

Vacancy Announcement

The Swiss Agency for Development and Cooperation (SDC) project “Shkollat për Shëndetin” is being implemented by Save the Children in Albania (SC). The Project started in March 2021 and will have an implementation timeframe of 4 years. Its overall goal is that schoolchildren, their families and communities at large in Albania reduce the exposure to the major risk factors for NCDs and effectively cope with health emergencies including COVID-19 through inducement of positive changes in behavioural patterns and improvement of lifestyle practices, personal hygienic measures and safe environment practices.

Save the Children is recruiting motivated and experienced staff for the “Shkollat për Shëndetin” Project.

Post title: **Education Expert
Albania Country Office**

Application dateline: **14/12/2021**

As a member of the Project Core Team, the Education Expert shares the overall responsibility to deliver effective and efficient outcomes for all children in Albania. As a member of the Team, the position is responsible for qualitative project implementation, impact monitoring and effective budget expenditures in line with the strategic directions of Save the Children in Albania.

Required qualifications and experiences

Minimum requirements

- Relevant higher education in education field.
- 10 years of experience in working in similar projects in education sector (pre university education specialist).
- Knowledge of Education System in Albania and on recent developments in the field of education.
- Active participation in project implementation (education projects).
- Fluency in English and Albanian languages.

Additional requirements:

- Master’s degree in education field will be an added value.
- Experience in writing project reports/project proposals.
- Commitment to and understanding of health promotion project and Save the Children’s aims, values and principles including rights-based approaches.
- Knowledge of global human rights issues, specifically relating to children and women, and the current Save the Children position and approaches.
- Ability and willingness to dramatically change work practices and hours, and work with incoming teams, in emergencies.

Interested candidates should apply online by submitting the following within the application dateline:

- 1- Cover letter clearly explaining your motivation for applying for the position and how you meet the position criteria;
- 2- Detailed CV;
- 3- Minimum 3 (three) reference letters;
- 4- Copy of diplomas;
- 5- Copy of ID card.

Link of application:

<https://stcuk.taleo.net/enterprise/SocialShare.js?requisitionNumber=71386&jobboardNo=9001>

Only short listed candidates will be informed. Shortlisting will be done based on below criteria:

- 0 = fails to meet criteria
- 2 = partially meets criteria
- 4 = meets criteria
- 6 = exceeds criteria

JOB DESCRIPTION

JOB TITLE: Education Expert – Albania Country Office	
PROGRAMME: Health promotion and non-communicable disease prevention in schools	LOCATION: Tirana with travel thorough the country
GRADE: 3	POST TYPE: National
Child Safeguarding: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children and/or young people.	
ROLE PURPOSE: As a member of the Project Core Team, the Education Expert shares the overall responsibility to deliver effective and efficient outcomes for all children in Albania. As a member of the Team, the position is responsible for qualitative project implementation, impact monitoring and effective budget expenditures in line with the strategic directions of Save the Children in Albania.	
SCOPE OF ROLE: Reports to: the Team Leader (Project Manager) Country Dimensions: Save the Children works across Albania with a current staff complement of approximately 35 staff and current expenditure of approximately \$3.5 million each year. Staff directly reporting to this post: None	

KEY AREAS OF ACCOUNTABILITY:

Scope of the Assignment:

- Ensure quality programme implementation in line with Save the Children principles, values and strategic plan and following Save the Children compliance procedures.
- Establish networking, liaise and maintain close relations with key representatives from the Ministry of Education and Sport (MoES), its affiliated agencies, and other relevant central/national, regional and local stakeholders pertinent to Education on issues related to the assigned tasks and project activities.
- Establish networking, liaise and maintain close relations with key representatives from the local government (municipality authorities, Regional and Local Education authorities) and school authorities thorough Albania.
- In collaboration with the Project Manager and the Health Expert prepare a detailed working plan of the Yearly Plan of Operations (YPOs) for the project and ensure effective implementation and monitoring through regular checks.
- Provide technical expertise and contribute in designing project proposals, drafting of terms of references and other project-related documents.
- Provide expertise and contribute in model design and testing in the framework of different project activities.
- Exhibit effective knowledge management and system, information exchange and the development of training and orientation materials developed and deployed for strengthening of project activities in Education field.
- Provide recommendations for policy development as well as awareness rising within the framework of all project activities.
- Provide regular written reports, updates and feedback on the progress of the project to the Project Manager.
- Ensure timely submission of all required reports allowing sufficient time for internal review and feedback.
- Contribute and consolidate progress reports submitted to the line Ministries, Save the Children (SC) and the SDC (Swiss Embassy in Albania).
- Conduct frequent field visits in all project areas.
- Ensure full compliance with the working languages in both English and Albanian (fluency in written and oral communication in both languages is required).

Internal and external communication, relationship and networking:

- Ensure the Project Manager is updated regularly and is fully informed of key issues and events as they arise.
- Share information and ensure effective communication to remain transparent with all staff and stakeholders.
- Cooperate with the team members and other relevant SC staff to ensure that lessons learnt from implementation are incorporated into new development actions.
- Ensure consultations with other stakeholders, partners and community members in cooperation with other team members during all key stages of the project cycle.
- Represent the current project at forums, meetings or workshops when requested by the Project Manager.
- Participate in regional and/or local networking meetings and workshops when requested.

General Responsibilities:

- Ensure that SC Child Safeguarding Policies are followed through in practice during the overall implementation of programme activities.
- Represent the current project (or SC) when required by the Project Manager (or, the SC Director).
- Work with the Health Expert and the Project Manager to ensure proper M&E plans and tools are in place, and are effectively implemented for all project activities.
- Support the project compliance with all SC Operating Standards and Operating Procedures.
- Cooperate and coordinate closely with the Health Expert of the current project and other relevant staff from SC national office.

Emergency Preparedness and Response:

- Where required, participate as member of Emergency Response team, proactively providing support and flexible working to ensure effective response to affected children and communities.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for himself, takes responsibility for his own personal development and encourages others to do the same
- Widely shares his personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically

Collaboration:

- Builds and maintains effective relationships with the project team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- Relevant higher education in education field. Master's degree in education field will be an added value.
- 10 years of experience in working in similar projects in education sector (pre university education specialist).
- Knowledge of Education System in Albania and on recent developments in the field of education.
- Active participation in project implementation (similar projects).
- Experience in writing project reports/project proposal.
- Commitment to and understanding of health promotion project and Save the Children's aims, values and principles including rights-based approaches.
- Knowledge of global human rights issues, specifically relating to children and women, and the current Save the Children position and approaches.
- Ability and willingness to dramatically change work practices and hours, and work with incoming teams, in emergencies.
- Fluency in English and Albanian languages.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.