

HEAD – EDUCATION PROGRAMME NEPAL



JOB DESCRIPTION

DATE APPROVED: MARCH 2025

Employer:	Adara Development Nepal
Preferred Location:	50% Humla, 40% Ghyangfedi & 10% Kathmandu
Employment status:	Full time
Reports to:	Executive Director
Direct reports:	Education Project Managers for Humla and Ghyangfedi

OVERALL JOB GOAL

The overall goal of this job is to uplift the quality of Adara's education work and increase the impact of our programs to ensure all children (especially girls in Adara's partner communities in Humla and Ghyangfedi), have access to quality education up to higher secondary and above, so that the community has an educated and employable population, and children are protected from trafficking and abuse.

KEY RESPONSIBILITIES

Current education work

- Execute our Remote Education model through strengthening our systems, enhancing learning outcomes (especially for girls), providing essential resources, creating a child-friendly environment and generating and adopting innovative approaches to create sustainable quality education services.
- Oversee all education projects and provide constructive input and recommendations for education strategic planning, annual education planning, annual budgeting and implementation, to ensure alignment with SDG goals and the national education plan.
- Establish strong child protection systems and create schools and communities safe and fit for children.
- Generate and adopt innovative ways of learning, making the best use of IT and E-learning.
- Work with the RMEL Team to ensure education projects are effective, impactful and achieving the strategic goals. This includes improving current quality of the data Adara collects, tracking progress of projects against indicators, ensuring early identification of areas needing remedial action and developing solutions if data shows we are not reaching intended results.

Upscaling and sharing our work

- Work with the Knowledge Sharing Team to formulate and execute upscaling of Adara's comprehensive education projects to catalyse change in education programmes and improve reach and impact beyond project areas.
- Work with the Knowledge Sharing team to advance our knowledge sharing stream. This includes documentation of our current best practices and learnings, preparing case studies, publishing remote education related articles, books, videos, papers and journals.
- Build networks with others working in similar areas to share knowledge.

Staff and stakeholder management

- Ensure ground staff are managed well, properly guided, and trained and that there is excellent communication, documentation and reporting in place to allow close monitoring of projects.

- Establish strong and meaningful relationships, coordination and collaboration with central, provincial and local governments, district education coordination unit, school management committees, alumni groups, partner organisations and other key stakeholders in uplifting and improving the education of the populations we work with.
- Promote and facilitate excellent and suitable education planning, policy and legislation through evidence-based advocacy initiatives designed to influence government's development plans and budgets.
- Engage, empower and support key stakeholders in strengthening the education system, promoting transparency, accountability, sustainability and a strong sense of community ownership.
- Promote active community engagement in a manner that reduces over dependency and discourages passive service-seeking mentality.
- Prepare periodic (quarterly, bi-annual and annual) progress reports and donor-specific reports if required.

QUALIFICATIONS AND EXPERIENCE

- Must be Nepali citizen and live in Nepal
- Master's degree in education or relevant subject
- At least 7 years of relevant experience
- Experience working for government or non-government organisations

COMPETENCIES

- Strategic, confident, proactive, flexible, friendly, open and honest
- Good understanding of, and experience in education delivery system in Nepal
- Must be able to work independently and have demonstrated ability to use initiative
- Willingness and ability to participate in Adara Development Nepal's long-term vision and work with the rest of the team to realise this vision
- Good computer skills (MS Office, Power Point, email and internet)
- An understanding of development principles and how to apply them
- Ability to work efficiently and meet tight deadlines with excellent time management, organisational and project management skills
- Willingness to work and travel in the Humla district and endure the remoteness for lengthy periods of time
- Excellent people management skills
- Excellent communication and writing skills in Nepali and English
- Strong negotiation and interpersonal skills, including the ability to communicate on all levels within internal and external groups