

LINK COMMUNITY DEVELOPMENT UGANDA



Job Title	Education Officer (5)
Hours	Contract
Accountable to	Senior Project Manager
Location	Amuru/Nwoya (1), Gulu/Omoro (1), Kotido (1), Moroto/Napak (1), Nabilatuk/Nakapiripirit (1)

ABOUT LINK COMMUNITY DEVELOPMENT

Link Community Development Uganda is part of a family of not for profit organisations working together to transform education for children and communities across impoverished rural areas of Ethiopia, Ghana, Malawi, Rwanda and Uganda. Link Community Development Uganda is locally registered and independently governed by Link Board of Directors. Since our foundation in 1995 we have worked in over 770 schools across Uganda helping improve the lives of over two million children through unique and effective school improvement models. We guide governments and educators to adopt low-cost solutions to improve learning and support for children, with a focus on literacy, numeracy and inclusion for the most marginalised children.

We run a partnership delivery model which embeds piloting and learning within local systems, we influence changes to policy, practice and accountability on a national scale, and our interventions are regularly adapted and replicated by governments and NGOs in new countries and contexts.

Link Community Development Uganda believes that a child, vulnerable adult or person at risk should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of all and protects them from harm. We have a zero-tolerance approach to any harm to or exploitation of a child or vulnerable adult by any of our staff, representatives or partners.

JOB PURPOSE

This position is a Programme position, the Education officer provides essential support to the School Leadership and Management (SLaM) project, working with the Senior Programme Manager and other team members to achieve project success. He/she will support Link Community Development Uganda align its focus to a changing context, and deliver quality basic education programmes. He/she is required to report progress toward the achievement of project goals, objectives and interventions using indicators in the project documents.

The Education Officer is the key field based project contact for Link Community Development Uganda SLaM Project. He/She will implement the project activities in line with prepared work plans, budgets and the approved fund/project proposal. He/she is responsible for planning, monitoring and timely delivery of projects activities together with district Education staff (DIS, Associate Assessors, CCTs etc) while maintaining close consultations with the Senior Programme Manager.

The Education Officer makes collective decisions as a member of programme team on day to day implementation of authorized Programme. Decisions that require consultation with the supervisor/ Country Director include major operational decision, policies/procedural changes and financial decisions.

INDICATIVE AREAS OF KEY RESPONSIBILITIES

- Take lead in field-based assessment and selection of project beneficiaries
 - Compile monthly, quarterly and annual field report according to the organization and donor guideline
 - Maintain crucial project documents which track project progress. File all project documents in an
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- appropriate database or library, and ensure that all documents are accurate
 - Identify Problems or Risks that could affect the progression of the project and communicate in a timely manner these items with the Senior Programme Manager, and work to identify potential solutions.
 - Closely watch the project schedule, monitoring deadlines for each project task and regularly check that every deadline is still possible, and report any potential delays to the Senior Programme Manager.
 - Provide timely, effective and efficient delivery of LCDU planned Programmes in the field;
 - Identify, and effectively manage field-based relationships, ensuring regular engagement, networking, collaboration and coordination with key strategic partners in government, and the relevant stakeholders for realization of the programme / project objectives.
 - Promote internal lesson-learning within the Organization Team and other programmes to ensure effective knowledge management on cross-cutting thematic issues
 - Ensure timely, and accountable field narrative reports of programme/project activities in compliance with the organization and donor requirements
 - Raise the profile and visibility of LCDU and its activities through managing the production and dissemination of appropriate IEC materials.
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PERSON SPECIFICATION

EXPERIENCE AND QUALIFICATIONS

Essential

- A Grade III teacher certificate in Education
- Proven experience in implementing and working in accordance with corporate structures, policies and practices.
- Basic knowledge of education context in the district you are applying for.,
- Good facilitation skills with demonstrated experience with participatory approaches to development, including capacity building of local and government institutions
- Experience of working with NGOs engaged in education development and programming
- Training design, mentoring and capacity building experience.

Desirable

- A Diploma/ Bachelor or postgraduate degree in a relevant field (Project Planning and Management, Education, Monitoring and Evaluation skills).
 - Understanding of the National and international education sector issues
 - At least 1 years' relevant experience in a development environment.
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SKILLS AND ATTRIBUTES

Essential

- High level of professional and ethical conduct, and awareness and experience of implementing child safeguarding policies and procedures.
 - Ability to communicate complex technical, or politically sensitive information to a wide audience in simple and engaging terms.
 - Experience in writing, editing and preparing communications materials,
 - Articulate with demonstrable abilities in writing good reports
 - Advanced skills in PowerPoint, Excel and Microsoft Word.
 - Excellent written and spoken English.
 - Proven ability to deliver results with minimal supervision in a fast-paced and challenging environment.
 - A strong team player, able to support others to achieve.
 - Willingness to learn /cope in a changing environment.
 - Must be dynamic, creative, and passionate about delivering positive change in the world.
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- Motorcycle riding skills, or ready to learn how to ride

Desirable

- Report writing skills and Knowledge.
 - Familiarity and competence in use of social media for development.
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Application Process.

- Please send a completed application form and equal opportunities monitoring form to info@linkeduganda.org with the subject line “**Education Officer**”
 - The Equal Opportunities form is available at: <https://linkededucation.org.uk/work-with-us/>
 - The closing date for applications is 5 pm Friday, 30th July 2024.
 - Only shortlisted candidates will be contacted
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