



Functional Title	: Program Associate/Assistant- Education
Department/Project/PN	: Education and Adolescent Empowerment
Workstation	: Madhesh Province, Siraha
Incumbent's Name	: Vacant
Supervisor/Principal Evaluator/Title	: Manager- Education and Adolescent Empowerment
Co-Evaluator/Title	: Coordinator – Gender Justice Health and Education Rights

Job summary:

The Program Associate is primarily responsible for maintaining close relations with partners, Local government stakeholders (Education, women and children and Health Unit) and district line agencies as well as provides technical backstopping on education, financial literacy, entrepreneurship development and SRH component. The Incumbent will report to the Education and Adolescent Empowerment Manager and will work closely with Program Officer, Program Specialist- Education, MEL Specialist, Knowledge Management Specialist and DEIA and Social Norms Change Manager.

The Incumbent will further be providing technical assistance to NGO partners to deliver accelerated learning program effectively and efficiently with SOAR/UDAAN approach by engaging community learning center (CLC), strengthening the school system & governance, collaborating with local government and the relevant stakeholders etc.

RESPONSIBILITIES AND TASKS:

R1. Program planning (20%)

- Gather data and information to enrich participatory project planning process that includes assisting in the development process of detail implementation plans, periodic plans, monthly plans at organizational and partner's level.
- Assist implementing partners in reviewing the plans, track the progress against milestones and provide technical backstopping as well as mentoring and coaching support to implementing partners as required.
- Work closely with partner NGOs and ensure all programs and budgets are utilized as per plan and keep track records of financial/programmatic information.
- Build strong relationship with Schools, Local government, Education Development and Coordination Unit (EDCU) and related line agencies in district.

R2. Implementation & Monitoring of project Plan (70%)

- Work together with program officer in the field to establish good relations with communities, district, province level stakeholders and maintain relation with other like-minded stakeholders such as government, inter-governmental organizations, and NGOs, INGOs, UN agencies etc.
- Support implementing partners to implement project activities in the field and always ensure effectiveness and efficiency.
- Closely collaborate with the local government, implementing partners, schools and UDAAN centers/community learning centers to deliver high quality results from the education and adolescence empowerment projects.
- Help CARE team to identify the capacity gaps of the implementing partners and lead the capacity building process through continuous coaching and mentoring.
- Collect, compile, and share data/information related to Education and Adolescent Empowerment projects for quarterly, semi-annual, and annual reports as per the requirements.

- Regularly visits to the program sites to observe the ongoing programs, interact with the project beneficiaries, stakeholders as well as to collect the bites, case stories etc. and share it to line manager frequently.
- Assist to and seek support from the program officer- education in developing event reports, arranging required logistics during the field visits from CO, visitors, donors etc.
- Ensure close coordination with other employees of CARE in the district, province and at CO level to ensure the project layering and to bring synergies in collaborative project delivery.
- Facilitate /support local governments for the development of education related policies and plans in the program area.
- Together with the program officer, initiate ground level project activities monitoring, validating program data/information and ensure the good quality of program.

R3. Documentation & Reporting (10%)

- Work closely with partner staff, collect and compile good practices and document them well.
- Support to collect relevant documents (education, ARH and livelihood) and share to the concerned partners and project team members.
- Support to publish the information, education, and communication (IEC) materials relevant to the program
- Support to conduct relevant studies to assess progress against project plan and activities carried out by implementing partner, document the findings.
- Document the findings/learning and challenges from periodic and annual review and apply for improvement of the project results.
- Support to compile monthly, quarterly and half yearly progress reports including stories from the field/photographs and quotes etc.
- Support and work together with the team to generate required reports to government agencies and donors
- Support partners to prepare program and event reports.

Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objectives, gender equity and equality
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Any other duties/responsibilities as per the need/priority of mission in consultation with supervisor.
- Responsible for gender responsive behavior in all actions and decisions
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.

Spending authority: Not Applicable

Working conditions:

Based in Siraha district of Madhesh Province

Required qualifications:

- Good understanding of education thematic areas, especially the non-formal education and its delivery approaches.
- A minimum of 2 to 3 years' experience in development organizations or INGOs in education sectors (NFE).
- Bachelor's degree in education with strong written and oral language competency in Nepali, English, and local language (Maithili).

- Good experience of managing partnership with the local implementing partners and the local government in Madhesh province.
- Solid project delivery, implementation, and monitoring skills with a proven history of delivering results.
- Good training and facilitation skills (on NFE is a most) and relevant experience in education, advocacy, lobbying and networking.
- Strong interpersonal communication and documentation skill & Sensitive and responsive to gender, ethnicity, disability, and other core CARE values
- Strong understanding of partnership strategies and linkages development
- Have excellent computer skills including navigating email, internet and MS WORD, Excel, and PowerPoint