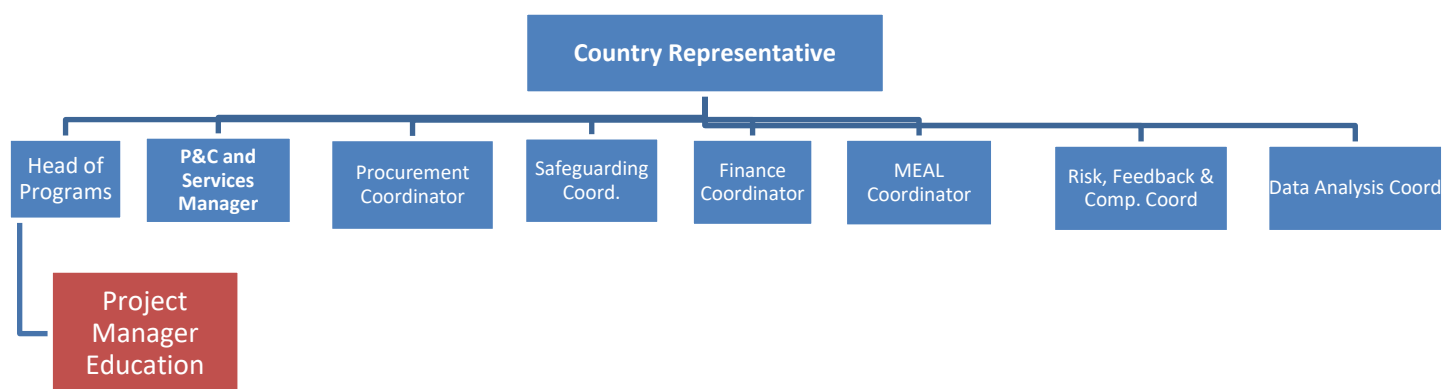


Islamic Relief Sri Lanka JOB DESCRIPTION



| | |
|---------------------------|--|
| POSITION TITLE: | Project Manager Education |
| REPORTING TO: | Head of Programs |
| DEPARTMENT: | Program |
| DUTY STATION: | Country Office Akkaraipattu |
| CONTRACT TYPE: | Fixed Term |
| CONTRACT DURATION: | Till 31 st Dec 2024 (Extendable subject to performance and Organizational need) |

Structure



| | |
|----------------------------------|--|
| Job Purpose | Program Lead (PM) - Education would be the technical person of the project to support the field team in terms of planning, designing livelihoods tools and methods, linking with the service providers, introduce innovation, fill the gaps and track the delivery of the project interventions. He/she will also be responsible to collect data, reporting and documentation. S/he will be traveling to the field and will be providing technical supports |
| Key Working Relationships | Work closely with the Head of programs/ Country Representative to ensure timely planning and implementation of education projects. Lead the education projects by providing thorough guidance and building the capacity of staff working in education project. Maintain a need-based coordination with regional/ global team and with support function at IRSL. Maintain a liaison with the organizations working in education sector in Sri Lanka and coordinate with Government departments, as and when needed. |

KEY ACCOUNTABILITIES

Program Manager Education is expected to fulfil his/ her roles and responsibilities in line with Islamic Relief's code of conduct, values and principles.

Program Implementation:

- Providing strategic direction on the overall project activities of Islamic Relief Sri Lanka
- Developing guidelines, operational manuals, IEC materials etc. with team support.



