



Senior Technical Specialist Tools & Material Development and Quality Assurance 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/02
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 Tools and Material Development and Quality Assurance Senior Technical Specialist holds key position to provide necessary tools and material for school mapping and data collection exercise while planning and implementing new CBE classes. The tools and material development and quality assurance senior specialist will also be responsible to assure the quality and concreteness of the information and data collected by preparing quality assurance processes, procedures and trainings and technical manuals so that the decisions made are also inclusive, and responsive. The data collection tools and material shall be complete, easy and simple enough in English and Local Languages to verify, analyze and prepare reports from, and shall always be subject to regular updates and responding all needs of CBE unit.

Skills Required:

Database Administration

Provinces to travel:

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Skills Description:

- 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 and Communication 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:

Main Responsibilities and Tasks:

1. Develop and formalize a robust quality assurance review process of all existing and new CBE Program that will serve as a clear guideline for all CBE unit in Kabul and provinces.
2. Develop forms, and other formats for school mapping, CBE training and overseeing of the CBE programs
3. Develop internal Manuals, guidelines and other document for ensuring smooth CBE Operation
4. Develop and align CBEs training material to the Strategic objectives of the CBE/EQRA.
5. Design and Develop assessment and evaluation tools for teachers and students in the school.
6. Work closely with provincial teams and GED staff for digitalization of School dataflow.
7. Facilitate and conduct regular trainings such as; workshops, webinars, develops technical manuals for end users in all provinces, to ensure quality of data, uniformity and compliance with collection requirements.
8. Provide technical support and coordination for data collections and quality assurance to internal and external users
9. Collaborate with internal and external data customers in data collections, processing, verification, consolidation, analysis and reporting.
10. Review testing, quality control, analyze reports for accuracy, completeness and compliance to requirements to ensure that quality assurance standards and regulatory are met.
11. Work closely system development and data analysis team to form a team that will collaborate with the development, implementation and maintenance of CBE system.
12. Support the development of tools and formats to improve the information flow within the Ministry of Education, its sub-national networks and development partners.
13. Assist EMIS team in developing and deploying Pre and Post data collection validation rules, regulations and integration mechanisms.
14. Support EMIS team in developing policies/procedures for properly streamlining the required information into data management systems.
15. Work closely with the EMIS department in establishing program procedures and systems to ensure the quality, timeliness, accuracy and validation of collected data and data within the database
16. Support the development of program data cleaning and verification procedures and generate queries to clarify and improve the quality of the data test and execute validation procedures.
17. Support the EMIS department in the areas included i.e. database testing, database audit, data consistency and discrepancies, data collection and achieving the overall capacity development within the unit.
18. Assist EMIS department in establishing a method to effectively gather and incorporate external datasets into the MoE data repository.
19. An updated and fully digitized set of documents that improve the development of the information flow within the Ministry of Education, its sub-national networks and development partners.

20. Ensure the integration and embedding of the validation rules and cleaning procedures and command into EMIS computer Application.

21. Providing support to the social mobilization unit at the provincial level for a better implementation of the School Grants Pilot

Deliverables:

1. A robust quality assurance review process of all existing and new CBE Program formalized and developed.
2. Forms, and other format for School mapping, data collection, training and overseeing of the CBE programs developed
3. CBEs training material to the Strategic objectives of the CBE/EQRA aligned and connected.
4. Quality Assurance guidelines for data collection, reliability and accuracy developed.
5. CBE Training and Capacity building manuals, guidelines and Material designed and developed.
6. Assessment and evaluation tools for schools, teachers and students in the school designed and developed.
7. Quality assurance and evaluation report on monthly, quarterly and yearly basis prepared and submitted.

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 Computer Science and Information Technology with Specialization in Database Development, Project management or similar. Master Degree is preferred.

Work Experience:

Work Experience:

5 years of experience (Master Degree), 7 years of experience (Bachelor Degree) in Database Development, Databases management, Tools and Material Development, Data quality Assurance, data validity and reliability check in Afghanistan and preferably experience in Education Sector.

Supervision: The Tools and Material Development and Quality Assurance 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

1) Recruitment:

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

2) Work conditions

a. The Senior Technical Tools & Material Development and Quality Assurance Specialist 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)

Submission Email:

✉ applications.moe@gmail.com, ge@moe.gov.af

