



# Senior Technical Specialist School Mapping System development and Data Entry NEW

Ministry Of Education (MoE)

Bachelor's Degree

Kabul, Afghanistan

Full Time

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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: Data Management

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 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 most important aspect of the planning in CBE is related to the location of the CBE classes. The process of location planning in education is called "School Mapping". It is the dynamic process of identifying logically and systematically the untouched and hard to reach communities and sites where educational facilities provided in the plan are to be located. It requires systematic effort designed to locate educational facilities in such a manner that targeted age groups of the population are able to use facilities to their maximum advantages. A comprehensive system is required at central and provincial level for School mapping which can help us identify school locations for CBE. Such a system has to be maintained, and its data has to be kept updated and validated on regular basis. School mapping system shall also be integrated with central systems of MoE to have a unified system.

School Mapping helps MoE:

- To support the Ministry of Education in order to plan establishment of new CBE classes, establish new schools or promote existing CBE classes.
- To enable the new facilities to be provided where they can be utilized to the highest advantage.
- To evaluate the use-efficiency, re-organization and re-distribution of facilities and maximization the use of facilities.
- Clean the mapping data and enter it to the system, create Data Flow Diagrams (DFDs) and present it for CBE implementation and reporting

With respect to the existing challenges in the area of resources allocation, distribution, and providing access to children who are out of school, school mapping is covering the distribution of general educational facilities (CBE classes).

Thus, school mapping has the double function of securing greater equality of education opportunities and at the same time of rationalizing the use of existing facilities in an effort to optimize the limited material and manpower resources.

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## Skills Required:

Database Administration

## Provinces to travel:

## Skills Description:

- Experience with GPS data collection.
- Proficiency with GIS Solutions
- Experience in interpreting documents, including spreadsheets, tables, and maps.
- Possess a sound technical understanding of information and data management systems.
- Advanced skills in data cleansing techniques, digitizing, GPS setup and retrieval of data from GPS units.
- Core experience with data collection data analysis including ability to use ArcGIS ArcMap (required) and/or QGIS MapInfo AutoCAD Remote Sensing and spatial database management software; database design and programming with MS Access SQL (MS MySQL etc.)
- In-depth knowledge of spatial analysis geo-statistic techniques and high level of proficiency in MS Office applications and databases.
- Previous experience in school mapping is an asset.
- Good human relation and communication skills with the ability to work under pressure.
- Demonstrated ability to prioritize take direction and handle varied tasks within deadlines.
- Ability to travel independently and regularly to the field is essential.
- Good Understanding of CBE Concept
- Excellent interpersonal Skills
- Good Coordination and Reporting Skills
- Outstanding innovative skills
- Great understanding of Community, people and their needs.
- 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. Lead and oversee the overall GIS supported school mapping process at all EQRA targeted provinces.
2. Work closely with the Tools and Material Development Specialist to develop tools and formats for data collection for school mapping
3. Develop a central, responsive, user friendly GIS Supported School Mapping System.
4. Perform regular maintenance and review of the overall School Mapping Systems administration, including the major sub-systems at national and sub national levels.
5. Conduct a comprehensive cost & benefit and feasibility analysis of system development per modules
6. On regular basis, enter the school mapping data to system, perform necessary data cleaning and validation and verification techniques to make sure the data is as per the formats and tools of the MoE/CBE
7. Development of Data Flow Diagram (DFD)
8. Perform data collection for school mapping at center and provincial levels as per the need and expansion and implementation plan of CBE.
9. Analyze data and extract reports from the cleaned data as per the request of CBE Unit head or GE leadership
10. Develop comprehensive long-term maintenance and support plan for Mapping System.
11. Integrate the newly developed School Mapping System with the existing MoE EMIS to avoid duplication and update the EMIS system with the updated School Mapping data.
12. Develop a secured, valid and accepted plan for Access and user management to the School Mapping System for all stakeholders as every stakeholder to the system will have access according to their needs and scope of work. The data of School mapping system shall be highly secured and protected.
13. Develop Mapping System Data backup mechanism and make sure all the school mapping data are safely backed up and available in case of any data loss.
14. Work closely with Data analysis specialist to develop a user friendly and responsive reporting system to extract data from any location and province for analysis and decision-making purpose.
15. Plan and conduct capacity building programs about school mapping exercise for PCOs, PED and DED relevant staff in provinces who are involved in the CBE location identification and new CBE classes' establishment.
16. Receive provincial survey reports, school mapping data and reports from PCOs' team cross check the data to reject or remove duplicate, invalid, unmatched and data forms with missing information, update the central mapping system, upload the data to the central database and integrate it with the EMIS accordingly.
17. Represent MoE School mapping plans to donors and all internal and external stakeholders.
18. Prepare a detailed School mapping procedure and operation manual that will help the provincial teams during school mapping exercise.
19. Regularly update the School mapping data System and all other systems and stakeholders according to the progress made in the expansion, transition, handover of CBE classes.
20. Providing support to the social mobilization unit at the provincial level for a better implementation of the School Grants Pilot

**Deliverables:**

1. Comprehensive Procedure manual for school mapping developed
2. Responsive, user friendly School Mapping System developed and functionalized
3. School mapping initiation and implementation plan developed, implemented in the mapping system.
4. Comprehensive and usable digitized GIS maps locating and characterizing individual school according to socio-economic, demographic, geographic profile and other factors developed and functionalized
5. School mapping conducted, GIS map with location of settlements, school's coverage areas, settlements with no/difficult access to school areas prepared and presented.
6. A tabular description of school location appropriateness, school coverage, recommendations for upgrading, splitting or merging school developed and presented.
7. An analytical report on school coverage, gaps in service delivery in the province and proposed actions for addressing the gaps developed and delivered
8. Mapping System Data backup and Reporting System developed and functionalized.
9. Quarterly school mapping and CBE implementation progress reports extracted and presented
10. Monthly school mapping maintenance report prepared and presented.
11. School mapping data entry completed and monthly progress report extracted and presented.

**Any other assignment**

Perform any other assignment given by the Head of CBE Unit or Director General of General Education Directorate.

**Job Location:**

Afghanistan, Kabul



## Qualifications:

**Education:** Minimum Bachelor Degree in GIS, Engineering, Software Engineering, Computer Science or similar. Master Degree will be preferred.

### **Experience:**

- Minimum 5 years relevant experience (Master Degree), 7 years relevant experience (Bachelor Degree) in GIS, Databases management, geospatial, school mapping in education sector in Afghanistan and preferably experience with CBE classes.

**Supervision:** The System Development Specialist for School Mapping will be reporting directly to the Unit Head of CBE Unit at General Education Directorate (GED) of MoE

## **Recruitment, work condition and evaluation**

### **Recruitment:**

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

### 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.

### Evaluation

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

• b. 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 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))

## Submission Email:

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

