

Plan in Vietnam Job Description

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| Job Title: Education Project Officer | Job grade: C1 |
| Reports to: Project Manager | Working Location: Gia Lai |
| Unit/ Department: Gia Lai | Effective date: |
| Staff Directly Supervised (position): | |

Purpose: The Early Childhood Education Project Officer will be working as member of the project team in the Gia Lai Early Childhood Development (ECD) Project implemented by Plan in Vietnam and funded by new Zealand Aid and Plan Australia. The overall job purpose will be to provide technical expertise in the design and implementation of the early childhood education component of the project in Gia Lai, thereby contributing to achieving the overall project objectives.

Job Responsibilities:

***Technical project design and development:**

- Support to design key interventions for the early childhood development project in Gia Lai
- Develop technical guidance and quality standards for teachers/caregivers training to ensure the consistency in the project quality
- Provide technical assistance and advice to teacher and caregiver training interventions
- Review existing schools data and identify data collection and analysis related to knowledge, beliefs, and practices
- Support assessments on school base education at various delivery levels with focus on the quality, accessibility and availability of ECD services. And document the results for further interventions and improvement of the project implementation
- Support the establishment of monitoring and evaluation systems for school based interventions
- Identify key technical interventions and develop standard designs for project implementation in Gia Lai
- Work closely with national experts to provide technical supports to the project implementation

***Networking:**

- Establish good relationship and networking with government partner in Gia Lai province, other INGOs and stakeholders.
- Active participation in the education technical network to gain more technical expertise to improve project quality
- Adopt knowledge, experience, good practices in the sector to cascade relevant staff in the project team

Qualifications:

- University graduate in early childhood education, education management or related fields

Experience:

- Minimum of 3 years experience working with early childhood education

- Experience in working with Government agencies in education system
- Experience of monitoring and evaluating projects
- Experience in coaching, training, and facilitation.
- Experience of working with children and communities and in partnership with different stakeholders.

Knowledge and skills:

- Knowledge of policies and issues related to the ECD in Vietnam
- Knowledge of practical lobbying and advocacy tools
- Good interpersonal, influencing, negotiation skills
- Good conceptual and analytical skills
- Ability to build external relationships and network.
- Good English skills, both oral and written
- High level of computer proficiency

We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.

DIRECT SUPERVISOR
Name:

Signature

Date

I have read the Job Description and discussed the contents and agreed with my line manager.

JOB HOLDER
Name

Signature

Date