

<b>Position Title:</b>	<b>PLMP Program Coordinator - Sustainability</b>
<b>Duration of Term:</b>	1 year with possibility of extension
<b>Program:</b>	Australia Timor-Leste Partnership for Human Development (PHD)
<b>Location:</b>	Dili, Timor-Leste with travel to municipalities as required
<b>Reporting To:</b>	PLMP Manager
<b>Program Overview:</b>	<p>The Australia Timor-Leste Partnership for Human Development (PHD) supports the Government of Timor-Leste's Strategic Development Plan 2011-2030 and reflects Australia's commitment to work in partnership with Timor-Leste to enhance human development over the next decade. PHD's goal is to strengthen social capital in Timor-Leste through strengthening services, increasing community engagement and linking civil society to decision makers to improve access to services. PHD supports sectoral investments in health, education, sanitation and water and mainstream nutrition, gender equality, disability and social protection.</p> <p>Abt Associates Australia is the implementation partner for PHD and is contracted until 2021 with a possible five-year extension.</p>
<b>Background:</b>	<p>PHD supports the goals of the Government of Timor-Leste to improve literacy and numeracy as a basis for future economic growth and Timorese livelihoods with the objective that all Timorese children should attend school and receive a quality education that gives them the knowledge and skills to lead healthy, productive lives and to actively contribute to the nation's development.</p> <p>The Ministry of Education has taken solid action to address learning gaps by developing a new curriculum in 2013 with training occurring since 2014 regarding scripted lesson plans. International evidence shows that formal training is critical, but not enough in itself to facilitate changes to teaching practice. Formal training needs to be coupled with a focus on continuous teacher professional development.</p> <p>The Australian Embassy in partnership with the Ministry of Education in Timor-Leste, has developed a long term capacity building program for Timorese school teachers and school leaders. The program is called the Professional Learning and Mentoring program (PLMP), with three components: Mentoring, School-based Peer Professional Learning Groups and a Leaders of Learning Program.</p>
<b>Duty Statement:</b>	<p>The Program Coordinator – Sustainability will be responsible for coordinating the PLMP program in all municipalities where it is being implemented in consultation and coordination with Senior Education Mentor and Education Mentor and the PLMP Program Manager. The Coordinator will also take on responsibility, in overseeing trainings and providing support to the sustainability of program phases 1-4 and ensuring the program is being implemented the leaders and municipal education authorities.</p>

<p><b>Responsibilities &amp; Specific Duties</b></p>	<ul style="list-style-type: none"> <li>• Support the program team and partners in all aspects of work including implementation of the new curriculum and associated Leadership / Mentoring Programs components.</li> <li>• Coordinate with all Education Mentors, PLMP Training Officer and Disability Officer as well as Ministry of Education, Youth and Sports (MoEYS) officers at relevant levels of the education system to bring together program activities planning and implementation; such as field trip plans, monthly meetings, trainings, data collection and reporting.</li> <li>• Coordinate and liaise with the Education Program Training Officer and all Education Mentors in preparatory activities including providing leadership training, mentor induction training and planning for school-based mentoring support and GTPs.</li> <li>• Provide support for all training activities, leading activities where required.</li> <li>• Coordinate mentors to undertake school-based mentoring activities and supporting mentors by providing advice, capacity building, problem-solving and providing logistical and administrative support. Mentors are initially involved in assisting school leaders and educators to implement the new curriculum, build their leadership skills and complete particular tasks set during the Leadership Program. The role may also involve undertaking some of the duties of mentors where necessary.</li> <li>• Coordinate monthly mentor meetings to develop progress reports, and support mentors to maintain ongoing communication using a collaborative process in celebrating successes and overcoming challenges.</li> <li>• Coordinate regular monthly meeting with the Municipal Director of Education to provide updates on activities and problem-solve issues.</li> <li>• Work collaboratively with the Education team and partners to collect quality and Collate data from review processes, working with mentors and school leaders to:             <ul style="list-style-type: none"> <li>○ Collect data for monitoring purposes;</li> <li>○ Establish baseline data for each school about student learning and teacher classroom skills;</li> <li>○ Support observations and classroom demonstrations.</li> </ul> </li> <li>• Oversee the management for the mentor positions of timesheets, leave applications etc.</li> <li>• Promote responsiveness to diversity and ensure that cross cutting areas of the program such as Gender, Disability, Child Protection are embedded in all program activities.</li> </ul>
<p><b>Key Deliverables / Performance Indicators</b></p>	<ul style="list-style-type: none"> <li>• Program phase 1-4 are sustained by municipal director and school leaders.</li> <li>• Key stakeholder relationships are established and maintained, reflected by effective coordination of program activities with</li> </ul>

	<p>stakeholders, including internal stakeholders and those at the municipal level.</p> <ul style="list-style-type: none"> <li>• Training materials are developed in coordination and collaboration with the Training Officer.</li> <li>• Lead and/or support training session.</li> <li>• Lead the coordination and implementation of the PLMP activities with all mentors</li> <li>• Maintain strong professional relationship demonstrating effective communication with line managers and staff as well as stakeholders.</li> </ul>
<p><b>Selection Criteria:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor and/or postgraduate degree in education, preferably in basic education</li> <li>• At least five years of similar work experience in the international or development sector.</li> <li>• Exceptional interpersonal skills with a demonstrated ability to build and maintain positive relationships with a range of stakeholders in a complex environment.</li> <li>• Demonstrated experience in high quality and extensive classroom teaching in child-centred and active learning principles.</li> <li>• Experience in successfully supporting quality education initiatives in basic education schools in Timor-Leste.</li> <li>• Leadership experience in schools and/or education context and other relevant environments with a good understanding of strategies which will support successful professional learning processes.</li> <li>• Project management experience, including preparing and monitoring work plans, financial management with proficiency in MS Word and Excel.</li> <li>• Proficiency in English, Tetum, Bahasa Indonesia and Portuguese is highly preferred</li> <li>• A preparedness to work with limited resources within a challenging environment.</li> <li>• Willingness to travel in regional locations.</li> </ul>

<b>Position Title:</b>	<b>PLMP Program Coordinator - Training</b>
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<b>Responsibilities &amp; Specific Duties</b>	<ul style="list-style-type: none"> <li>Support the program team and partners in all aspects of work including implementation of the new curriculum and associated Leadership / Mentoring Programs components.</li> </ul>

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<p><b>Key Deliverables / Performance Indicators</b></p>	<ul style="list-style-type: none"> <li>• Key stakeholder relationships are established and maintained, reflected by effective coordination of program activities with stakeholders, including internal stakeholders and those at the municipal level.</li> </ul>

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