

## USAID/UKAID ACCELERE!

### Activity 2 Improved Governance & Accountability by Stakeholders in the Education Sector

#### DFID Education Governance Programme

<b>Job Title:</b>	<u>Provincial Coordinator</u>
<b>Programme Area:</b>	Programme Management, Technical Leadership, Provincial Coordination
<b>Country:</b>	Democratic Republic of Congo
<b>Location:</b>	Kinshasa with regular field missions to the six target provinces
<b>Duration:</b>	up to 2 years, from 1 <sup>st</sup> February 2018
<b>Reporting to:</b>	Team Leader

#### Purpose

Reporting to the Team Leader, the Provincial Coordinator will coordinate with the provincial teams and oversee the delivery of technical work, so as to ensure the successful implementation of the programme's objectives and a streamlined vision, excellent quality and strong communications throughout the programme.

#### Specific Tasks and Responsibilities:

The Provincial Coordinator will have the following responsibilities:

- Provincial technical delivery coordination:
  - Coordinate closely and regularly with Provincial Teams as well as the Lead Advisers to ensure that programme objectives are understood, work plans are followed and deadlines are met, and results and evidence of impact are comprehensively collated to inform progress in quarterly and annual reports;
  - Undertake regular monthly visits to the six target provinces to monitor progress and provide technical assistance to teams and ensure roadmaps are being adjusted to provincial specificities and progress closely monitored;
  - Take responsibility for coordinating with the Technical Coordinator and Team Leader on inputs for drafting quarterly, annual and milestone deliverable reports in regard to provincial workplans for checking and approval by the DRC Senior Management Team, including the Project Director;
  - During missions to provinces meet with key actors on a technical basis (including Proved) to ensure ownership, identify potential blockages and/or risks, and support provincial teams in working politically;
  - Provide support to Technical Coordinator and Team Leader in understanding stakeholder mapping, dynamics of change, and/or key characteristics for each province and escalate any information needed to understand the situation in the field and potentially adjust strategy;
  - Provide support to provincial teams in adjusting their technical assistance workplans to ensure sustainability and setting up of accountability and transparency mechanisms and escalate to Technical Coordinator/Team leader if any gap is identified;
  - Assist in the quality assurance of all provincial technical outputs, and if necessary, the drafting of Terms of Reference for short term roles and/or approval of the inputs of experts to the programme against programme needs and within budget;
  - Oversee technical work in Provinces as outlined in the Implementation Strategy to ensure progress, strong coordination with other ACCELERE! components and

other projects working in Education and/or Governance sectors so as to identify strong leverages for change;

- Support the Team Leader in managing all quality assurance of provincial programme outputs and reports, to ensure excellence.
- Programme Management
  - Contribute to revision of theory of change and strategy, including preparation of workplan and annual review process along with DFID procedures.
  - Maintain communication flows with the Team Leader, the Technical Coordinator, and Lead Advisers.

The Provincial Coordinator must also ensure at all times that:

- Mott MacDonald and DFID work ethics, good governance, anti-corruption and transparency principles are promoted and followed;
- Necessary approvals are obtained and processes followed;
- Value for money is ensured; and
- Mott MacDonald and DFID standards of safety and security are maintained.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

## **Required competencies and experience**

### **Essential competencies/skills**

- Deep understanding of the professional context of governance and education in developing countries, particularly in fragile contexts;
- Experience of working in DRC or another insecure/fragile country; In-depth knowledge of the DRC is also an asset;
- Confidence and ability in dealing with technical issues, working politically and managing teams;
- Ability to multi-task, prioritise and manage own time for maximum efficiency;
- Pro-active and shows initiative in approaching problem solving with the ability to react to situations expediently;
- Willingness to get fully involved in the success of the program and deliver on time
- Strong team spirit and capacity to manage stress smoothly;
- Willingness to travel to the provinces of the DRC (up to 30% of time)
- Strong understanding and experience of working to DFID's vision and goals in development;
- Fluency in French essential;
- Excellent analytical and writing skills in French;

### **Required academic/professional qualifications, training and experience**

- Preferably educated to Masters level or equivalent;
- Previous experience in management/leadership in education or related governance field;
- Proven technical competence in one or more of the programme technical areas;
- Ten years' experience in working in developing countries.
- English speaking and writing would be a plus