

Job Description: Education Specialist – Country Engagement and Policy Team

Posting Title:	Education Specialist
Peoplesoft Job Code:	Education Specialist
Number of Positions:	1
Network:	GGPE
Sector:	HD
Hiring Manager Name & UPI #	Jo Bourne
Hiring Manager Delegate/Assistant Name	Tahina Razafindramary
Department / Division:	DFGPE
Grade:	GF
Job Location:	Washington, DC / Paris, France / From home until return to offices is allowed
Recruitment Type:	International
Appointment Type:	STC
Vacancy Type:	Non-Managerial Job
Appointment Duration:	120 days from January to June 2021
Language Preferences:	English [Essential]; French [Essential]
Competency Included in Selection Criteria:	Yes

Background/General description

Are you a passionate advocate for education? Do you want to make a difference in the lives of children in the world's poorest countries? The Global Partnership for Education Secretariat would like to hear from you.

Established in 2002, the Global Partnership for Education ("Global Partnership" or GPE), formerly the Education for All Fast Track Initiative, has grown and evolved to become the premier partnership focused on basic education in developing countries. Its members include close to 70 of the world's poorest developing countries, over 30 bilateral, regional, and multilateral agencies; development banks; the private sector; civil society groups; and teachers' organizations. The Board of Directors is the Global Partnership's governing body, sets its policies and strategies and approves all funding.

The mission of the Global Partnership is to galvanize and coordinate a global effort to deliver a good quality education to all children, prioritizing the poorest and most vulnerable. To that end, the Global Partnership helps its member countries to develop and implement sound education sector plans and has allocated approximately \$4.7 billion in education grants to date. The Global Partnership mobilizes international financing and promotes/ efficient use of international and national resources to support developing countries' education goals and sector strategies.

With over 100 staff, the GPE Secretariat is hosted by the World Bank in Washington, D.C. The Country Engagement and Policy Team (CEP) is the Secretariat's primary interface with developing country

partners. The team comprises a group of Senior Country Education Specialists ('Country Leads' or CLs) who each lead on the relationship with and support to a portfolio of countries. They are supported by a group of Education Specialists, Monitoring Specialists and an operational support team.

The Secretariat currently has a need for an STC Education Specialist post. The primary role is to support the work of the Secretariat in facilitating the achievement of GPE's three country level strategic objectives in assigned countries. These are (1) to strengthen education sector planning and policy implementation; (2) to support mutual accountability through effective and inclusive sector policy dialogue and monitoring; and (3) to ensure that GPE financing efficiently and effectively supports the implementation of sector plans focused on improved equity, efficiency and learning.

Duties and Accountabilities

Working closely with the senior education specialists and education specialists, and other Country Engagement and Policy (CEP) team staff, when necessary, Education Specialists (ES) provide technical and operational support to the CEP's country-facing activities. The successful candidate will support senior education specialists ensure efficient grant processing and oversight including drafting quality assurance reports, addressing comments on the reports and handling Secretariat internal processes regarding grant approval. She/he will also facilitate timely and smooth communication related to the team's work with other teams, and contribute to data management, tracking, and reporting of grant related actions. At the same time, the selected candidate will support the Regional Manager in developing and managing the team workplan. The successful candidate will report to the Regional Manager for Africa 2 team (Francophone Africa).

The STC Education Specialist will have direct responsibility for the following:

Relationship management

- Provide support to assigned CLs in GPE's Secretariat's engagement with respective countries including conducting/facilitating high-level missions; participating in Joint Sector Reviews and monitoring missions;
- As assigned by the Regional Manager, provide back-up support to assigned CLs in country level work; in certain situations, she/he may be asked to take on the role as interlocutor;
- Support consistency in messaging and requests from the Secretariat to partner countries, so that they are appropriate to country context and dynamics.

Support to Sector Analysis, Development and Implementation of Sector Plans

- In order to effectively support the Secretariat's facilitation of GPE processes at country level, develop in-depth knowledge and understanding of the education sector in countries supported by assigned CLs;
- Support processes to use GPE's Results Framework analytics and Operational Risk Framework to identify priority actions and strategies to achieve progress on GPE's country level priorities in assigned countries;

- In close collaboration with CLs and other colleagues, serve as Peer Reviewer and contribute to Secretariat comments/inputs on draft sector analysis (ESA), draft education sector plans (ESP/TEP), and other documents shared by developing country partners for Secretariat inputs;
- Guided by the GPE results framework methodology and analytics for joint sector reviews (JSRs), support the planning and follow-up of JSRs and other consultations with country partners, and participate in such events as necessary; support data compilation and analysis on JSRs for the GPE Results Framework.

