CBE classes shall be expanded.
10. Establish a professional and working reporting channel and system among CBETU staff at central and Provincial Level to make sure the communication among staff is smooth, professional and world class.
11. Receive provincial reports, analysis and findings and prepare his/her own evolution and analysis / dashboard presentation for MoE management with solid findings, recommendations and conclusions.
12. Establish a professional and smooth communication channel with donors and funding partners and provide necessary data and reports to them as necessary.
13. Plan and design capacity building and development plans for CBETU and follow up on them to make sure they are implemented and the staff gain the necessary skills to perform their jobs well.
14. Conduct a quarterly evaluation of the CBETU staff and share the feedback and report with MoE management.
15. Assure that CBE classes are implemented as per the agreement and MoU with the IP, PEDs and DEDs.
16. Follow up with PEDs to make sure the teachers and TLM are availed on time for the newly established CBE classes and the ongoing CBE classes.
17. Coordinate and support the digitalization of MoE school dataflow and follow up with Provincial staff to cooperate in the establishment of a digital dataflow system among MoE functioning units.
18. Conduct regular meetings, sessions and training for CBETU staff at Kabul and provinces to make sure the operation of CBE is smooth, as per plan and CBE Manual and expectations of the Donors.

**Deliverables:**

1. Current CBE policy revised and amended.
2. CBE Unit established and developed, CBE development policies, guidelines, bylaws, Working Instructions, SOPs, and a comprehensive Procedure Manual for School Mapping Developed, applied, and in place.
3. Other (Non-EQRA) CBEs programs coordinated with EQRA CBE.
4. School mapping plan and an agreed and SMART approach for implementation of the mapping plan Developed, presented and implemented.
5. A comprehensive and usable capacity building and staff orientation and development plan for PEDs, DEDs and Schools level on CBE, Dataflow, School Mapping and other relevant activities developed and implemented
6. Training Material for CBE, School Mapping developed and Trainings conducted at central and sub national levels.
7. Monitoring and Evaluation Plan for CBE/EQRA with clear feedback and recommendation plan developed and presented
8. Comprehensive CBE Implementation, Handover and Transition plan developed
9. School to PED data and information flow system and mechanism developed and implemented, monitored.

**Any other assignment**

Perform any other assignment given by the Director General of General Education Directorate

**Job Location:**

Afghanistan, Kabul



## Qualifications:

**Education:** Minimum Master degree in Education, Master in Business Administration, Public Administration, Social Science or similar.

## Work Experience:

7 years' relevant experience in education or similar sector in Afghanistan with bachelor degree and 5 years of relevant experience in education or similar sector in Afghanistan with master degree and preferably experience with CBE classes.

## Recruitment, work condition and evaluation

### 1) Recruitment:

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

### 2) Work conditions

a. The PCOs' Team Leader will work according to Afghanistan MoE's rules and regulation.

b. MoE will provide a proper work station at DG General Education office.

### 3) Evaluation

a. The initial three months will be considered a probationary period.

b. 2. A formal performance evaluation shall be conducted annually jointly by the HR department and relevant department.

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- c. An exit interview will be conducted upon completion of the contract. This exit interview constitutes a condition for final payment.
  
- d. Contract extension is subject to fund availability, organization's need and satisfactory performance.

### 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 Afghanan, Gul Bahar Center, Ministry of Foreign Street, 7th floor first Corridor first office, Kabul, Afghanistan

no later than 11th Feb 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](http://www.moe.gov.af))

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## Submission Email:

✉ [eqrajobs@gmail.com,ge@moe.gov.af](mailto:eqrajobs@gmail.com,ge@moe.gov.af)