



United Nations Education,
Science and Culture Organisation

**UNESCO Islamabad
Project Officer**

Terms of Reference

General information

Title:	Education Project Officers (Professional) SB-4 (Rs.60, 169 to 83,786 gross)
No of Posts:	A few
Duration:	12 months
Probation Period:	Three months
Duty stations:	Balochistan, Sindh, and NWFP, with frequent field travel
Line Manager:	Project Officer-Food for Education

Content and methodology of supervision: Monthly, with formal and informal meetings and regular exchange of ideas. The work of the incumbent will be appraised by the supervisor at established intervals.

Background

The hike in food prices, high fuel prices and economic slow down are having serious effects on vulnerable households in Pakistan. Poor households, for whom food represents 60-80 percent of expenditures, suffer most from the food price inflation. More people are likely to fall below the poverty line and the poorest risk sliding into destitution. As a result, education and health of children are adversely affected as the households start offsetting the rising cost of food by reducing their expenditures on education and health. Consequently, the number of out-of-school children has increased with the decline in school enrolment and retention rates. As part of the emergency response to mitigate some of the adverse impacts on MDG and EFA goals, UNESCO is providing educational assistance to the affected population in conjunction with the World Food Programme's wheat and oil ration to the families of school children.

This post has been created to assist in ensuring effective response of UNESCO in implementation of interventions in partnership with World Food Programme.

Duties and responsibilities

Under the immediate supervision of Project Officer-Food for Education, the incumbent will:

1. Maintain excellent communication and coordination with WFP field team.

2. Conduct field visits to collect data on schools and disseminate information for planning of interventions and collect surveys data to assess impact of the project on– enrolment, retention, learning environment at school and home.
3. Coordinate with EDOE staff, head teachers and parent teacher associations (PTAs)/school management committees (SMCs) on enrolment campaigns and School Day Events.
4. Follow-up with EDOE staff on monitoring of students attendance and reduction of drop out.
5. Plan and implement in-service training for head teachers of targeted schools through establishing clusters and plan and implement workshops for provincial authorities.
6. Plan and implement training of EDOEs and his staff on monitoring and support of schools and coordinate and mobilise EDOEs office to monitor target schools in districts.
7. Conduct joint field visit and surveys with EDOEs and its staff to assess impact of the project on schools and communities as a result of awareness raising IEC material, teaching and learning material and training interventions.
8. Assist in acquisition and distribution of project inputs by preparing requirement and distribution plans in a timely manner so that UNESCO inputs are fully synchronized with WFP distribution plan.
9. Assist in identification of reliable vendors and service providers and keep up-to-date contact information of them.
10. Develop network with other Education Program Support Coordinators for sharing of experience and best practices.
11. Prepare succinct reports as per UNESCO requirements and maintain up-to-date files, contact database and store documents in an efficient manner for easy retrieval and share with Islamabad Office.
12. Work during weekend, holiday, and off-hours to ensure that emergency response is provided in a timely and effective manner.
13. Perform other official duties at the request of the Project Manager and the Line Manager.

Required Qualifications

1. Master's degree, or equivalent from a recognised university in a relevant discipline.
2. Fluency in spoken and written English, Urdu and Provincial Languages.
3. Knowledge of education in emergencies and reconstruction will be an asset.
4. Proficient in Microsoft Word, Excel, PowerPoint, e-mail and Internet.
5. Five to Ten years of relevant work experience including work experience of education projects. Experience of food for education will be an asset.
6. Excellent planning, coordination, and management skills.
