



Job Description:	Project Coordinator-Education in Emergency Project	Responsible to:	Project Manager
Responsible for:	N/A	Location, Group & Function:	Cox's Bazar, Bangladesh People Group
Job Purpose:	To coordinate the implementation of Education in the Emergency Project through partner organization and support Project Manager (PM) implementing this project and further scale up.		
Responsibilities		Skills, knowledge, and experience	
<p>Project Coordination:</p> <ul style="list-style-type: none"> Coordinate the implementation of the Education in an Emergency project to support and extend young children learning progress and share information to using teaching learning material into the classroom and also ensure materials quality and availability. Ensure effective involvement of implementation partner organization in three project action, implementation and always sound to emergency perception on the base of the project. Proactively support the project manager and long-term volunteers to prepare an action plan and implement the project with the consultation of the partner organization. Ensure effective design, implementation, and refinement of monitoring systems and evaluation systems and procedures used to track progress and achievements against planned project outputs/outcomes. To create ownership of partner staff & management about quality project implementation and success. Ensure that the project is safe and do 'no' harm by ensuring safeguarding including child protection. <p>Communication and Networking:</p> <ul style="list-style-type: none"> Frequently visiting the camp and coordinate with the field-level organization for harmonizing action in the camp. Get the update and collect all relevant information from all sector & all GO & NGOs and take necessary actions as needed in coordination with a project manager. Participate and represent VSO training, workshop, and meeting in Cox's Bazar and another place. Coordinate and liaise with government and other stakeholders for the implementation of the project. <p>Partner Management</p> <ul style="list-style-type: none"> Work closely with Project Coordinator from the partner organization in implementation, monitoring and evaluation of the project as per plan. Provide technical support to partner staff as needed in project implementation Arrange regular reflection sessions with the partner organization and also share with VSO line manager and management. <p>Volunteer Management:</p> <ul style="list-style-type: none"> Provide mentoring and coaching to volunteers so that they feel confident. Provide safeguarding to volunteers including managing volunteers medical, security and emergency issues inbox's Bazar in coordination with respective focal points from the country office. A Continuously engage with volunteers for the development and technical support delivery into the Project. <p>Financial Management</p> <ul style="list-style-type: none"> Support PNGO to spend the project budget as per the implementation plan with quality. Assist project Focal Person/Accounts personnel in monthly and quarterly accounts to report preparation Ensure transparency in financial dealing 		<p>Essential:</p> <p>Project Management:</p> <ul style="list-style-type: none"> Excellent Basic Non-Formal Education project implementation skills; basic knowledge of developing log frames, Develop Education Materials, Training Manual, Curriculum and excellent facilitation into training. Rapport building with project implementation sector and actor Excellent knowledge & experience on Non-formal Education under PDP III and emergency education implementation process in an emergency context. Ability to build effective working relationships with team members and project stakeholders. <p>Documentation and Reporting</p> <ul style="list-style-type: none"> Skills and experience to collect document and strong preservation method and proper use and also presentation. Skills in report writing, recording, and review. <p>Collaboration and Communication Skills</p> <ul style="list-style-type: none"> Excellent verbal and written communication skills in English. Prefer to understand Rohingya local communication language. Maintain relationship with line manager, VSO management, implementation partner, stakeholder and beneficiaries and also GO, NGOs, UN agencies s. <p>Problem-solving and decision-making skills</p> <ul style="list-style-type: none"> Identify field problems and share with the project team to solve the problems. Provide appropriate decisions into the project team about field operation purpose. <p>Adaptability and Flexibility</p> <ul style="list-style-type: none"> To adapt to the working area environment and stakeholder culture To be flexible to do any emergency action and activity within long distance and short-term notice. <p>Information Technology</p> <ul style="list-style-type: none"> Good level of computer skills (Windows, Excel, PowerPoint, Word, Outlook, Internet). <p>Travel requirement:</p> <ul style="list-style-type: none"> Able to travel in long distance as project deliver demand on a daily basis or weekly basis. Comfortable to use local transportation without risk-free if emergency needed. <p>Commitment to VSO's mission, values, People First principles and core approaches (Social Inclusion and Gender, Social Accountability, and Resilience).</p>	



- Check each and every bill and voucher for project expenditure from office to field level
- Support PM in control project budget and ensure the cost-effective approach

Monitoring and Evaluation:

- Monitor and evaluate project activities in the camp and provide feedback for required action per the M&E plan
- Provide analytical feedback on weekly activity plan and report of the team
- Prepare monthly and quarterly progress report and submit the P of VSO at timely manners
- Assist volunteer and partner staff to Prepare case studies, special studies, FGD with project stakeholders
- Document all process and project success including the collection and documentation of evidence of the impact.

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we protect children, young people and vulnerable adults from harm and abide by our safeguarding policy.

Desirable:

- Minimum 3 years' experience on Basic Non-formal Education project implementation and partner management.

Educational Background:

- Master's in Education and related discipline from recognized institutions.