

Programme Manager – Education Syria/Iraq

About the role: This is initially a one-year contract with the potential to extend. It is a replacement role with unaccompanied terms, based in Syria with travel to Iraq and a salary Band 3: €39,128 - €43,476.

You will report to the Programme Director for Syria/Iraq and will manage a multi-donor funded Education Programme in Northern Syria, technically line managing a national team including three Education Officers and four Education Assistants. You will work closely with the Systems Director, Area Coordinators, Country Finance Controller, MEAL Manager, government counterparts, UN agencies, local and international NGOs, Cluster and Sectoral Working Groups.

We would like you to start by 1 December 2020.

Your purpose: The purpose of the Education Programme Manager is to manage the implementation of Concern's Education in Emergencies Activities, which comprises non-formal education activities supporting the reintegration and retention of out-of-school children as well as activities supporting the formal education system, including school rehabilitation and teacher training. This role also entails supporting the development of additional education programming within the Syria/Iraq country programme.

You will be responsible for:

Programme management and development

- Manage Concern's Education Activities under multiple donors. This entails day-to-day supervision and line-management of project staff; technical planning; developing and maintaining grant management tools and workplans; budget oversight; ensuring strong M&E work and effective feedback loops with programme teams; and otherwise ensuring that implementation is in line with Concern Worldwide's organisational strategy, government regulations, and donor requirements.
- Develop new education programme proposals and budgets, ensuring participatory project design with the involvement of staff, partners, local stakeholders and beneficiary representatives.
- Ensure that gender, equality, school-related-gender-based-violence, inclusivity, conflict sensitivity, accountability, risk and vulnerability are factored into the design, implementation and monitoring of all education projects.
- Manage relations with stakeholders (e.g. relevant government departments, donors and partner agencies) and beneficiaries of Concern's education programmes.
- Ensure quality control of all education projects and activities and carry out regular field visits to inspect and assess activities.

Coordination

- Participate proactively and contribute in the education technical working group and NGO cluster meetings, sharing information on Concern activities and intervention and promoting good relations and collaboration with other actors working in education.

- Coordinate with Concern staff, partners, local authorities and communities with a view to establishing and/or verifying emerging needs, gaps and priorities in the educational sector as part of a continuous programme review and improvement process.
- Develop strategies and plans that contribute to raising the profile of Concern as an expert organization in the education sector in North East Syria/Iraq.
- Consult and coordinate with Concern's Education Advisors in Dublin, as well as with other education staff in other programmes, about emerging sectorial trends, best practices from other countries and ensuring alignment with Concern's Education Strategy.

Monitoring and evaluation

- Work with Concern's M&E team to develop effective monitoring and evaluation systems for educational programmes, including plans, guidelines and indicators.
- Ensure that the monitoring framework within the programme is implemented, including baseline data, secondary data, reviews, end line surveys, donor reporting and internal/external evaluations.
- Work with the team to identify and document project learning and success cases and disseminate learning on the humanitarian response.
- Prepare all the necessary reports such as progress reports, annual reports and final reports for donors. Organize donor visits, evaluations and programme reviews as necessary.
- Working with Concern's M&E team and Accountability staff, ensure strong community response mechanisms are in place and functioning optimally for all educational activities, including Child Friendly mechanisms.
- Ensure compliance with the Core Humanitarian Standards.

Financial management

- As the budget holder for education grants, oversee budgets, financial management and project expenditure, ensuring all implementation teams have updated spending plans.
- Ensure that all project expenditure is undertaken in line with Concern's finance policies and procedures, are donor compliant and that all resources are optimally utilised.
- Oversee grants compliance to ensure the best use of resources and work closely with finance teams to ensure timely submission of financial and narrative reports to donors.

Team management and staff development

- Work with and develop the team to ensure all activities are planned, prioritized, carried out and monitored in efficient and effective ways using appropriate tools, with due consideration to gender, access and inclusivity issues.
- Lead and manage assigned staff, undertaking Performance Development Reviews (PDRs).
- Identify capacity building needs in education and other programme teams and partners and assist HR in the development of a training plan; deliver trainings that fall under your area of expertise and organise/identify other trainings opportunities (workshops; e-learning etc) related to education in emergencies.
- Ensure full compliance of all staff under your direction with Concern's security plans and protocols, and with Concern's Code of Conduct and associated policies.

- Participate in the recruitment of in-country Education staff and any consultants, as required. This includes but not limited to supporting the preparation of job descriptions and participating in interviews.

Other tasks

- Undertake any other reasonable duty and tasks that may from time to time be requested by your line manager, including supporting Concern's emergency response programming.

Your skills and experience will include:

Essential:

- Qualifications in education or a related field
- 2 years' overseas experience in education programmes in emergency contexts
- Experience in education in emergencies/conflict, including one or more of the sub-sectors of formal and non-formal education and learning, accelerated learning programmes, Psycho-Social support, in conflict settings and with IDPs and refugees
- Demonstrable experience in gender, inclusion and conflict-sensitive programming
- A proven record of effective project, people and grant management
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts
- Excellent teamwork skills and the ability to build good relations both internally and externally
- Strong communication skills and experience in report and proposal writing
- Proven financial management skills
- Ability to work under pressure
- Commitment to Concern's ethos and values
- Flexible, adaptable and patient
- Sound IT skills, including Word and Excel

Desirable:

- Arabic language skills
- Understanding and experience of the Core Humanitarian Standard (CHS)
- Experience of working in Middle East (or elsewhere under similar conditions) would be an advantage
- Ability to train local staff and to motivate and develop skills of others

We would also like:

- Familiarity with logistics, HR, Finance, and administrative processes
- Ability to organize and prioritize workload, using initiative when appropriate
- Good team player, flexible and capable of working with a multinational country team, politically and culturally sensitive
- Ability to cope with stress; work under pressure often to strict deadlines
- Flexibility, adaptability, sense of humour, and patience
- Ability to motivate and develop skills of others
- Facilitation and interpersonal skills
- Analytical and problem solving skills

All applications should be submitted through our website at <https://jobs.concern.net> by closing date. CV's should be no more than 4 pages in length.

Due to the urgency of this position, applications will be short listed on a regular basis and we may offer posts before the closing date.

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.