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Civil Protection and
Humanitarian Aid



ACCESS FOR OUT OF SCHOOL CHILDREN TO EDUCATION AND SAFE SCHOOLS IN PAKISTAN (ACCESS).

Job Descriptions

Position:	Program Support Officer (01 Position)
Location:	Peshawar (locals of district Peshawar will be given preference).
Gender:	Both female and male can apply.
Salary:	Between PKR 35,000 to 45,000 / month inclusive of all taxes and transport allowance.
Duration:	One year (Extendible) with a probation period of 3 months

Eligibility Criteria:

- Master in Education/development studies or any other relevant/complementing field.
- Proven experience (At least 05 Years) in relevant field (relevant to below job responsibilities).
- Knowledge and working experience of KPK Education Department, local language/dialect (Pashto/Hindko etc.) and own conveyance will be considered as an asset and a competitive edge.

Responsibilities/expectations of Program Support Officers are;

- Facilitate the Feeder School (FS)/GCS establishment approval process at district level
- Conduct Broad Based Community Meetings (BBCM)
- Conduct household visits for information dissemination through Taleemi Razakar or VEC
- Celebrate enrolment day at school level through Village Education Committee (VEC)
- Ensure monthly meetings of VEC through Taleemi Razakar/Senior Community Mobilizer
- Ensure Community Resource Mapping Exercise through Taleemi Razakar/SCM
- Ensure submission of weekly progress report to VEC by Taleemi Razakar/SCM
- Ensure submission of Monthly progress report to NCHD/ESEF/Project by SCM
- Formation/Strengthening of Community Committees (MC, VEC, Or PTC as per context)
- Develop Community Action Plan by engaging communities and education stakeholders
- Identify and address barriers to girls enrolment including security risks
- Identification of appropriately qualified teachers for recruitment & future deployment
- Mobilize Community Resources for required in-kind contribution
- Facilitate linkages of the MC/VEC/PTC to the NCHD/ESEF and ED at district levels
- Conduct WASH Facilities Assessment
- Rehabilitation of WASH Facilities through CAP by MC/VEC
- Conduct technical assessment of missing facilities in formal schools
- Rehabilitation of WASH Facilities and boundary walls
- Develop Village/SMP Plan
- Develop Enrolment Report (Progress against lists of OOSC)
- Conduct mentoring/coaching sessions for Taleemi Razakar/SCM
- Develop and implement gender and child-friendly schooling
- Develop SBDRM Plan (Including Evacuation Plan) at school level
- Organize Community Session for sharing results of social audits
- Organize provincial/district level kick-off ceremonies for enrolment campaign
- Identify and select Taleemi Razakar together with local communities
- Develop quarterly plan of action for Taleemi Razakar/SCM



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These vacancies are required to be filled on urgent basis and CVs will be reviewed and candidate may be selected on rolling basis.

Please send you CV at

hope87.jobs@gmail.com

by **14th April, 2019**, no later than 5.00 PM PST.

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