



## PCOs' Team Leader NEW

Ministry Of Education (MoE)

Bachelor's Degree Kabul, Afghanistan Full Time 74

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### JOB DETAILS

Date Posted:	Jan 29, 2020
Reference:	MoE/GE/EQRA/03
Closing Date:	Feb 11, 2020
Work Type:	Full Time
Number of Vacancies:	1
Gender:	Any
Functional Area:	Management
Nationality:	Afghan
Salary Range:	NTA, Grade C
Years of Experience:	5 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 underserved 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 PCO Team Leader is to develop and maintain a network of Provincial Coordination Officers (PCOs) for CBE program that is responsible to implement, monitor and support Community-based Education (CBE) component of EQRA at provincial level. PCOs will not only be responsible for the successful implementation of the CBE component of the EQRA project but also assist the General Education Departments at the provincial level to strengthen their capacity in ensuring improved delivery of educational services and will also act as facilitators/supporters to other components of the EQRA project that are to be implemented within the jurisdiction of GED like Early Childhood Education (ECE), Coaching and Mentoring, Data quality improvement and teachers' performance.

The PCO Team Leader will also oversee and monitor the IPs that are contracted by MoE to implement CBE classes to make sure they are in regular communication with PCOs and other key MoE staff at DED and PED levels. In addition to supporting the PCO Network on monitoring and supporting existing CBE classes, the Team Leader will ensure that the PCO Network fully collaborates with PEDs and the CBE Unit to participate in the transition process of existing CBE classes and planning of new CBE classes. The PCOs Team Leader shall also be responsible for supporting and coordinating the successful digitalization of MoE information and communication system to make sure the data flow from schools level to MoE is accurate, timely, consistent, regular and useful for MoE management decision making purpose.

## Skills Required:

Time Management Skills

## Provinces to travel:

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## Skills Description:

### **SKILLS:**

- ü Good Coordination Skills
- ü Team player
- ü Excellent Interpersonal skills
- ü Outstanding command of written and spoken English
- ü Fluent to write Pashto and Dari Reports
- ü Good Delegation, Prioritization and Problem-Solving skills
- ü Sound understanding of Afghanistan geography, community-based problems and people's priorities.

**LANGUAGES:** Fluency in both written and spoken English, Dari and Pashto languages is a must.

**GEOGRAPHY** Based in Kabul, will need to travel to provinces regularly as needed.



## Duties & Responsibilities:

The incumbent shall be responsible for:

### MAIN RESPONSIBILITIES AND TASKS:

#### Capacity Building

1. Work closely with the CBETU at MoE to provide regular orientation and training to PCOs to understand their job responsibilities well and to be acquainted with the overall activities involved in the implementation of CBE classes i.e. from the need assessment to implementation, and handover of CBE classes.
2. Conduct regular sessions and orientation programs to PEDs and DEDs on the roles of the PCO in their province and of expectations and requirement of the CBETU in Kabul for consistent data and information flow to MoE on CBE classes in their relevant province.
3. Orient IPs that have been contracted by MoE to implement the CBE classes on the critical role of PCOs and expectations for ongoing communication and collaboration between the IPs field staff, the PCOs, and relevant PED staff.
4. Work closely with General Education Department staff at provincial level to develop their capacity for preparing Standard Operating Procedures (SOP) for mapping communities and assessing needs for additional CBE classes.
5. Develop the capacity of PCOs on the Standard Operating Procedures (SOP) and the tools and formats for assessing needs and identifying sites for the establishment of new CBE classes.
6. Coordinate the Digitalization project of GED with relevant PEDs and DEDs and provide necessary and required orientations and trainings to PEDs and DEDs staff on the digitalization of successful dataflow mechanism as instructed by the GED/CBETU.

#### Management (planning, monitoring and reporting)

7. Lead the Provincial Coordinators' (PCOs) team; manage their day to day tasks; Collect PCOs reports, Consolidate and share with CBE Unit Head.
8. Work closely with PCOs to help them develop plans for capacity building, orientation, and implementation, monitoring and supporting CBE classes in their province with clear and measurable performance indicators.
9. Prepare a monthly progress report, based on which present an evaluation and finding presentation of the CBE delivery status, major problem and recommended solution and mitigations.
10. Based on the daily reports from PCOs, provide an analysis to identify and report the communities with problems by ranking order while implementing the CBE program.
11. Maintain a smooth and professional communication with PEDs, DEDs and School Principals about the implementation of CBE program in their respective communities.

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12. Make sure the PCOs manage the IPs properly in their relevant provinces and their reports and dataflow are accurate, timely and consistent.

1. Conduct monthly meetings with contracted IPs and relevant PCOs to evaluate the progress of CBE classes and understand the obstacles and problems and find timely solutions for them.
2. Lead the reporting formats, schedule and data requirement of IPs to make sure the reports of IPs are as per MoE requirement and can serve MoE best for decision making and analysis.
3. Validate and then coordinate the monthly plans and activities of PCOs to work with PED and DED staff to assess needs and make plans for the expansion of CBE classes in their relevant province/district.

#### Coordination

1. Coordinate the problems and issues of PCOs and CBE teams at Provincial level with MoE leadership and responsible Directorates and follow up until resolved and reported back to the PCOs.
2. Coordinate the CBE data and information flow with CBETU and EMIS as required from the PCO network in provinces, through the CBE Data and Information Management Specialist to the MoE EMIS.
3. Coordinate and communicate the operational issues of PCOs at Central level and report back.
4. Coordinate and communicate with PCOs to provide any data and information required by CBETU and GED/MoE.
5. Ensure that there is ongoing communication and collaboration between PCOs/PEDs and the IPs working to implement the CBE.
6. Ensure there is proper and regular communication between the CBE Unit and PEDs / PCOs on the planning of future CBE classes in all provinces.
7. Providing support to the social mobilization unit at the provincial level for a better implementation of the School Grants Pilot

#### Deliverables:

1. A comprehensive Operational plan and monthly action plan and ToRs for PCOs at sub national level developed, and its implementation followed up with PCOs and PEDs and an evaluation and appraisal report prepared and shared on quarterly basis.
2. Professional, workable and smooth reporting mechanism and system developed and monitored for PCOs.
3. CBE Program implemented in the target province, monthly and quarterly progress report prepared and shared.
4. MOE Data Collection and School Dataflow mechanisms implemented in the target province at PED, DED and School levels
5. Standard Operating Procedures (SOP) for mapping communities prepared, and Need Assessment done for additional CBE classes.
6. CBE training programs designed and delivered at sub-national level and monthly reports for CBE Unit and PED prepared and shared.
7. CBE Handover and transition completed and reports with CBE Unit and PED shared.

8. Regular monitoring and visit plans planned and conducted with CBE Unit on a monthly basis

Any other assignment

Perform any other assignment given by the CBETU Head, Director General GED, PED.

**Supervision:** The PCO Team Leader will be supervised by the CBETU Head.

**Job Location:**

Afghanistan, Kabul



## Qualifications:

**EDUCATION:** University degree in Education, Business Administration, Public Administration or Similar. Master degree will be preferred.

## WORK EXPERIENCE:

Minimum 5 years' relevant experience relevant experience in education sector, 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.

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 11 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))

## Submission Email:

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

