



Position: Education Project Officer

Location Mashhad, The Islamic Republic of Iran (with possible relocation to field offices when RI deems necessary), – with 50% travel to other project locations

Reports to: Head of Office (Direct)
Education Sector Lead (Technical)

Position Summary: The Education Project Officer will directly report to the Head of Office in Mashhad and be technically supervised by Education Adviser or Education Sector Lead (Technical) to implement the Education Project aimed at supporting Afghan children in Iran. The PO will be responsible for overseeing outreach within communities in Khorasan Razavi and working with teams to ensure that project objectives are on track, indicators and targets are achieved, and project impact is ensured. S/he will also support monitoring project progress, and lead on partnership management and accountability, across all program locations. S/he will be required to work constructively with colleagues across the field and country team. The PO will be the focal point in Khorasan Razavi for concerned government agencies, ensuring that project objectives delivered by partners are on track and that capacity-building plans are developed as and when required. The PO will be expected to travel to target neighborhoods and possibly travel outside of the base location, to monitor project activities, participate in community mobilization and delivery of project activities. The PO is expected to be fluent in English and Farsi.

Key Responsibilities:

In collaboration with the Field Offices and the Education Team, the Education Officer will:

Program Implementation (65%)

- Implement all Education activities within the scope of the program as directed by the Education sector lead
- Work in collaboration with the Education Team across target locations sharing best practices and lessons learned;
- Lead community mobilization including the capacity building of partner staff and the training of volunteers;
- Manage all project-related procurements as per RI's policies and donor standards;
- Lead on Cash and NFI distributions relevant to project activities;
- Update project work plans for the project location;
- Ensure all education activities are in line with the relevant authority regulations and that the necessary approvals/permissions are in place;
- Participate in government and partner for ensuring messages are disseminated appropriately.
- Ensuring consistency of overall program strategy across sectors with Head of Office and other program staff based in Zahedan
- Support the local program team in implementation when necessary



Monitoring, Evaluation, and Learning (MEL) and Reporting (25%)

- Participate in needs assessments and program development activities;
- Updating online Education project trackers with the progress of the project simultaneously;
- Document best practices and lessons learned;
- Produce project reports (internal and external) including Impact Assessments and PDMs;
- Conduct regular monitoring visit of all field activities.
- Conduct regular monitoring visit of rehab/construction works and provide the office with the relevant reports – work closely with construction team.
- Supervise the collection, entry, and analysis of all Education project-related data in collaboration with the MEL Team;
- Review all project data on a regular basis ensuring the Education Database and internal/external databases are correctly managed.
- Conduct monitoring visits to project locations; develop field visit reports and action plans and follow up on any actions.

External Communications and Communication (10%)

- Maintain relations with project beneficiaries, partners, and stakeholders;
- Participate in relevant NGOs, INGOs, UN, and government for representing RI and its partners, if deemed appropriate, document all communications and produce meeting minutes;
- Contribute to official communications with provincial authorities; document all communications and produce meeting minutes;

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that maybe assigned from time to time.

Requirements

- University graduate in humanitarian/development studies and/or closely related field to education and teaching;
- Minimum of three years professional experience working in the humanitarian sector preferably with (I)NGOs;
- Experience in working with national partners;
- Fluency in both Farsi and English;
- Proficiency in IT especially Microsoft Word and Excel;
- Willingness to travel across project locations.

**RI Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

How to apply:

If you are interested in this job, please email your cover letter and CV, together with **RI Application Form** in English to tehran@ri.org and mention the <Job Title_FULL NAME> in the subject line.

Applications close on 17 April 2022.

Due to limited resources, only short-listed candidates will be contacted.

Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment. All staff are expected to abide by our Code of Conduct.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.