

# Vacancy Announcement

Human Practice Foundation (HPF) is looking for a new Education Coordinator to coordinate our educational intervention in Taplejung. HPF is a Danish NGO that has been working in Nepal since 2017 and Kenya since 2018. HPF aims to improve the quality of education, health and livelihood of the rural people of Nepal and other parts of the world.

HPF adopts a unique approach to develop children's potentials and create a better future for them. With our child-centred model that puts the child at the centre of our intervention, HPF focuses to develop not only the academic skills but also social, emotional, cultural and interpersonal skills so that every child develops its creativity, critical thinking, problem solving, with good motivations to pursue his/her career to achieve immediate and lasting change in their lives.

Currently HPF is working with 58 public schools of Taplejung and is in the process of expanding further in near future. This position is fully based in the Taplejung district with frequent travel to the project schools that are located in difficult terrain of the district. HPF is looking for a qualified and experienced Nepali candidate with high integrity for the following position:

## Education Coordinator - 1

**Knowledge and Experience:** Masters in Education or equivalent with at least 10 years' experience in education field related to SMC, PTA strengthening, teachers' training, Child Club and supporting students to develop their social and other skills as stated above.

**Job scope:** This position is the overall manager of a 3 year long quality education component in Taplejung and Dhankuta district being responsible to supervise a team of over 15 Education Officers. As HPF is in the process of expanding its work, more areas and staff might be added in near future.

### Key Responsibilities:

- Provide technical support to develop/implement education programs for Nepal, particularly within the field of education team and partners.
- Support HPF education team so that interventions are designed based on an understanding of gender relations and socially excluded group relations so that programmes seek to support the different needs and opportunities of girls, boys and children from disadvantaged families and communities.
- Line manage the Education Officers with timely planning, budgeting, implementation and reporting work.
- Carry out technical and administrative supervision including performance review of Education Officers
- Ensure that Education Officers have living up to the defined work quality, standards and performance.
- Develop training and intervention packages that are required to enhance capacity of SMCs, PTA, Child Clubs, teachers, and also student's socio-emotional skills development.
- Make regular field visits (at least 10 days per month) to check the quality, identify best practices, identify issues to be addressed, and give technical advice to implementing team.
- Periodically monitor the project results and make strategies and actions for improvement.
- Ensure that financial processes are in place with high integrity and discipline whilst implementing activities in partnership with the SMCs.
- Ensure that school operations, systems and routines and finances are complying with the HPF standard and Nepal government's regulation.
- Work as a focal person to deal about the program, issues and concerns with respect to quality education.
- Ensure coordination/liaison of the HPF work with the government and other stakeholders in the district.
- Coordinate and collaboration with Urban/Rural municipalities in all relevant matters and also gather support for the future sustainability of HPF work in the schools.
- Develop and maintain in-depth understanding of the education theme and interrelated sub-themes including existing national laws and policies, directives and procedures, emerging issues nationally and internationally and act accordingly and/or integrate into the program.
- Contribute to the development of HPF's positions on key education issues, drawing upon the proven HPF experiences and best practices at local, district, country and global level, and be the advocate and voice for required policy changes at relevant levels.

**Reporting to:** Country Manager.

**Salary:** Please send your salary expectation in the cover letter.

**Project Period:** 3 years with possibility of extension. Contracts are issued on annual basis, and ongoing renew of the contract depends on satisfactory work performance.

If above criteria and lines are appealing to you, and you have experience and commitment to contribute change in the remote hills of Taplejung, you are requested to send your application along with a short cover letter mentioning 'suitability of candidacy' along with the updated CV by 20<sup>th</sup> January 2022 to [vacancy.hpfnepal@gmail.com](mailto:vacancy.hpfnepal@gmail.com). Woman, Dalit, people from ethnic nationalities and person from the Taplejung or adjoining districts are encouraged to apply. Only shortlisted candidates will be called for the assessment process.

Telephone inquiries or any undue pressuring favouring the candidate shall automatically disqualify the candidacy. HPF Nepal reserves all right to select or not to select candidates through this vacancy.