

Position Title:	PLMP Program Manager
Duration of Term:	1 year with possibility of extension
Program:	Australia Timor-Leste Partnership for Human Development (PHD)
Location:	Dili, Timor-Leste with travel to municipalities as required
Reporting To:	Education Sector Lead
Program Overview:	<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>
Background:	<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>
Duty Statement:	The PLMP Program Manager will be responsible for all aspects of the management and implementation of the PLMP program in close coordination with the Senior Education Mentors and Education Technical Lead.
Responsibilities & Specific Duties	<ul style="list-style-type: none"> Working closely with the Education Senior Management Team (Sector Lead, Partnership Advisor and Education Advisor) to plan, co-ordinate, monitor and evaluate the implementation of the PLMP program. With support from the Education Senior Management Team, working closely with the Ministry of Education, Youth and Sports (MoEYS) to

	<p>develop government capacity at all levels, with aim to co-ordinate and effectively deliver the program.</p> <ul style="list-style-type: none"> • Supporting Education Mentors and PLMP Program Coordinators to plan preparatory activities including field trip planning, induction training and planning for school-based mentoring support. • Supporting the Disability Officer in coordinating all aspect of Inclusive Education activities. • With oversight from the Education Sector Lead, support international/national mentors and accompanier mentors (the latter being locally-based) to undertake all aspects of program implementation including providing advice, trouble-shooting and providing logistical and administrative support. • With support from the Education Sector Lead, leading the coordination and support for the monthly mentor meetings to plan, review, monitor and evaluate progress, and support mentors to maintain ongoing communication with accompaniers using a collaborative process in celebrating successes and in overcoming challenges. • Working closely with the education team and government partners, in particular the Research, Monitoring and Evaluation Officer, plan and implement the collection and collation of data through review processes. This will include working with mentors and school leaders to establish baseline data for each school about student learning and teacher classroom skills, supporting observations and classroom demonstrations, as well as data collection for monitoring purposes. • Coordinate closely with the Education Support Officer and Education team on PLMP events planning and preparation. • Working closely with all Education Mentors to assure effective and sustainable implementation of PLMP program based on the PLMP components. • Leading data collection and report writing as required to demonstrate the effectiveness of the PLMP program. • Support and carry out other specific duties required by the program.
<p>Key Deliverables / Performance Indicators</p>	<p>The deliverables for this position include but are not limited to:</p> <p><i>Project management:</i></p> <ul style="list-style-type: none"> • Preparation of an annual plan for PLMP agreed with the Sector Lead, Mentors and MoEYs • Detailed monthly planning for PLMP work is provided to the Sector Lead and discussed with the team at least two weeks before planned implementation date • All documentation for co-ordination to facilitate planning is prepared at least two weeks in advance of implementation date and submitted to the Operations team for action

	<ul style="list-style-type: none"> • All supporting materials are prepared and available to the mentor teams before implementation date <p><i>Relationship management:</i></p> <ul style="list-style-type: none"> • Establish relationship and good communication with all program stakeholders including internal team, MoEYS and DFAT • Assurance that PLMP program implementation is well established and achieving intended implementation outcomes including the 4 components of the program (Leadership Training, GTP, Mentoring and use of technology) <p><i>Reporting:</i></p> <ul style="list-style-type: none"> • Contribute to program reporting as required by Education Sector Lead and six-monthly report; including monitoring and evaluation data (school profile for all phases, Training reports, Baseline Phase 5 report, dashboard report) <p><i>Curriculum distribution and event co-ordination:</i></p> <ul style="list-style-type: none"> • Ensuring sufficient copies of the basic education curriculum are available to meet the needs of the program and implementation • Identification and planning for events such as launches, displays and workshops, co-ordination of materials and display design preparation
<p>Selection Criteria:</p>	<ul style="list-style-type: none"> • Bachelor and/or postgraduate degree in education, preferably in basic education. • At least five years of similar work experience in the international or development sector. • Exceptional interpersonal skills with a demonstrated ability to build, maintain positive relationships with a range of stakeholders in a complex environment. • Strong organisational skills and demonstrated experience managing development programs. • Excellent written skills in English with ability to produce high quality program reporting. • Demonstrated ability in effective and constructive communication within the team to maintain the positive work environment and team spirit. • Demonstrated sound financial and business-related practices. • Advance working knowledge in the use of Microsoft Office, particularly Excel. • Acts as a role model to all members of the team, partners and the education sector.