

Educo Bangladesh is looking for an ‘Education Officer’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with over 25-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 12 districts of the country. In 2021, Educo Bangladesh has 5 external funded and 11 internal funded projects.

Currently, we are looking for an ‘**Education Officer**’ for the Project, ***Protection and Education in Emergencies for Rohingya refugee children and host communities in Cox’s Bazar, Bangladesh*** under Humanitarian Program.

Name of Position	Education Officer, Cox’s Bazar
Number of Vacancy	01
Job Location	Ukhiya/Cox’s Bazar, Bangladesh
Report to	Project Manager
Contract Duration	Initially 01 Year. High possibility of extension based on satisfactory performance, project/program requirement and availability of fund.
Working Conditions	The position is based at Ukhiya/Cox’s Bazar, will require frequent field visit (80%) to Rohingya camps and host community.

Purpose	Engagement	Delivery
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Title	Education Officer
Purpose	The main purpose of Education Officer is to manage the Education component of this Project and its associated activities in Cox’s Bazar and act as the key field level representative of Educo. This includes supervising and capacity building of the partners, coordination, implementation of activities, monitoring and evaluation of education interventions of the specific area/ Camp/ Union/ Community etc.
Engagement	The Education Officer (EO) will be responsible for implementing the education project plan and providing technical support/ advice to the implementing partner. The Education Officer will also act as a coordination point for community Engagement. S/he will represent Education component at camp level, amongst humanitarian actors and in the community.

Delivery	<ul style="list-style-type: none"> ▪ Contribute to develop detailed implementation plan (DIP) and is responsible for implementing Education activities with the partners. ▪ Monitor the partners' education activities, provide technical support for Learning Competency Framework Approach (LCFA), digital learning and liaison with other service providers in the Camp and host community level. ▪ Prepare different periodic (monthly, quarterly) progress reports, event reports, case studies/ good practice and submit to the Operations coordinator. ▪ Ensure capacity building of education staff of partners and teachers through providing training and/ or coaching. ▪ Supervise Educo supported learning centers, multipurpose center and ECD center. ▪ Develop modules on education; collect and document necessary information and data for reporting. ▪ Coordinate and participate in different meetings, orientations and workshops organized by Education sector.
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Job Summary:

The '**Education Officer**' will work under the direction supervision of Project Manager for the Project, *Protection and Education in Emergencies for Rohingya refugee children and host communities in Cox's Bazar, Bangladesh under Humanitarian Program*. S/he will manage the Education component of Educo Rohingya response programme and its associated activities in Cox's Bazar and act as the key field level representative.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
1.	Provide Technical Support to Partner on Education	<ul style="list-style-type: none"> ✓ Organize training, orientation workshop for partner on Education issue so that partner staff can deliver the project activities with quality. ✓ Provide on jobs support to partner staff on Education ✓ Provide technical guidance that include training materials to partners to facilitate training, workshop etc. ✓ Assess the capacity gaps of partner staffs on Education and prepare workplan and implementation. 	30%
2.	Planning and Ensure Timely Implementation of Project Activities	<ul style="list-style-type: none"> ✓ Prepare action plan for effective execution of the project activities. ✓ Ensure effective and efficient implementation of planned and approved activities. ✓ Support the partners to operate day to day activities in the field level. ✓ Ensure smooth operation of the assigned learning centers and multipurpose center collaboration with partners. ✓ Provide technical support to partner to ensure safety security of the learners, children and adolescent of the assigned projects. ✓ Take initiatives to enhance the capacity of the teachers, facilitators, children and adolescent. 	20%
3.	Assess the Community	<ul style="list-style-type: none"> ✓ Organize the information of community members and assess potentialities of the community by analysing the socio economic, cultural conditions of the community. ✓ Collect the information regarding community engagement and services that is provided by the government. ✓ Assess the capacity and the scope of further development of teachers/facilitators and project staff. 	10%

4.	Enhance Capacity of Different Stakeholders	<ul style="list-style-type: none"> ✓ Capacity development of partner staff for functioning the learning center management committee (LCMC) and other community members to be more responsible for the learning centers. ✓ Facilitate the partners staff for enhancing the community engagement initiatives for efficient functioning of school. ✓ Enhance capacity of the community members for ensuring a safe community for the children working with partners. 	10%
5.	Communicate with Relevant Stakeholders	<ul style="list-style-type: none"> ✓ Build link with respective government, local and international organizations working in the camp/ community. ✓ Build and enhance linkage with the potential stakeholders and counterparts to receive and utilize their possible assistance to receive required support that is allocated from the government. 	10%
6.	Reporting	<ul style="list-style-type: none"> ✓ Provide required report to the immediate supervisor. ✓ Deliver any required change of activity. 	10%
7.	Others	<ul style="list-style-type: none"> ✓ Attends governmental authorities' meetings, takes minutes, and disseminates it to Line Management and concerned colleagues ✓ Pro-actively contacts the different governmental authorities at the field level to provide updates, ensure good relationships and smooth coordination with them, explaining Educo activities, policies and guidelines ✓ Supports the Program team with the communication to the local authorities and acts as the main focal point for all kind of local authorities ✓ Supports in preparing administrative documentation and addressing any other authorities' solicitations as needed at the national, local, and camp level ✓ Prepares the administrative documentation (i.e., Need Assessment, assist in preparation of FD7, NGOAB reports, letters, completion reports, reports to CiC etc.) with support from the program teams and collects the appropriate signature(s) 	10%
Perform responsibilities defined by organization/management as and when required.			
<p><u>Core Values:</u> Social Commitment Equity Respect</p>			
<p><u>Core Principles:</u> Participation Non-Discrimination Transparency Dynamic Spirit</p>			
<p><u>Education:</u> Post graduation in Education and/or any other related subject.</p>			

Experience and Requirements:

- ✓ At least 3-4 years' experience in Education and/or Education in Emergency (EiE) and child rights or related field Experience in project management related to child rights, child protection in emergency (CPiE).
- ✓ Experience in facilitating training and developing training modules and materials.
- ✓ Experience in developing necessary reports and case studies.
- ✓ Skills and experience in empowering children and communities (e.g., communication, facilitation, negotiation, training) is an advantage.
- ✓ Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work cooperatively with team members.
- ✓ Capacity to balance work-life
- ✓ Excellent Team Spirit, Proactive and Empathetic
- ✓ Resourcefulness, initiative, and maturity of judgment

Language:

- Position requires both English at intermediate level and Bangla at advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Advanced Knowledge and understanding on Child rights and protection
- Knowledge on local language (Cox's Bazar) will be considered as advantage
- Knowledge on Education in Emergency in Humanitarian ground
- High computer literacy with a full knowledge of office applications, MS word, MS Excel and Power Point, Bangla Bijoy Typing etc.
- Excellent analytical skills and decision-making capacity
- Excellent interpersonal and intercultural communication skills

Salary and Benefits:

Monthly **Consolidated** Salary is **BDT 70,839/- (Taka Seventy Thousand Eight Hundred and Thirty-Nine)** only.

Plus: Insurance and mobile allowance as per Educo HR Policy.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

Instructions to Apply:

- 1) Two referees (non-relative) must be mentioned in CV; one must be your latest supervisor
- 2) CV must contain Recent Photograph
- 3) Please go through the job contents carefully before applying

Interested candidates only who meet the requirements are requested to apply through below link

[**Apply Online**](#)

Application Deadline: December 13, 2021

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo Bangladesh determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo Bangladesh has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy and Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo Bangladesh never charges any fee/cost/donation at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**