

## JOB PROFILE

<b>Job Title:</b>	Education Advisor
<b>Place of Work:</b>	Islamabad
<b>Reports to:</b>	Programme Manager Education
<b>Line management responsibility:</b>	Not Applicable.
<b>Budget Responsibility:</b>	Not Applicable.
<b>Child Protection Level:</b>	3

**Name and Signatures:**

**Date:**

**Name of Line Manager and  
Signature:**

**Date:**

### **Job Summary**

The Education Advisor will serve as a senior technical resource on Education to Save the Children UK and Alliance members and will play a liaison role with donors and other stakeholders key to Save the Children's education work. Save the Children works on primary and secondary education for all vulnerable children; with a focus on girls education, education for working children and for children affected by emergencies and armed conflict. The existing education portfolio comprises Quality Education in Balochistan, Education for working children in Sindh, Southern Punjab and NWFP. Save the Children approach is to integrate its education, health and child protection programmes and create linkages with livelihoods and social protection opportunities, therefore the position requires to work cross sectorally.

### **Key Accountabilities**

- Work closely with the senior management teams on key education project(s) to ensure they reflect latest trends in the education programme, technical knowledge and research
- Assist and coordinate with Programme Manager Education and Head of Programmes in the development of the education strategy and the implementation of the education programme.
- Advise and support on the policy debates on education, specifically pertaining to new and existing programme areas.
- Visit the field regularly to support partner organizations in implementation.

- Document the programme learning and education activities and feed it into organisational advocacy objectives in line with Save the Children's national and global policies and procedures and with relevant donor regulations and agreements.
- Produce high quality, analytical programme reports and report programme activities against the monitoring indicators of the programme and projects
- Ensure donor reporting requirements are adhered to and are of a high quality.
- Coordinate with the Alliance members for the effective implementation of the project activities related to the "children in cotton" project. Coordinate with other sectors of the project including child protection, health and livelihoods.
- In consultation with senior management represent of Save the Children UK at senior-level meetings with donors and stakeholders.
- Participate in the design, monitoring, and evaluation of education programmes.
- Support in generating new opportunities by drafting of funding proposals when appropriate and otherwise providing technical support to the preparation of proposals for new projects.
- Utilize meetings, presentations and field visits to cultivate new funding opportunities and gather intelligence about upcoming bids.
- Support baselines and research projects as necessary.
- Build the capacity of partner organization in line with the goals of achieving quality education
- Comply with Save the Children's policies and procedures with respect to child protection, health and safety, equal opportunities and other relevant policies.
- 50% of time will be devoted to the Children in Cotton project of Save the Children Alliance

### **Knowledge, Skills & Experience Requirements**

- Post-graduate degree in education/social sciences or related discipline.
- 5 year(s) of relevant experience.
- Technical expertise in education and creative school access strategies for out-of-school children.
- Familiarity with social research methodologies.
- Demonstrated capacity to network at the national and provincial levels on Education
- Ability to produce successful concepts, project proposals including preparation of technical reports and journal articles.
- Proven teamwork, organizational, and problem-solving skills
- Analytical and interpersonal communication skills.
- Skills and experience in project/programme monitoring review and evaluation.
- Substantial people and programme management experience.
- Solid grounding in Education programme planning, management, and evaluation

**Child Protection - level 3**

**Level 3 – the responsibilities of the post require you to work directly with children or young people, individually or in groups.**

**Declaration**

I, ..... certify that I have read and understood this job description and I pledge to respect it along with the laws of this country, the SC\_UK Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.

NOTE: This document is subject to revision.