



JOB DESCRIPTION

Job title	Sr. Technical Advisor – Early Childhood Care & Development (ECCD) & Education	Department:	Programme Strategy & Policy
Location	Delhi	Grade	E
Reporting to	Director – Programme Strategy & Policy		
Contract Duration : 3 years			
Level Of Contact With Children: 2 (Sporadic or occasional contact with children)			
The position holder shall be responsible to adhere & work within the ambit of Plan India's Child Protection & Gender Equality Policies.			

Job summary:

The Senior Technical Adviser (STA) will take the lead in ensuring the design, implementation and monitoring of education and ECCD initiatives. STA is also expected to provide technical leadership, with responsibility for developing clear strategic and operational plans. The Senior Technical Adviser will also identify fundraising needs and will develop proposals.

Scope of Work:

1. Technical Guidance

- Provide technical leadership to the early childhood development & education portfolio in accordance with Plan India's Country Strategy Framework to strengthen the quality, impact and scale of Plan India's programmes.
- Lead design and conceptualize innovative programmes based on programmatic review and evidence.
- Lead the development of contextually relevant and targeted training materials and resources for early childhood development and education programming.
- Provide and gather technical inputs in and to other Plan countries in the region.
- Ensure coordination with other thematic advisers to ensure convergence in programme implementation.
- Provide regular technical updates and capacity building sessions, including programmatic evidence and roll-out of new initiatives.
- Organize and promote strategic learning opportunities for staff and partners such as in person trainings, external trainings, exchange visits and e-learning in accordance to the strategic vision and mission.

2. Influencing and Advocacy

- Represent Plan India in strategic and policy meetings and other interactions with key early childhood development and education stakeholders including the Government of India, state governments, donor agencies, and research institutions.

- Represent Plan's early childhood development and education portfolio vision and mission at relevant national and international forums, and participate in coalition, working group, and other meetings.
- Support state offices in constructive engagement with state and local-level early childhood development and education authorities through facilitative partnership agreements
- Identify, explore and promote relationships with key Government of India Ministries, state governments, and other stakeholders at the national level and state levels.
- Support thought leadership in the field of early childhood development & Education by, for example authoring research papers, speaking at conferences and connecting with likeminded organisations and networks.
- Contribute to the development of advocacy strategies, including stakeholder analysis, Message development and support in delivery of strategic advocacy with donors, Government and networks/coalitions.

3. Fundraising

- Facilitate resource mobilization for expansion of Plan India's early childhood development and education portfolio.
- Lead and/or contributes to business development activities, including proposal writing on early childhood development & education.
- Explore the new avenues for fundraising with regard to ECCD and education.

4. Monitoring and Evaluation

- Support the identification, documentation and dissemination of evidence based practices and programmes.
- Support the development and implementation of MERL framework on early childhood development and education for programme assessment and learning.
- In coordination with the Technical Advisers, Programme Implementation Unit and MERL team roll out Plan India's Monitoring and Evaluation Framework.
- Oversee programme planning and gender mainstreaming processes, including Annual Reviews, Mid Term Reviews, and formulation, monitoring and reporting from Country Strategy Plan.

EDUCATION AND EXPERIENCE

- Post Graduate in Development Management
- Experience of more than 15 years in the Education sector, specifically in developing thematic strategies, operational roll out and policy advocacy.
- Solid understanding of cross-cutting issues and related research agenda.
- Proven experience in capacity building and managing multi-stakeholder processes.
- Demonstrated experience of working with senior stakeholders from Government agencies, international organisations, donors, academics etc.
- Excellent communication skills, including fluency in written and spoken English and strong interpersonal and advisory skills.
- Ability to use software programmes such as Microsoft Word, Excel, PowerPoint, etc.

Travel: 35%

Compensation and Employment:

Plan is an equal opportunity employer and qualified women candidates are encouraged to apply. **Our policies and procedures reflect our commitment to child rights and child protection.**

How to apply

Please send us your updated resume along with a suitability note (single Word document only) for the position of “**Sr. Technical Advisor- ECCD & Education**” at planindiacaers@planindia.org. Please mention “**Sr. Technical Advisor – ECCD & Education**” in the subject line. **Please mention compensation your current details in your resume.** Last date for sending applications is **15th June 2017.**

Given the volume of applications received, only shortlisted candidates will be contacted.

For more information, please visit our website www.planindia.org