

Position	ECCD Program Officer for LEARN Plus Project	Grade	C2
Department & Location	Program Department based in Stung Treng PU	Date	Nov 2020
Reports to	ECCD Specialist		
Purpose	<p>Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years, and are now active in more than 70 countries across the world.</p> <p>Plan International has been working with children and young people in Cambodia since 2002 to help them reach their full potential and we are one of the largest International NGOs operating in the country today.</p> <p>The ECCD Program Officer for LEARN Plus project is responsible for managing and implementing of LEARN plus project including provide technical support, monitoring and coordination of project under ECCD sector. He / she works with others including local NGO partners, community based organization (CBOs) and government partners to ensure project quality, technical soundness and alignment with Plan International’s strategies, approaches, policies and procedures.</p> <p>As a staff member of a child-centered and humanitarian development organization, the ECCD Program Officer will commit to complying with Plan International’s standards and policies related to Safeguarding Children and Young People policy, Gender Transformative and Inclusion. All Plan International Cambodia staff are expected to uphold the organization’s Values and Behaviors in every aspect of their work.</p>		

A. DIMENSIONS OF THE POSITION:

- The ECCD Program Officer manages, monitors and coordinates the LEARN plus project and other ECCD project with an annual budget between 120,000.00 USD – 1.000.000.00 USD
- The post-holder has no people management responsibilities
- The post-holder implement, monitors and tracks the budget of the ECCD Project to ensure compliance with the SAP system finance and program module
- The post-holder manages, monitors and coordinates the project implementation in collaboration with other Program staff, assisting the Program Specialist to ensure that all projects activities, outputs, and outcomes are delivered and achieved within the specified timeframe.

B. RESPONSIBILITIES AND ACCOUNTABILITIES OF THE POSITION:

1. Planning

- Develop annual / quarterly / monthly planning and budgeting in consultation with the ECCD Specialist, and PUM
- Work with ECCD specialist /Program Support officer to ensure consistency and coherence of program planning, budgeting and monitoring with the overall program and budget in the Country Strategic (CS), and donor requirements

- Develop annual and quarterly monitoring plans, in line with M&E framework to cover all target of the project
- Plan his/her work from perspective of achievement gender equality outline in policy on gender transformative and inclusive
- Coordinate and monitor all Safeguarding children and young people Policy (SCYP) requirements such as Safeguarding children and young people mapping, Safeguarding risk assessments and updates, and ensure Safeguarding risks are managed in terms of child participation all project activities, including those with partners.

2. Implementation

- Deliver the project's activities according to the approved project frameworks to ensure that all the project's objectives and outcomes achieved based on planed and proposal
- Monitor the progress of output delivery and budget spending of the projects and provide timely advice and support on any major issues in over / under spending and / or delays or deviations to work plans
- Coordinate with key stakeholders such as NGO partner, CCs to ensure sufficient technical support providing to the program implementation on the ground
- Ensure the integration align with program and influencing into the ECCD sector projects in the field, including the promotion of women and children's participation at every stage of the project cycle
- Implement his / her work and the work of partners from the perspective of achieving gender equality as outlined in the Policy on Gender Equality and Inclusion
- Conduct Safeguarding children and young people Policy, implementation assessments during project field visits to establish if there are gaps and then support partners to improve their compliance with the Safeguarding implementation standards.

3. Coordination and reporting

- Participate in relevant meetings at sub-national and national level as agreed with the ECCD Specialist
- Provide regular / monthly updates on the progress of the projects, including any arising risks and issues to the ECCD Specialist
- Develop progress reports of the project to donors (annual / 6-monthly / quarterly), to ensure they are high quality, on time, and comply with donor requirements
- Support the collation of information to be used for project proposals, implementation plans, or other purposes
- Prepare information and other inputs required for progress reports
- Work closely with ECCD and Education Program Officers and other sector program officers PU based to ensure consistent messaging and integration of programs at the PU level, particularly when working with teacher, DoE and PoE.

