

Job pack: Education Management Advisor

Country	Cambodia
Employer/Line Manager	Provincial Office of Education and VSO Cambodia
Duration	June 2018-2021
About VSO Cambodia	<p>VSO is the world's leading international development organisation that works through volunteers to fight poverty. Working in 24 countries around the world, our unique role in international development is to place committed volunteers with carefully selected organisations where their skills can have the greatest impact. Our extraordinary volunteers live and work in some of the world's poorest communities. Sharing their unique skills and experience to generate new ideas and new ways of doing things, helping the communities they work in lift themselves out of poverty. We're not about delivering quick fixes, but instead we focus on long-lasting, sustainable change, that will impact generations to come. Join us and help us work towards our vision of a world without poverty.</p> <p>VSO has been working in Cambodia for over 25 years contributing to poverty reduction, policy change and community empowerment. VSO Cambodia strives for quality education, particularly in the most marginalized and under-served areas of the country. Our education programme supports the Government of Cambodia's national education goals, including the Education Strategic Plan.</p>

Job purpose

VSO Cambodia are recruiting 8 international volunteers to work as Education Management Advisors (hereby referred to as EMAs) in the third phase of a project called Capacity Development Partnership – VSO (hereby referred to as CDP). The project intends to enhance learning outcomes for children in Cambodia by improving the efficiency and effectiveness of the education sector. Indeed, the project will focus on ensuring the development, implementation and monitoring of results-based and high quality sector plans and budgets in the sub-national levels, particularly in target provinces, districts and underperforming schools.

CDP is embedded in a wider program aimed to strengthen multiple functions and structures of the Cambodian education system. The program is managed by UNICEF and financed by the Swedish International Development Agency (Sida) and the European Union (EU) and is run in conjunction with the Ministry of Education Youth and Sport (MoEYS). The intervention modality of CDP primarily rely on knowledge-sharing and capacity-building through activities like coaching and mentoring of sub-national education officials (i.e. MoEYS staff placed at provincial- and district levels and school directors) carried out by international- and national volunteers placed within 8 Provincial Office of Education (POE).

The EMAs will work in pair with national Senior- and Junior Education Volunteers to be placed in POEs across 8 provinces. In brief, EMAs will work towards strengthening regional and local planning and management systems and building the planning and management capacity of MoEYS official at subnational levels. Although based at POE but will also provide support to officials based at targeted DOE and to school directors within the province. The EMAs will work to maximise the impact and sustainability of their inputs by promoting local ownership through mentoring and coaching. The role as an EMA requires extensive professional experience within the field of educational planning and management with skills in problem-solving, analytical thinking, adaptive implementation and continuous professional development (i.e. ability to inspire, mentor, coach and facilitate training). In addition, each EMA will provide specific expertise in one or more area(s) of focus of the project, such as Data analysis or Social Inclusion and gender, for the benefit of the whole team. This will require some travel and capacity building plans to the other provinces and close coordination with the central ministry.

Job Description

Responsibilities	Key Performance Indicators	Competencies	Skills and Knowledge
<p>Responsible for providing continuous professional capacity building of officials at subnational levels and school directors through mentoring, coaching and knowledge-sharing. Ensure that all conducted activities draw on VSO's core programmatic approaches: social inclusion, gender, social accountability and resilience. More specifically, the international volunteer/EMA will be responsible for the following areas of work:</p> <p>Project implementation</p> <ul style="list-style-type: none"> • Lead the provision of mentoring and coaching to MoEYS staff at subnational levels and school directors; including providing supporting the national volunteer in his/her coaching and mentoring capacity. • Lead the provision of technical support and on- 	<p>Project implementation</p> <ul style="list-style-type: none"> • The MoEYS staff at subnational level and school directors have received continuous professional capacity building (i.e. training, mentoring, coaching and on-the-job support) in a systematic and evidence-based approach. • The provided technical assistance has been provided in an effective approach taking into account current needs and future ambitions. • All conducted activities have been aligned with VSO core programmatic approaches. • The progress of implementation has been communicated/reported to the Project Manager on a regular basis. 	<ul style="list-style-type: none"> • Building and Sustaining working relationships The social skills to build and actively maintain working relationships that foster teamwork and collaboration with others for the benefit of a common goal. • Open Minded and Respectful A non-judgemental approach that values other people and culture. • Seeking and Sharing Knowledge Recognition that learning is a two-way and continuous process. 	<p>Volunteer profile (Qualifications/work experience/competencies/personal qualities)</p> <p>Minimum educational background</p> <ul style="list-style-type: none"> • Bachelor degree in management- or education studies and/or other relevant fields. <p>Essential work experience/skills:</p> <ul style="list-style-type: none"> • At least 10 years of experience in the field of educational management- and planning and capacity building. • Excellent knowledge of- and experience from working with at least one of VSO's core approaches: social inclusion, gender, social accountability and resilience. • Extensive experience and knowledge in coaching and mentoring and facilitation of capacity-building training and of at least one of the following area:

