

## Roles and Responsibilities

### Summary of Key Functions/Accountabilities:

- Overall MA-UK focal point in the Consortium led Integrated Education & WASH Response project in Sittwe Township in Rakhine State. Leading on implementation activities, budget and project documentation in line with proposals, strategies and donor requirements
- Adherence to MA-UK policies guidance and procedures
- Identification of needs in coordination with other consortium members for project expansion
- Technical and operational support to quality programme implementation
- Networking and partnership building
- Innovation, knowledge management and capacity building
- Liaise and collaborate with relevant local authorities and other key stakeholders.

### Specific Responsibilities

The Education Projects Manager will oversee project cycle management for current education projects in Rakhine. The key responsibilities will include but not limited to;

### Support Programme Implementation

- In line with the Consortium agreement, collaborate with key partners at all stages of the project cycle to ensure the implementation of a timely and high-quality Education/WASH activities in the target areas
- Support day to day oversight of MA-UK roles within the Consortium led Integrated Education & WASH Response Project. Ensuring MA-UK implements its delegated activities in ways that are responsive to communities and children's needs, in line with MA-UK's principles, values and meeting inter agency Network for Education in Emergency standards
- Applying internationally recognised standards in EiE and WASH, alongside key accountability and quality structures of CHS and SPHERE standards
- Contribute to the development of Rakhine Area and Education strategies, initiate and participate in the development of relevant education proposals, in collaboration with Rakhine Programme Manager and Senior Programme Coordinator.
- Support the preparation of situation analysis's for MA-UK's general Education/WASH programmes, to ensure that current and comprehensive data on key issues is available to guide MA-UK's strategic policy, advocacy and development efforts on education programmes.
- Identifying gaps in education and WASH service provision and advocate with relevant authorities for service provision.
- Support innovation and change approaches if necessary
- Contribute in the preparation of budgets, raising procurement requests