



JOB DESCRIPTION

Job Title: Program Officer

Category: Education

Employment Type: Full time

Reports to: Chief Executive Officer

Job Location: Chipata, Eastern Province

Contract duration: One (1) Year with possibility of extension based on availability of funding

STAKES OF THE POST

The main stakes of the post under the supervision of Chief Executive Officer Enlight Abilities:

Project Planning

- Develop overall, annual and quarterly project activity plan, including project activities in collaboration with Chipata District Education Board Secretary

Project Implementation

- Collaborate with Chipata District Education Board Secretary, Schools, Parents Teachers Associations, and DPOs regarding the implementation of inclusive education and monitoring of project activities in line with approved plans & procedures with a focus on increasing access to quality education services to children with disabilities, and creating demand for these services.

Project Quality Monitoring and Management

- Monitor whether schools, parents teachers associations, DPOs, and teachers are implementing the agreed project activities based on IE standards, and agreed timetable.
- Provide technical inputs to local partners for quality activity implementation, especially relating to inputs for DPOs and parents associations in their attempt to get more disabled children into school, improve their reading ability, and learning outcome.
- Participate in the development of project quality and monitoring quality indicators of the project.
- Maintain M&E system and feedback mechanisms.
- Make regular field trips to project sites to meet with project counterparts and participants to monitor quality of activity implementation as assigned by the Chief Executive Officer

Training and Capacity Building of Partners

- Conduct training need assessment and trainings of teachers in the five adopted schools and DPOs, and monitor and evaluate if the trainings have improved the knowledge, and skills of trainees with regards to inclusive education, disability, inclusion, individual learning assessments, etc.

Reporting

- Produce terms of reference and activity reports for each activity implemented.
- Ensure regular recording of field trips and activity implementation relating to project implementation.
- Coordinate with local partner to provide inputs for the periodical reports to submit to the Chief Executive Officer as required by donors and Enlight Abilities Board



Documentation

- Participate in compiling lessons learned, designing and implementing events for exchange of project experience.
- Ensure effective recording and dissemination of results of model of capacity building programs for teachers and DPO capacity building.
- Contribute to designing system to compile and disseminate best practices

Partner Relations: and Representation

- Represent the Project team in the implementation area under the supervision of the Chief Executive Officer with regard to the local stakeholders, including government authorities.
- Maintain positive and productive working relations with Provincial Education, District Education Board Secretary, School Managers, and partners in the field

Perform other related duties and/or tasks as may become necessary or requested by immediate supervisor.

Job Requirement

Essential

Minimum of BA/MA in Education / Special Needs Education field, BA/MA in Development Studies, BA/MA in Social Work.

Experience

At least 2 years work experience in project implementation, Special Needs Education or Primary Education in collaboration with DPOs, Provincial Education, District Education Board Secretary Offices , and Schools,

Competencies:

- Computer literate, and fluent English report, success story writing , and communication
- Planning and time management
- Good interpersonal and negotiation skills support with monitoring of activities
- Activity implementation
- Partnership management
- Facilitation of groups and partnership relationship
- Very good reporting/report writing skills
- Excellent communication skills (written and oral) in English.
- Respectful and compliant with organizational rules and procedures
- Knowledge of professional and capacity building in education sector
- Practical Knowledge of special need education in pastoral and semi pastoral settings.
- Experience in project implementation, and participatory approaches' to learning.
- Driving license and experience to drive motorbike
- Interpretation and translation of local language and sign language
- Adapting of curriculum, learning materials for children with special needs, developing individual education plan (IEPs).
- Knowledge about accessibility of buildings

Personal qualities:

- Tasks and result oriented
- Field work oriented, flexible, diplomatic
- Ability to work under pressure
- Excellent problem solving skill and positive attitude
- Eager to learn and develop skills
- Well organized
- Creative and innovative
- Passionately committed on inclusive Education



- Team player and able to work independently
- Friendly, accountable, dynamic, motivated, and intelligent.

Experience

- Previous experience as Program Manager for education projects and/or experience working with ministry of education and training teachers.
- Understanding of pedagogic on inclusive education
- Developing resource and training materials for teachers
- Understanding of disabilities issues and working with PwDs.
- Technical expertise on specific disabilities.
- Experience working with government and community schools
- Working experience in the project area and ability to communicate in local language (Nyanja) for all sites.

Experience in proposal writing is an added advantage

Deadline for the submission of application letters: 06/03/2020

Please send your **application form, a motivation letter** and **resume** to admin@enlightabilities.com with the subject line of the position-applied for in the subject.

The Equal Opportunities form is available here: <http://www.enlightabilities.com>

Enlight Abilities is an equal opportunity employer offering employment without regard to race, color, religion, gender, gender identity, age, and national origin, and citizenship, physical or mental disability.

People with Disabilities and Women are encouraged to apply