

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for EIM Coordinator Position based in Yangon. Please see the following detailed information.

**SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE**

JOB TITLE: Education Information Management (EIM) Coordinator	
TEAM/PROGRAMME: Myanmar Education Consortium (MEC-MEAL)	LOCATION: Yangon, Head Office
Number of Position: 1 Grade: NAT - 3	Type of Contract: Fixed Term
CHILD SAFEGUARDING: Level 3 – the role holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the vetting process staff.	
ROLE PURPOSE: Myanmar Education Consortium (MEC) works to improve education for marginalised children in Myanmar - those who are not fully served by the government system - whether due to access, language, poverty or exclusion. MEC supports complementary basic education services through funding to partners to deliver services, and organisational support providing technical assistance to established Education Providers. The program promotes inclusive, evidence-based policy dialogue through networking and knowledge sharing. MEC focuses on strengthening Monastic and Ethnic Education systems and contributing to strong and lively education provision capacity in the country. The MEC Education Information Management Coordinator is based in Yangon and is responsible for the co-ordination of an effective system of technical support delivery. The EIM Co-ordinator acts as the bridge between partners and MEC technical advisors in MEAL and Education Information Management. The candidate is expected to be flexible and accommodative and be able to deliver tasks in time-constrained deadlines. S/he will co-ordinate MEAL/EIM systems strengthening support, to ensure targeted, tailored and high-quality support is provided by MEC to its partners. S/he will ensure MEC support is provided in line with MEC’s Partnership Guidelines. S/he will support the co-ordination of internal team planning, budgeting, monitoring and evaluation of partner support, working collaboratively with the wider EIM team, and broader teams within MEC.	

SCOPE OF ROLE:

- **Reports to:** MEAL Advisor (Partner Support)
- **Direct Reports:** None
- **Financial Approval:** No financial approval
- **External Representation:** Partner and Field Level
- **Travel:** Frequent (over 6 days per month)

Key accountabilities
Partner Support Co-ordination

- Co-ordinate the provision of technical support across MEC EIM team and partners in the areas of planning, assessments, systems strengthening plan development, implementation and delivery, and monitoring and evaluation of MEC support.
- Build and maintain strong and effective relationships with MEC partners
- Utilise technical knowledge in Education Management Information Systems (EMIS) to ensure high-quality design of technical support
- Deliver technical support in collaboration with and under the guidance of the MEAL Advisor for partner support based on the technical gaps identified by the partners
- Provide technical support to MEC partners in strengthening their data and information management system such as data collection, data quality assurance, data entry, data storage (database), data analysis, data interpretation and generating information to be utilized in decision making and feedback into project cycle management
- Facilitate capacity building training and workshops for the partners in collaboration with other EIM team members and under the supervision of MEAL Advisor for partner support
- Facilitate learning and reflection across MEC and its partners, facilitating cross- collaboration, learning and sharing
- Identify MEAL learning methodologies and tools to be utilized by the EIM team in trainings or mentorship

Team Coordination

- Support and contribute to the development and implementation of annual MEC MEAL strategies.
- Compile and provide required data for reporting to donors and MEC requirements.
- Contribute to Annual and Semi- Annual planning and reporting processes, consistent with MEC's operational requirements.
- Develop work plans that include training activity and assignment of responsibilities among team members and deadlines
- Assists with logistics and prepare budget estimates for training activities
- Support the development of documentation and reporting relating to partner support, and ensure new learnings are systematically documented and shared.
- Other duties as assigned

General

- Pro-actively build and maintain the skills and competencies required to co-ordinate effective support
- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Build and maintain optimal working relationships with all programme implementation and programme quality teams in line with MEC partnership principles.
- Ensure that child participation and child safeguarding is integrated into design and implementation of MEAL activity, and that children's voices are represented.

EXPERIENCE AND SKILLS

- Bachelor's Degree in Education, Social / Development Sciences, Information Technology or other related subjects
- Demonstrated experience working with and across ethnic groups in Myanmar, including a demonstrated ability to build and maintain strong relationships
- Demonstrated experience in MEAL in conflict-affected settings
- At least 4 years' experience in development, humanitarian context working for non-government organizations, UN agencies or other
- Experience and knowledge in Education Information Management Systems, or the management of data across a relevant sector
- Experience in using statistical software and tools such as STATA, SPSS, KoBo, Power BI, Excel, etc. and database management
- Strong English and Myanmar communication skills, both written and verbal, are required. Fluency or near fluency (written and spoken) in Mon, Karen and/or Jingpaw is desirable.
- Strong communication skills, both orally and in writing, with an ability to deliver presentations, training courses, and effective meetings
- Proven ability to coordinate with different teams and create an environment which encourages team-working and motivates a team across various geographical areas.
- Excellent personal organizational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environments according to travel requirements
- Ability to work collaboratively with colleagues across the organization developing effective working relationships to deliver outstanding results for quality education
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

SCI values are indicated below and we expect all candidates to align with such values.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children 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
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- 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
- Always acts in the best interests of children

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.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

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

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

For External Candidates:

<https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=220001HX&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

For Internal Candidates:

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=220001HX&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

Closing Date: 18 March 2022

User Guide for Applicants at SCI:

https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo_applicants_user_guide.pdf

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.