United Nations High Commissioner for Refugees (UNHCR)

E X T E R N A L   V A C A N C Y   N O T I C E

JOB DESCRIPTION

Vacancy Notice No.: **EVN/KEN/KAK/CONS/17/001**

Functional Title:	Programme Manager, Instant Network School Programme (National Consultancy)
Duty Station:	Sub Office Kakuma
Date of Entry on Duty:	1 October 2017
Duration:	Up to 31 December 2017
Closing Date:	<u>24 September 2017</u>

1. General Background of Project or Assignment:

Refugee classrooms are perhaps the toughest in the world. Throughout East Africa, teachers are routinely working in under resource classrooms, trying to meet the needs of a large number of mixed-age and mixed-ability learners. Fostering quality learning in these environments remains a constant challenge for even the most talented teachers. This is especially when teachers don't have dynamic or current educational resources.

In response, Vodafone Foundation (VF) and UNHCR have worked together on the Instant Network Schools (INS) Programme to address learning resource needs. In collaboration with Vodafone Foundation and refugee communities, UNHCR has developed and adapted the INS to meet context-specific challenges. Instant Network Schools provide a holistic solution to transform an existing classroom into an innovation hub for learning – complete with a local network; internet connectivity; sustainable solar power; a classroom kit that includes 25 tablets, a laptop, a projector and speaker; localized digital content; and a robust teacher training programme. INS aims to improve access to quality education for displaced children in refugee camps, through the use of technology and connectivity, alongside teacher training and capacity building support

Initially developed in Dadaab refugee camp with the testing of 13 centers in 2013, INS is implemented in 31 centers across 4 countries (Kenya (Kakuma and Dadaab), DRC, South Sudan and Tanzania. In Kakuma, INS is implemented in 6 centers (3 secondary schools, 1 primary school, 1 community library and 1 teacher training institute).

Each expansion of the INS has adopted a community-driven model whereby the design is co-developed with members of the school community. Through this process the locations (school or community center), the types of content, the inclusion of specific resources, the training plan, and the programmatic agenda are determined. Each INS is run by a local coach who provides in-service training and support for learners and teachers. Daily logs of INS use are also recorded and uploaded to a global platform; which helps to track utilization, flag challenges, and identify areas for re-design or capacity building.

2.   Duties and Responsibilities

This position is hired by UNHCR and reports to the Education and Protection Officer (Community Based) with support supervision from UNHCR Innovation's Learn Lab Manager. It is responsible for the day-to-day implementation and monitoring of the Instant Network Schools programme in Kakuma. Working closely with the Coaches who are hired by implementing partners to run the Instant Network Classrooms on a daily basis in each school, the Programme Manager is responsible for the effective and efficient management and implementation of all activities within the Instant Network Programme in Kakuma.

Area	Description of Tasks	Performance Indicators
Co-ordination of programme set-up	Lead the establishment of the INS locations in schools and community hubs	• Refurbishment of buildings and installation of equipment completed in-line with budget and timetable • Trouble-shooting for all equipment during and after set up
Programme Management	Supports UNHCR and VF team with the strategy, project planning, identifying mobile technology based solutions for the specific education needs in the location	• Quarterly and annual implementation plans developed, approved and followed • Educational content selected, rolled out and utilised
	Responsible for the implementation of the INS programme in accordance with approved time schedules, budgets and both UNHCR and Vodafone Foundation guidelines and procedures	• Fortnightly meetings with VF team on technical and programming developments and plans. • Technical issues log updated weekly and tracked appropriately and support given to IP IT teams or others supporting technical trouble-shooting

Community Affairs	Serves as a liaison between Vodafone, UNHCR and the community (both refugee and host community). Promotes a positive image of the program and is available to the public and media.	• Develop and maintain a database/list of stakeholders and their contact details • Case Studies, interviews, stories collected from the coaches and released/distributed as appropriate
Monitoring and evaluation	Support Coaches and partners in monitoring the programme, including the development and support in the effective use of online tools	• Monthly, quarterly and annual monitoring, evaluation and impact reports sent to VF and internally within UNHCR as required • Relevant data shared and support given to VF in analysing the impact data
	Support monitoring, data collection and research visits by VF	• Successful organisation and management of VF visits
Resource Planning and Management	Manage the inter-agency implementation and support teams	• Monthly report and activity plan outlining activities, needs and planning of the programme team overall
	Leads and supports the work of the Coaches in the schools	• Monthly feedback on Coaches' activities and a detailed plan on training and support for the coming month
Training and Support	Provide on-the-job training, and facilitate training by others, to Coaches, partners and other stakeholders in using educational technology, ICT maintenance and other relevant areas	• Training Coaches in use and basic maintenance of the equipment, use of content, integrating technology into lesson planning and delivery

3. **Desired Skills and Experience**

- University degree in ICT
- A background in education and knowledge of educational technology will be an advantage
- 5 years of proven experience with various distributed ICT Systems and Networks, preferably in a development setting
- Experience working in harsh environments with low bandwidth field technologies.
- Excellent team work and problem solving skills.
- Demonstrated experience and skills in facilitation and delivering trainings.
- Demonstrated experience conducting data collection for monitoring and reporting
- Solid writing skills and an understanding of project management cycle and programme management in complex emergencies
- Fluency in English. Knowledge of Swahili and Somali will be an added asset [depends on location]
- Strong organizational, interpersonal, verbal and written communication skills.
- Strong computer literacy.
- Must be able to multi-task effectively and balance competing priorities, reporting lines and deadlines.
- Advanced interpersonal skills he/she must be able to relate well with others, dictate responsibilities, offer support and constructive feedback.
- Must have excellent problem-solving skills. He/She must be able to adeptly and quickly solve problems as they come up.

4. **Employment Modality**

This position will be based in Kakuma and will be hired through a consultancy agreement. The successful candidate will initially be offered 3 months probationary contract with possibility of extension.

Languages:

Fluency in oral and written English and Kiswahili.

Application procedures:

Candidates who wish to be considered for this position should complete a Personal History form (P.11) available on the following link http://www.unhcr.org/ke/wp-content/uploads/sites/2/2017/09/P11-Form-UNHCR.doc and attach it to their application for the position. Applications should be sent to;

The Human Resources Officer,
UNHCR Branch Office,
P. O. Box 43801-00100 Nairobi-Kenya,

or hand delivered to UNHCR Branch Office for Kenya, Lynwood House, Waiyaki Way (opposite Lions Place) or the nearest Sub Office. Please quote Reference: EVN/KEN/KAK/CONS/17/001.

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