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<p>the-job assistance including supervising national volunteer in providing training, workshops and meetings.</p> <ul style="list-style-type: none"> Responsible for ensuring that all conducted activities are aligned with VSO's core programme approaches. Responsible for reporting/updating the Project Manager on implementation of activities, progress, opportunities and challenges on a regular basis. <p>Partnership engagement and collaboration</p> <ul style="list-style-type: none"> Maintain efficient partnerships with the MoEYS officials at subnational levels and school directors to ensure effective project delivery. Identify and encourage new partnerships with relevant education stakeholders. 	<p>Partnership engagement and collaboration</p> <ul style="list-style-type: none"> Partnerships and good work environments with MoEYS staff at subnational levels and school directors have been successfully maintained. VSO has been represented in meetings with relevant stakeholders, opportunities of new partnerships has been explored. Sharing of knowledge to- and regular communication with partners and relevant stakeholders have been carried out on regular basis. The project team has had an efficient work environment with good collaboration in particular between international- and national volunteer. <p>Monitoring and reporting</p> <ul style="list-style-type: none"> Reports of high quality have 	<p>Facilitating Positive Change The ability to analyse problems and develop lasting solutions in line with VSO approaches.</p> <p>Adaptability A flexible approach and the ability to adapt behaviour to different situations.</p> <p>Resilience The self-confidence to work with a variety of situations, diverse people and ambiguity.</p>	<ul style="list-style-type: none"> Human Resource and Training assessment Need Data analysis, statistical knowledge and Action research Social Inclusion and gender in Education sector Experience of working in a developing country preferably in the field of education. Experience with analysing data and building budgets. Committed to VSO's values. Understanding/Knowledge of the value of volunteering in the education sector. Excellent communication skills and ability to present information in a clear and concise manner including verbal and written fluency in English. Excellent skills in Microsoft Office (i.e. Word, Excel and Power Point). Excellent skills in building effective work relationships built on trust and mutual accountability.

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<ul style="list-style-type: none"> Facilitate opportunities for knowledge-sharing and regular communication with partners and relevant stakeholders. Build strong collaboration with the project team in project delivery in particular with the national volunteer/counterpart. <p>Monitoring and reporting</p> <ul style="list-style-type: none"> Lead and be responsible for writing quarterly progress-, training and mentoring reports with other volunteers. Contribute to project monitoring by site observations and conversations with education staff. Conduct case studies together with the national volunteer on project's chains of results. <p>Communication and outreach</p> <ul style="list-style-type: none"> Promote VSO's visibility and raise VSO's profile in the community. 	<p>been delivered within set deadlines/timeframe.</p> <ul style="list-style-type: none"> Project areas and activities have been continuously monitored and documented. Case studies on project's chain of results have been developed and delivered within set deadline/timeframe. <p>Communication and outreach</p> <ul style="list-style-type: none"> VSO has been promoted and kept a visible profile in the community. New solutions for reaching out to- and engaging with relevant stakeholders have been identified. <p>Finance</p> <ul style="list-style-type: none"> The project's financial administration has been aligned with VSO's expenses policies. All expenditures are aligned with project's budget plan and have been documents. 		<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to inspire others. Excellent coordination- and planning skills with experience of delivering results under high pressure. Able to work in a cross-cultural context. Ability to analyse situations and finding innovative solutions to possible challenges. Ability to be flexible including being open to change, uncertainty and new opportunities. <p>Desirable:</p> <ul style="list-style-type: none"> Experience of working in central or local government in an education context. Experience of volunteering for development. Understanding/Knowledge of participatory approaches. Experience of working within a Non-Governmental Organisation (NGO) and with volunteers.

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<ul style="list-style-type: none"> Identify innovative solutions for reaching out to- and engaging with relevant stakeholders. <p>Finances</p> <ul style="list-style-type: none"> Oversee the project's financial administration following VSO's expenses policies. Responsible for ensuring that all expenditures are aligned with project's budget plan and have been documents. <p>Other</p> <ul style="list-style-type: none"> Perform other duties and tasks as required by the project team and VSO Cambodia. <p><i>Due to the nature of our volunteer placements, it is possible that the responsibilities of this role may differ in reality and therefore the postholder will need to be prepared to be flexible and adapt to their environment as necessary.</i></p>	<p><i>Objectives will be further confirmed in a three way discussion between the volunteer, employer and VSO in the first three months of the placement.</i></p>		