4. Monitoring, review and evaluation

- Support the M&E Officers to regularly monitor project / program outputs in accordance with the M&E frameworks of the projects and sector program
- Regularly update the progress report in the Project Outline and ensure timely closure of the Project Outline in the SAP system
- Actively participate in monthly team meetings / reflections with Program Specialists, and other Program staff
- Participate and coordinate all reviews and evaluation, including audits
- Monitor, and evaluate his / her from the perspective of achieving gender equality and inclusion outlined in the Policy on Gender Equality and Inclusion
- Adhere to the Child Safe Guarding Policy and report any Safeguarding incidents in line with local reporting mechanisms.

5. Other

- Work with POEs/DOEs, teachers and school head teachers, CCs , PUM and ECCD Specialist to develop mechanisms for influencing Government strategy at the PU level, in alignment with the national influencing strategy
- Perform other duties as reasonably requested by the Supervisor and Plan International

C. DEALING WITH PROBLEMS:

- Providing the required monitoring to ensure projects are implemented in accordance with detailed implementation plans, approved project proposal, P&IQP standards, Global Approach to Program and Influencing, and Gender Transformative Programming and Influencing approach and donor requirements
- Building effective working relationships and being able to communicate and influence others to ensure, sometimes at a distance
- Being able to operate effectively within a complex matrix structure
- The position is required to apply policies and guidelines to common issues to determine the appropriate response.

D. COMMUNICATIONS AND WORKING RELATIONSHIPS:

Internal contact:

Position	Reasons for contact	Level (high, med, low)
Program Team	Coordination and ensuring effective project implementation	High
PUM	Ensuring effective project implementation	Medium
Finance and Admin	Problem-solving issues related to project monitoring, reporting and / or implementation	High

External contact:

Position/ Organisation	Reasons for contact	Level (high, med, low)
Local NGO partners	Ensuring effective project implementation	Low
Sub-national Government agencies	Ensuring effective project implementation	High
National Government agencies	Ensuring effective project implementation	Low

E. REQUIRED KNOWLEDGE, SKILLS AND BEHAVIOURS:

Knowledge:

- University Degree in education, Early Childhood Education, social sciences or rural development, or related field
- Good knowledge of international development, community development and programs, especially in terms of Early Grade Learning and ECCD areas
- Good knowledge of gender, human rights, and child rights
- Good knowledge of community development and updated information on social development scenario of rural Cambodia
- Knowledge of the rights-based approach, partnership and working with sub-national authorities
- Knowledge of project cycle management best practice
- Knowledge of ethnic minority languages.

Skills:

- 3 - 5 years' experience of implementing ECCD projects / other related projects, ideally related to children
- Experience in working with and through partner organizations and government departments for implementation
- Experience in capacity building and training
- Experience in project management, budget management and reporting
- Ability to develop and monitor complex project / program plans and budgets effectively
- Ability to plan, monitor and report on program activities in line with donor requirements
- Ability to coordinate a wide variety of stakeholders at different levels for program implementation and monitoring
- Excellent communication skills, both verbal and writing in English and Khmer (including but not limited to facilitation, networking, negotiating, capacity building and influencing)

- Able to analyse and solve problems independently, and make decisions based on sound judgement
- Proven report writing skills in English and Khmer
- Computer literate (MS-Excel, MS-Word, and MS-PowerPoint).

Behaviors:

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors
- Holds self and others accountable to achieve the highest standards of integrity
- Consistent and fair in the treatment of people
- Open about mistakes and keen to learn from them
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations
- Creates a climate of continuous improvement, open to challenge and new ideas
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate
- Builds constructive relationships across Plan International to support our shared goals
- Develops trusting and 'win-win' relationships with funders, partners and communities
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

F. PHYSICAL ENVIRONMENT AND DEMANDS OF THE POSITION:

Office based approximately 20 % and field based approximately 80 % dependent on business requirements.

G. LEVEL OF CONTACT WITH CHILDREN OF THE POSITION:

This position has a high level of contact with children.

As an international child and youth centred development organisation, Plan International Cambodia does not tolerate any form of violence against them