Support to GPE Program Development, Monitoring and Implementation Processes

- Provide effective support to CLs in GPE grant application process, including guidance to countries on Education Sector Plan Development Grants; Program Implementation Grants; and Program Development Grants;
- Support CLs in the effective and efficient undertaking of Quality Assurance Reviews (QAR) for Education Sector Program Implementation Grants;
- As and when required, serve as peer reviewer of grant application documents for assigned countries;
- Support CLs in effective monitoring of GPE grants in accordance with Operational Risk Framework.

Knowledge Management

- Liaise with teams across the Secretariat to support internal communications and clarity of processes around GPE Secretariat's engagement at the country level;
- Contribute to Education, Policy & Performance team-led work to identify and disseminate good practices and innovations in education policy design, planning and implementation;
- Assist CLs in ensuring that knowledge of assigned countries' education sector - including bottlenecks and solutions for reaching GPE strategic goals - is shared with appropriate colleagues, and recorded for posterity;
- Assist CLs and the Secretariat's Operational and Risk team in regular updating of the Operational Risk Framework;
- Assist CEP monitoring and operational staff in ensuring that grant and sector level documentation is properly documented, filed, and tracked;
- Support assigned CLs in development of country briefing notes for Senior Management;
- Contribute to regular updating of country pages on GPE website.

Monitoring and Reporting

Contribute to internal strategic and corporate reporting around issues related to assigned countries:

- Closely work with CEP monitoring and operational staff in capturing necessary grant and sector data and information throughout the year;
- Provide data for monthly Board updates and/or highlights on country facing activities for the Secretariat and Board;
- Support CLs in work to promote Partnership goals, including identifying opportunities and ensuring quality of briefing materials for discussions between the Board Chair/CEO and high-level DCP officials;
- Provide input and feedback regarding gaps and improvements in data collection mechanisms, processes, tools, and instruments related to education sector work.

Additional Responsibilities

In addition to the responsibilities above, S/he will contribute to other areas of GPE Secretariat work, including:

- Contribute to GPE Secretariat's effectiveness and collaboration including (1) Contribute to knowledge, analysis and dialogue around the country level work through EPP teams; CEP coordination team and CEP meetings; (2) Contribute to CEP annual planning process and monitoring; (3) Represent CEP in Secretariat task teams, reference groups, and internal/external meetings as appropriate;
- Contribute to strengthen Secretariat's operational and procedural rigor through development and enhancement of country support-related guidelines and tools.

Selection criteria:

Master's degree in education or related discipline, including training and experience in program and data management and analysis.

- At least five years' experience in a similar function within international development focused on program development, management and reporting.
- Expertise in one or more of the following areas: Financing and management of education systems, education planning, education in fragile contexts, girls' education, learning, inclusive education, teacher development, or other areas relevant to the work of the Global Partnership.
- Experience with cross-cultural dynamics, political sensitivity
- Willingness to work in a complex environment and travel to support country level processes
- Strong analytical skills
- Ability to work independently and under pressure and to work effectively in teams
- Highly organized at both the task and project level
- Attentive to details

- Ability to communicate clearly and accurately in English and French both verbally and in writing

Competencies:

- Lead and Innovate - Develops innovative solutions.
- Deliver Results for Clients - Proactively addresses clients' stated and unstated needs.
- Collaborate Within Teams and Across Boundaries - Collaborates across boundaries, gives own perspective and willingly receives diverse perspectives.
- Create, Apply and Share Knowledge - Applies knowledge across WBG to strengthen solutions for internal and/or external clients.
- Make Smart Decisions - Interprets a wide range of information and pushes to move forward
- **This is a 120 days consultancy from January to June 2021 with the possibility of additional days based on performance and business needs after July 1, 2021.**
- **This consultancy can be performed in the candidate's country of residence-however, global expertise is needed for the consultancy as indicated above.**

Please **send a CV and a Cover letter** before December 4, 2020, 11:59 pm. Only applications sent to this email address gpestjob@globalpartnership.org will be considered.