



ASPBAE Programme Monitoring and Learning Officer Position Description and Selection Criteria

ABOUT ASPBAE

The Asia South Pacific Association for Basic and Adult Education (ASPBAE), a regional association of over 120 civil society member organizations (CSOs) from 30 countries in the Asia Pacific Region, committed to advocating for quality, empowering education for all, especially for marginalized groups. Further details about ASPBAE can be found on our website www.aspbae.org

Amongst other roles, ASPBAE acts as the Asia Pacific Regional Secretariat for the Civil Society Education Fund (CSEF). The CSEF is funded by the Global Partnership for Education (GPE) (www.partnershipforeducation.org) and coordinated globally by the Global Coalition for Education (GCE) (www.campaignforeducation.org).

The CSEF program provides funding and capacity support to eligible national education advocacy coalitions of CSOs. This capacity support and network building aims to ensure strong, capable and credible civil society engagement to improve national level education policy and implementation. In the Asia Pacific region ASPBAE currently provides capacity support through CSEF funds to national 19 coalitions, namely Bangladesh, India, Pakistan, Sri Lanka, Nepal, Afghanistan, Kyrgyzstan, Mongolia, Vietnam, Cambodia, Mongolia, Indonesia, Timor Leste, Philippines, Papua New Guinea, Solomon Islands, Vanuatu and Samoa, and including network building support for Tajikistan.

POSITION DESCRIPTION

ASPBAE is seeking a Programme Monitoring and Learning (PML) Officer for the Asia Pacific CSEF work who shall:

1. Coordinate and anchor ASPBAE's and the Regional Asia Pacific CSEF inputs to the CSEF Monitoring Evaluation and Learning (MEL) system, including developing and uploading ASPBAE submissions; reviewing and improving on coalition submissions, and providing MEL advice and training for other ASPBAE staff as required.
2. Assist in coordinating the development of materials and publications highlighting the positive work of the national education coalitions and ASPBAE, liaising with other staff and the coalitions as needed to ensure that they produce suitable contributions by agreed times, and editing and working with them to finalise their contributions to the publication.
3. Coordinate the overall documentation work of CSEF in the Asia Pacific.
4. Assist in the development of written and visual materials for use in learning platforms of ASPBAE, GCE, GPE; for ASPBAE publications (such as the ASPBAE Bulletin); and for social media and other platforms deemed strategic for CSEF and ASPBAE.
5. Assist in developing proposals, policy briefs, case studies and other documents as required, producing drafts for review by senior staff.
6. Proactively participate as part of ASPBAE's regional CSEF capacity support team and undertake other tasks as required by the CSEF Regional Coordinator

The PML Officer will report to the CSEF Regional Coordinator.



POST LOCATION

Negotiable, within the Asia Pacific region

SELECTION CRITERIA

a) Experience and Knowledge

- Experience in monitoring and evaluation of programmes
- Experience in documentation
- Knowledge and experience in publications, with social media and adapting words and images for learning platforms and specific social media purposes
- Experience and evidence of high quality writing and editing of reports and proposals in English
- Experience in liaising with organisations and individuals, working with them to produce drafts, and final versions of documents within agreed deadlines
- Knowledge of Asia Pacific political, economic and social development and especially education issues, (preferably through first-hand experience in Asia Pacific countries) would be an advantage.
- Experience working with CSOs at a national or regional level would be strong advantage
- Experience working in education campaigns would be an advantage
- A relevant undergraduate or postgraduate degree
- At least 7 years' progressive experience in information, communications, report writing and related fields

b) Skills and Personal Attributes

- Excellent English language oral and written communication skills
- Excellent cross-cultural, gender aware, interpersonal and representational skills
- Training and mentoring skills preferred
- Sound analytical, organizational, project and time management skills
- Skills in word processing and using spreadsheets, internet and email communication.
- Ability to work independently and also as part of a team
- An energetic, creative, flexible problem solver, with an ability to listen and evaluate

The position is initially for 12 months, subject to final confirmation, but with a strong prospect of continuing for further years. ASPBAE can offer up to USD \$2,200 gross compensation, per month at full time work and depending on qualifications and experience.

Applicants are requested to send a cover letter addressing the selection criteria, plus their CV and also the names, email and phone details of two referees to Bernie Lovegrove, email bernie.aspbae@gmail.com. Applicants are also requested to provide some examples of their written work.

The selected person will be willing and available for some travel in the region.

Applications close Monday 20 July 2018.