

PROGRAM OFFICER – EDUCATION & PROTECTION (VCG B 2)

Department: Programmes Department

Location: Abuja

Duration: One Year (With a possibility of extension)

Reports to: Director of Programmes

SUMMARY OF ROLE

The Officer will be responsible for developing and managing projects and activities aimed at improving opportunities for victims of terrorism to become self-reliant, responsible, and contributing members of their communities through education, lifelong learning, and enhanced protection.

DUTIES AND RESPONSIBILITIES

The incumbent will be mainly focused on the following major duties and responsibilities:

Planning and Implementation:

- Prepare strategic plans for project operation in collaboration with local governments, schools, child clubs, and other stakeholders in the project area, and execute the project interventions in the best way.
- Prepare a periodic plan of action for education and child protection activities and execute it accordingly in the target areas.
- Develop required standards of project interventions for the support to schools, children, and the community ensuring all the norms of inclusiveness for child participation.
- Formation of community groups like child clubs, parents' groups, and girls' clubs and mobilize them for their empowerment and capacity strengthening.
- Coordinate with consultants to complete the program according to the plan and timeline built
- Coordinate with project areas to develop long-term and short-term strategies and plans for program implementation, contributing to solving local problems.
- Coordinating the implementation of the program in the areas

Training and Development:

- Conduct orientation, interaction, and discussion for sensitizing communities on child rights, child protection, and other educational issues as required.

- Facilitate workshops and training for enhancing the capacity of teachers, child club members, parents, and community stakeholders on educational as well as child protection issues; mostly on inclusive classroom pedagogy/practices, classroom management, school leadership, and child right, child protection, and child participation.
- Enhance the capacity of community facilitators (CFs) for the effective implementation of the project.

Monitoring

- Carry out a periodical assessment of the project in order to assess the gap in operational practices of project interventions.
- Collect and compile training needs assessments for teachers, SMC/ PTA members, and child club members.
- Conduct field visits to observe, monitor, and evaluate the project interventions and utilization status.
- Prepare reports based on project requirements.
- Review the physical and financial progress of project interventions.
- Collect relevant information and prepare case stories, best practices, and lessons learned.
- Assist in the feasibility of infrastructure activities.

Collaboration and Coordination

- Extend coordination with concerned local government, schools, community networks (child club, child rights committee) and other like-minded organizations, civil society, and seek collaboration.
- Participate in the programs/ meeting and discussions held at the community level and share the learnings/ experiences.

Others

- Coordinate with other team members in implementing activities in other contents/programs such as Reading Culture Development, Children's Capacity Development, Child Protection...
- Other duties as required by the Director of Programmes/Management.

QUALIFICATION AND REQUIRED SKILLS:

- Degree in education, educational management, international development, development studies, economics, social sciences, community development,

democracy, and governance or equivalent. Possession of a master's degree in developmental studies or other related areas would be an advantage.

- Previous training and certification in education, protection and security, developmental studies, economic reconstruction, peace, and conflict studies, monitoring and evaluation, etc. is required.
- At least 5 years of working experience in education/child protection, preferably in inclusive education.
- Sound knowledge of current education and child protection policy and practices of the Government of Nigeria.
- Should have sound knowledge in data analysis, report writing, and training facilitation.
- Should have team mobilization, leadership, and communication skills.
- Ability to communicate in English, and local languages.
- Ability to work under strict deadlines.
- Proficiency in MS word, excel, PowerPoint, email, and the internet.