

CANADIAN COOPERATION OFFICE (CCO) - JOB DESCRIPTION

JOB TITLE:	Education Advisor
IMMEDIATE SUPERIOR:	CCO Director
DIRECT REPORTS:	None

BASIC FUNCTION

- As part of the Canadian Cooperation Office (CCO) Education Team, assist Foreign Affairs, Trade and Development Canada (DFATD) clients in the analysis, planning, management, monitoring and coordination of DFATD's Education program in Tanzania.

MAJOR ACTIVITIES OF THE JOB

INFORMATION, RESEARCH AND ANALYSIS

- Formulate DFATD technical positions and advise DFATD on technical aspects of Education in light of DFATD policy and objectives, including but not limited to:
 - keeping abreast of the latest development trends in the sector and update DFATD on best practices and current thinking;
 - providing technical comments, analytical summaries and/or briefings on documents (studies, project approval documents, TORS, proposals, meeting minutes and briefing notes for visitors, etc.);
 - monitoring evolving risks and assessing mitigation strategies;
 - analyzing and assessing the activities and programs of the GoT, other donors and international organizations working in the sector; and,
 - identification of areas requiring DFATD management attention.
- Prepare briefing notes on GoT and DFATD activities in the sector.
- Examine issues related to monitoring and evaluating the performance of large Canadian investments in core Education reforms designed and led by the Government of Tanzania.
- Monitor opportunities for synergies with DFATD bilateral programs in other sectors and those supported through other channels (partnership and multilateral).
- Identify entry points and strengthen cross-cutting issues such as gender equality and environmental sustainability in DFATD's Education programming.
 - Monitor and advocate for consideration of gender equity issues in multi-stakeholder consultative and decision-making discussions.

REPRESENTATION AND EXTERNAL SUPPORT

- Develop and maintain excellent working relationships with Government officials, Development Partners, Civil Society organizations (national, Canadian and international) and other stakeholders.
 - Recommend policy positions through engagement with government of Tanzania, donors, civil society and discussions with DFATD.
 - Present agreed DFATD positions during bilateral and multilateral discussions with government and other donors (working groups, task forces, special committees).
 - Backstop the DFATD Sector Team Leader (STL) when the STL is not available for important meetings or events.
 - Interact with local civil society organization partners.
 - Assist Canadian partners and institutions in the delivery of their programming in Tanzania.

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- Participate in sector reviews, multi-stakeholder monitoring, audits and evaluations.
- Actively participates in Technical Working Groups (TWGs) within the joint education sector dialogue structure, contributing substantively to discussions and to development or review of policy paper, strategies or program documents produced by partners, with a view to ensuring that DFATD positions and requirements are reflected. Actively promote donor coordination and harmonization in all aspects of the program.
 - Identify other donors with whom DFATD could coordinate its resources to maximize the effect of DFATD's contribution.
 - Participate on DFATD's behalf in joint initiatives with other development partners.
- Supports DFATD's and the STL's role in the Education Development Partners' Group.

PROGRAM DEVELOPMENT

- Contribute to the design and planning to initiatives ranging from small support projects with civil society to large government-led multi-donor programs.
- Provide technical comments on project proposals from Tanzanian civil society organisations and from Canadian institutions.

PROGRAM IMPLEMENTATION

- Contribute to program delivery, monitoring and evaluation, including preparation of progress reports.
- Ensure/review that due diligence is achieved, in conjunction with fellow development partners, with regards to DFATD disbursements, as per DFATD's accountability framework.

OTHER

- Facilitate the integration of education issues into other areas of DFATD programming.
- Support incoming missions and the Canadian High Commission.
- Participate in preparation of annual sector team work plan, as well as quarterly reviews and progress reports.
- Perform other duties and activities from time to time at the request of the DFATD STL, CCO Director or DFATD management team.

DECISION MAKING / RECOMMENDATIONS

The Advisor is expected to provide advice and recommendations to the Education Team Leader and DFATD management on the following:

- what programming areas DFATD should support;
- nature of the support and how it should be given;
- implementation and development of the program in Tanzania; and,
- levels and timing of disbursement of project or program funds.

These recommendations can concern multi-million dollar disbursements to core Education reforms.

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PRESSURE OF WORK

- The work entailed is guided by broad objectives. There is a need to attend many meetings and dialogue sessions with different stakeholders in addition to analysing documents.
- Pressure of work increases during the annual reviews and field visits.
- The work requires that numerous project files are kept open simultaneously adding to the administrative workload level.

CONTROLS AND CHECKS

Work is checked through:

- Weekly meetings with the DFATD Sector Team Leader.
- Task lists and deadlines for specific packages of work, assigned and reviewed by the DFATD STL.
- A personal Annual Work Plan with quarterly review with Education STL and twice yearly review with the CCO Director.

CONSEQUENCES OF ERROR OF JUDGEMENT

Errors of judgement may result in:

- delays in program funding approvals;
- sub-optimum allocation of DFATD resources;
- poor identification of risks and inadequate assessment of likelihood and impact; and,
- erroneous perceptions by external stakeholders.

MINIMUM EDUCATION

- Bachelor's degree in closely associated field.

MINIMUM EXPERIENCE

- Five years of experience in education sector or related field.

KEY COMPETENCIES

- Good analytical skills;
- Ability to plan and organise work;
- Good interpersonal and public relations skills;
- Good written and verbal English communication skills; and,
- Competency in the application of key computers software packages, especially word processing, spreadsheets and PowerPoint presentations.

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APPROVAL OF JOB DESCRIPTION

Name of Job Analyst who prepared job description: _____

Signature of Job Analyst: _____ Date: _____

Name of Employee who was interviewed about this job: _____

Signature of Employee: _____ Date: _____

Name of Direct Supervisor for this position: _____

Signature of Supervisor: _____ Date: _____