

## **EDU Project Manager – Job Description**

### **Job purpose:**

The EDU Project Manager is responsible for the overall planning, coordination, implementation, monitoring and delivery of the Education Project in accordance with approved project objectives, workplans, budgets, quality standards and donor requirements. The position ensures effective and timely delivery of education interventions, promotes quality, inclusive and safe learning opportunities, and works closely with technical and support teams to achieve planned results for children and learners, particularly those who are vulnerable or experiencing barriers to education.

### **Job responsibilities**

#### **1. Project Planning and Implementation**

- Lead the development, review and implementation of project workplans, activity schedules and operational priorities in line with the approved project document.
- Ensure timely implementation of education activities across targeted locations and follow up against agreed targets, milestones and deliverables.
- Identify implementation challenges, facilitate corrective actions and adapt operational plans when required.
- Ensure effective sequencing and coordination of activities across the different education components.

#### **2. Team Leadership and Internal Coordination**

- Provide overall direction, guidance and coordination to project staff and ensure clear roles, responsibilities and priorities.
- Work closely with the ECE, Education, Experts, Digital Learning team, and relevant project team members to ensure coherent and complementary implementation.
- Facilitate regular team meetings, follow up on agreed actions and support effective communication and information flow.
- Promote teamwork, accountability and timely delivery of individual and team responsibilities.

#### **3. Programme Quality and Results**

- Ensure education interventions are implemented in accordance with approved approaches, relevant education standards and principles of quality, equity and inclusion.
- Work with technical staff to identify programme quality gaps and ensure appropriate follow-up and improvement actions.
- Promote child-centred, inclusive and safe learning approaches across relevant education activities.

#### **4. Monitoring, Accountability and Risk Management**

- Work closely with the M&E team to monitor progress against indicators, targets, outputs and expected results and ensure that monitoring findings inform implementation.
- Conduct regular field visits and implementation reviews to assess progress, quality and compliance with agreed plans.
- Track implementation risks, operational challenges and emerging needs and coordinate appropriate mitigation measures.
- Ensure follow-up on identified gaps and agreed corrective actions.

#### **5. Financial and Resource Management**

- Monitor project expenditure against the approved budget and implementation plan and identify significant variances or resource gaps.
- Coordinate with Finance, Procurement, Logistics and relevant teams to ensure timely availability and appropriate use of project resources.
- Ensure project resources are used efficiently and in accordance with organizational procedures and donor requirements.

#### **6. External Coordination and Representation**

- Maintain effective coordination with relevant education authorities, stakeholders, community representatives and partners, as appropriate.
- Represent HAND and the Education Project in relevant coordination meetings and contribute to information sharing and joint planning.

#### **7. Reporting, Documentation and Learning**

- Lead the preparation and consolidation of timely and accurate project progress reports and provide required inputs for donor reporting.
- Ensure systematic documentation of achievements, challenges, implementation evidence and lessons learned.
- Capture good practices and support the use of programme learning to inform ongoing implementation and future programming.

## **8. Safeguarding, Inclusion and Compliance**

- Ensure child safeguarding, protection, gender, disability inclusion and safe learning considerations are integrated throughout project implementation.
- Ensure project activities and staff conduct comply with HAND policies, donor requirements and relevant safeguarding and accountability standards.
- Promote equitable access to education, with particular attention to vulnerable and marginalized children and learners.

## **Qualification and Experience**

- University degree in Education, Educational Management, Social Sciences, International Development, Programme Management or a related field; Master's degree is an advantage.
- Minimum 5 years of relevant experience in managing and implementing education programmes/projects, preferably in humanitarian, recovery or development contexts.
- Proven experience in leading multidisciplinary teams and coordinating education, ECE, learning recovery, digital learning, teacher development, materials and M&E functions.
- Strong experience in inclusive, child-centred and safe education programming, with understanding of safeguarding, protection, gender and disability inclusion.

## **Skills**

- Programme planning, implementation and coordination.
- Team leadership and people management.
- Results-based management and reporting.
- Partnership, communication and coordination.
- Problem-solving and decision-making.
- Inclusive and child-centred education programming.

- You are kindly requested to submit your resume with the title in the subject line "EDU Project Manager " to the following email address: [career.sy@hand.ngo](mailto:career.sy@hand.ngo)

**Applications without the subject name will not be considered.**