- Project budgeting, budget controlling and budget managing.
- Reviewing Detail Implementation Plan and Progress Tracking Table, relevant project reports.
- Conducting progress review meeting with project team.
- Planning, analysing designing of the intervention.
- Ensure project guidelines are followed
- Responsible for ensuring that Program achieved targets of outcomes
- Facilitate to provide different capacity building to beneficiaries.
- Ensure a positive working environment in place with good team spirit.
- Prepare monthly, quarterly result-based activity plan of activities and reports of the projects
- Design of trainings to the beneficiaries according to the guidelines of the program.
- Ensure the Child protection, Gender based violence and safeguarding concept are reached to beneficiaries with the support of relevant team members.
- Prepare and coordinate plan and activities that contribute towards the objective of the program
- Regular field visit to project sites.
- Monitoring and supervision of the activities at the field level and sharing the findings with line management.
- Proposals to expand the program/project, using a participatory approach involving all relevant stakeholders.
- Ensure CHS, IHSAN, IRW, IRSL Policies are adhered in all stages of project cycle
- Ensure SADD data are given to MEAL on monthly basis and maintain back up.
- Ensure all relevant beneficiaries are available with back up.
- Ensure work plan as per DIP, are duly met and documented.
- Be responsible to complete Action plan, Quarterly report and Annual report is done and submitted on time to NGO Secretariat as per NGO Secretariat deadline
- Coordinate with fellow project lead to comply with Reports that should be submitted to NGO Secretariats and Government stake holders.
- Attend / arrange to attend Divisional meetings in working locations to update progress.
- Strengthen stake holder network in the working locations.
- Ensure all the Above-mentioned activities will be completed (with evidence based) and to submit upon request.
- Perform any other task assigned or required.

Operation Management and Budget Control:

- Ensure organization overall performance standards are improved as a continuous process.
- Provide expenses control including compliance with IRSL donor requirements.
- Ensure transparency and accountability tools, processes, and mechanisms to affected communities are in place.
- Ensure donor and agency compliance is met at all levels of project/program management cycle.

Networking and Expansion:

- Represent organization by participating in official meetings on different forums including cluster meetings and with the government departments.
- Explore new avenues for collaboration with the government, peer organizations and donors to expand the operations and funding opportunities

PERSON SPECIFICATION



It is essential that the post holder shows a good understanding and sympathy with the organizational values & principles, vision and mission as well as commitment to its PSEAH (preventing sexual exploitation abuse and harassment) protocols. IR has a zero-tolerance policy towards PSEAH and don't support any action that promotes or encourages PSEAH.

IR is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom IR engages. IR expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Qualification & Experience: Bachelor degree or diploma in relevant discipline with 8 years or 11 years' experience in similar capacity, respectively.

- Progressive experience in leading education projects or experience as thematic expert/ subject matter expert in education sector is a must
- Experience of working with education related stakeholders, professional/ regulatory bodies, and establishing education clusters
- Good working knowledge of result-based management, value for money, do no harm, DRM, Complaints management & report writing.
- Though understanding of and experience in using the main qualitative and quantitative methods used in project implementation.
- Experience of supporting MEAL system for humanitarian projects.
- Experience of writing review /reports

Computer Skills: MS Office, Outlook, ERP systems familiarity

Language: English and local/ national languages

Key Personal Qualities:

- Good organisational skills and knowledge of programme.
- Good interpersonal skills including the ability to listen, sensitivity to diverse social, cultural, faith and gender perspectives
- Ability to represent, liaise and negotiate at different levels with external stakeholders
- An ability to work under pressure with limited supervision and in complex environment
- Knowledge and or familiarity with the region.
- Preferred to have working knowledge in English, Sinhala and Tamil.

Value Added Skills:

- Understanding of different practices, concepts and frameworks used in education sector
- Strategic and operational management skills
- Knowledge of humanitarian principles and standards
- Analytics
- Networking in education sector



Reviewed & Accepted by:

Name of employee: _____

Signature of employee: _____

Date: _____

DD/MM/YEAR

Name of supervisor: _____

Signature of supervisor: _____

Date: _____

DD/MM/YEAR

Disclaimer:

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

HOW TO APPLY? Please fill up the application form https://topjobs.lk/demo/2023/OCT/Application_Form.docx & email to HR@islamic-relief.lk mentioning complete position title as **subject of the email**. **Last date to apply is May 14, 2024. Applications will only be accepted on prescribed job application form.**