

Terms of Reference (TORs) of District Project Officer Advancing Girls Education and Skills-AGES

Project Title: Advancing Girls Education and Skills- AGES

Job Title: District Project Officer,

Reporting Line: RSPs/ RSPN Project Manager

Duty Station: Concerned District

Qualification: Master in Social Sciences or Education

Required Knowledge and Skills: Knowledge and understanding of Education related issue in Pakistan. S/He must possess skills to work in difficult situation, must be a good trainer, and have good leadership skills, team building, analytical skills, and good communication & coordination skills. Candidate must have 03 years' of experience related to management of Education, Accelerated Learning Program and Vocational skills programs. Candidate having prior experience to work with RSPs will be given preference.

Job Responsibilities: District Project Officer is responsible for overall management of the project in concerned District. H/she is responsible for planning and implementation of project activities and capacity building of staff and other stakeholders as per agreed workplan in target district. In addition to above; following are the detailed ToRs of the District Project Officer;

Key Responsibilities

- Coordinate with the district program officers of the core program of RSPs to determine areas of core operations.
- Develop linkages with TVET centers, Civil Society Organizations working on Education and department of education within the district and LSOs
- Ensure the Link of LSOs with existing education programs to seek the support for supply side interventions
- Facilitate the training program for the LSOs, Adolescents Education Champions and KCIs and build on the job capacity through periodic coaching
- Help the LSOs in developing the charter of demands
- Support the Education Mobilizers in developing their monthly operational/Visit plans
- Guide project team and LSOs in household and School data collection during project implementation
- Participate in the project review meetings and trainings organized by the RSPN.

- Monitor and supervise the work of the Education Mobilizers and Adolescents Education Champions & ensure the monthly meetings of the LSOs
- Ensure timely and accurate compilation of monthly reports, work plans and their submission to RSPN
- S/he will monitor the activities of the community mobilizers and will guide them in supportive supervision and in monitoring the activities of project through AEC, KCIs and LSOs.
- Ensure that data from monitoring and validation activities will be used to improve the field work and for final analysis of the intervention.
- Support/guide district field team in formation of District Education Network-DEN and hold quarterly meetings of DEN
- Support/guide District field teams in identification and selection of the location and teachers for Accelerated Learning Program-ALP for out of school girls
- Develop close linkages with district level stakeholders and extend cooperation to them in tackling the issues faced by them in seeking cooperation from Department of Education
- Facilitate the monitoring visits from RSPN and World Learning/USIAD