

- Review BvAs and work with the Senior Programme Coordinator and Grants Coordinator to make the required re-alignments in line with MA-UK and Donor regulations.
- Ensure that project documents are correctly completed, approved and archived both in soft and hard copies
- Work closely and collaboratively with internal colleagues, partners and Consortium members to discuss strategies and methodologies, to ensure the achievement of concrete and sustainable results.
- Collaborate with MA-UK MEAL Unit and Consortium members to identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Conduct regular field visits to check the quality of implemented activities and take any corrective actions as necessary.
- Prepare regular and mandated internal and external programme reports for management, Consortium members donors and partners to keep them informed of programme progress.

Networking and Partnership Building:

- Conduct regular meetings with Consortium members, LWF, SCI and Plan international
- Identification of needs in coordination with other consortium members for project expansion
- Represent the Consortium in relevant meetings where applicable
- Participate in regional education fora's including the education cluster meetings and meetings convened by Education networks at State and district levels. The aim, to advocate and improve the quality education for IDP's and host communities in target areas.
- Coordinate with other education stakeholders – UNICEF, and other INGOs implementing education projects in the region for integrated programming and avoidance of duplication
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnerships and support fund raising for education programmes.
- Liaise with other stakeholders, including schools, local leaders and partners and participate actively in coordination meetings.
- Participate and/or represent MA-UK in appropriate with local government, NGOs,

Innovation, Knowledge Management and Capacity Building:

- Apply and introduce innovative approaches and good practices to build the capacity of staff, partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.
- Participate in team reviews of results and program progress and/or project evaluation when and as requested

Other

- Any other assignment by line manager