



Terms of Reference (TOR)

Position:	Education Officer
Location:	Yazd, Iran (with travel to other provinces as required)
Duration	1 year (with 3 months' probation)
Reports to:	Head of Office (Direct) Education Advisor (Technical)
About RI:	<p>Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.</p> <p>Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach - which we call the RI Way - emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.</p>
RI in Iran:	<p>Relief International has been active in Iran since 1989. The Iran programme focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is also a major actor in disaster response in Iran and is currently implementing a large scale COVID-19 response. RI supports capacity building of national CSOs as well as coordination and advocacy with other INGO, UN agencies and Governmental partners to improve the overall humanitarian and development response.</p>
Position Summary:	<p>The Education Officer will be jointly supervised by the above-mentioned managers. (S)he will implement all aspects of programming in the relevant project location ensuring objectives are met, indicators and targets are achieved, MEAL is carried out, and minimum standards are applied. (S)he will lead on community outreach and partnership engagement in addition to supporting advocacy and liaison matters.</p>

Key Responsibilities:

In collaboration with the Field Office and the Education Advisor, the Education Officer will:

Program Implementation

- Implement Education activities within the scope of the program in Yazd province, with ad-hoc provinces being managed from Yazd field level;
- Work in collaboration with the Education Team across target locations, sharing best practice and lessons learned;
- Support the community mobilization including the capacity building of partner staff and the training of volunteers;
- Facilitate all project related procurements as per RI's policies and donor standards;
- Lead on Cash and NFI distributions relevant to project activities;



- Lead on referral cases received
- Ensure all education activities are in line with the relevant authority regulations and that the necessary approvals/permissions are in place;
- Establish and maintain effective relationships with the Directorate of Education (DoE) and BAFIA;
- Participate in government and partner meetings, ensuring messages are disseminated appropriately.

Monitoring, Evaluation and Learning (MEAL)

- Participate in needs assessments and program development activities;
- Document best practices and lessons learned;
- Assist in the analysis of the project evaluation results;
- Produce project reports including Impact Assessments and PDMs;
- Conduct regular monitoring of all field activities;
- Supervise the collection, entry and analysis of all Education project related data in collaboration with the MEAL Team;
- Review all project data on a regular basis ensuring the Education Database and internal/external databases are correctly managed.

External Communications

- Maintain relations with project beneficiaries, partners and stakeholders;
- Contribute to official communications with provincial authorities;

Requirements

- University graduate in humanitarian/development studies and/or closely related field to education and teaching;
- Proven minimum of three years professional experience working in the humanitarian/development sector preferably with (I)NGOs;
- Proven communication and representation skills;
- Ability to work under pressure, within a team, under own initiative and with little supervision;
- Organized, flexible and good at multi-tasking;
- Good writing skills including writing clear and well-argued assessments;
- Cultural and gender sensitivity, adaptability;
- Fluency in both Farsi and English writing and speaking.
- Experience in working with national partners;
- 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

If you are interested in this job, please email your cover letter and CV along with RI application form in English to tehran@ri.org and mention the Job Title in the subject line.

Applications close on 4 September 2021.

Only short-listed candidates will be contacted for interview.