**Job Description**

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| **Job Title:** | Education Field Project Manager |
| **Reports to/advises:** | Education Program Manager |
| **Line Management Responsibility:** | Education project officer, M&E officer, project assistants |

BACKGROUND INFORMATION:

CISP is an equal employment opportunity employer with its Headquarters in Rome. Currently CISP has various field offices, including a coordination office in Mogadishu. CISP Somalia carries out projects in areas of development and emergencies and CISP is always committed to provide quality, equitable, transparent and accountable services in the sectors of Education, protection (Community Care), culture, Health and Nutrition.

CISP is a lead organization supporting all partners implementing the scaled-up community care project implemented across Somalia that is funded by UNICEF. Similarly, CISP is also a consortium member of EU Co-funded Education project (SETS) and ArtXchange projects. CISP other donors include; AICS, WFP and UNOCHA that fund health, nutrition and education projects respectively. These projects are serving targeted communities in Mogadishu, Galkacyo, Hobyo, Gelinsoor, Dhusamareb, Guricel and Abudwak, Garowe, Hirshabelle and local partners support for community care project across Somalia.

CISP projects are implemented by a multi-disciplinary team, including program staff and operationally supported by the administration department based in Mogadishu and the field offices in Galmudug region and Garowe.

**Role and Responsibilities**

The Education Field Project Manager is responsible for planning, coordination, implementation, monitoring and reporting of CISP education projects in Puntland.

**Planning and Preparation**

* Conduct field assessments and support the education program manager in preparation of concept notes and budget for new initiatives
* Play a crucial role in the relation with the Puntland Ministry of Education, Culture and Higher Education in the identification of needs and planning of interventions
* Prepare program activity action plan (work plan, calendar and monitoring plan) and monthly cash forecasts in consultation with program Manager, Puntland MoECHE as well as local implementing stakeholders
* Support the Education Program Manager in the preparation of procurement plan for education projects in Puntland
* Play an active role in identification process of local partners and staff to implement activities
* Play an active role in the process of identifying targeted schools and project beneficiaries, education actors and stakeholders
* Oversee community mobilization and sensitization of the targeted communities

**Program Implementation**

* Ensure the effective management of the program through proper planning, coordination, monitoring and review with Puntland MOECHE, field staff, and local partners
* Provide supervision of key activities in field locations ensuring consistent quality in each location
* Ensure that project/program monitoring and evaluation system/tools are applied and project progress (activities and outputs), results and immediate objectives (outcomes) and impacts are systematically tracked, documented and shared as appropriate on the basis of CISP and donors’ requirements. This includes both CISP and partners managed projects.
* Ensure that projects are implemented in accordance with the action plans and the involvement of partners and concerned stakeholders at all levels.
* Ensure that CISP and its partners implement project activities in a most efficient, effective and sustainable manner
* Ensure proper financial management of activity implementation according to approved activity budgeting preparation.
* Play an active role in development of appropriate tools and methods for sustainability along with community stakeholders

**Monitoring, Evaluation and Reporting**

* Ensure travels to project sites of CISP and partners and regular monitoring of projects together with project team/partners are conducted
* Ensure the participation of target groups, in planning, implementation and M&E of project activities based on CISP principles and approaches
* Liaise with CISP field staff for the implementation of: collection of data, involvement of the beneficiaries, assessments, monitoring, accountability actions
* Collect monthly reports from project officers in the field, check for completion and accuracy and compile high quality monthly reports to submit to Education Program Manager
* Ensure quality and relevant data is collected as required and that the monthly reports entail quality and relevant audio / visual documentation
* Ensure relevant and appropriate “stories from the field” are collected to be included in the activity update section of CISP’s website in collaboration with field communications staff
* Provide technical support to local partners and government offices for them to prepare and submit required reports
* Assist field staff in the timely delivery of financial reporting documents
* Conduct assessments of various nature related to the education program including identifying the support needs of education facilities, educational staff and trainers, CECs and managers, etc. together with others or alone as required
* Participate in development quality monitoring system and follow up the implementation of the system by partner and centres
* Participate in organizing monthly community review meeting with all stakeholders with respect to the activities / results foreseen in the education program while ensuring the involvement on local authorities and communities (with attention to gender equity).
* Document best practice and lessons learnt from the implementation of the project activities by CISP and ensure that they are reported
* Identify operational/technical and management problems arising during the implementation of the project activities by CISP and its implementing partners and report to the responsible line manager in the organisation to ensure timely action is taken
* As necessary ensure that the challenges/problems as also reported, documented and disseminated to the concerned bodies

**Staff Management and Capacity Building**

* Identify field education staff performance gaps and plan appropriate actions in consultation with Education Program Manager and HR department.
* Assist the field offices in the selection process of key staff
* Ensure team work among education team members
* Provide on-the-job-training (OJT) to the staff and increase the capacity of program staff to implement this plan
* Prepare plans enhancing the capacity of CECs and follow up the implementation of the plans
* Provide technical support to partners, education facilities and staff on the field to apply appropriate project implementation approaches as indicated in the action of the project, utilising appropriate and relevant curricula and data collection tools, linking training with employment opportunities where appropriate etc.

**Field Coordination and Collaboration**

* Ensure that the projects are implemented in close coordination with other actors’ education projects
* Establish good working relationship with respective MOECHE and other public or private actors at various in planning, managing and monitoring of project activities
* Attend and play proactive in field education forums such as Education Cluster Meetings, education Sectror Coordination Forums and other working groups as required by CISP Education program Manager
* Submit timely 4W updates of activities at school level to Somalia Education Cluster and Sector
* Liaise with relevant stakeholders (including implementing and funding agencies) in the field to allow coordination and synergies as well as to avoid duplication

**General Statement of Responsibility**

* Perform other related tasks as requested by his/her immediate supervisor
* Comply with all relevant CISP policies and procedures and code of conduct and behaviour
* Account for CISP’s assets and interests and safeguard from loss arising from fraud, waste, weak administration and poor value for money
* Carry out the responsibilities of the role in a way which reflects CISP’s commitments

**How to apply:**

Interested and qualified persons, with the required experience are invited to submit their application to Human resource [hr.somalia@cisp-ngo.org](mailto:hr.somalia@cisp-ngo.org) by close of business on or before: **2nd of June 2022**.

**Email subject**: “Application for the position of Education Field Project Manager -Garowe, Puntland”

Application to include ALL of the following:

* Application form (as per annex HR – 3.3)
* Cover letter (1 page maximum)
* CV (not exceeding 3 pages), including 3 references.

Please note only shortlisted candidates will be contacted.

For more information about CISP, please visit [www.cisp-ngo.org](http://www.cisp-ngo.org).

*CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.*