



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	Education Specialist		
Department	Programme & Business Development	Unit	Education/Programme
Grade:	E	Contract Type	Regular
Location:	Phnom Penh (with regular travel to the fields)		
Reports to:	Programme & Business Development Lead		
Direct Reports:	Project Staff (as applicable)		
Role Overview:	Job Role		
	<p>The Education Specialist will lead the conceptualization, planning, and management of initiatives to promote quality, inclusive, and transformative education for children and young people. This role focuses on enhancing education governance, integrating technology into learning, and strengthening resilient life skills to equip learners for current and future challenges. The position contributes directly to the strategic priorities outlined in ActionAid Cambodia's Country Strategy Paper (CSP IV), ensuring that education programming aligns with rights-based, gender-responsive, and climate-resilient approaches.</p> <p>Working in close collaboration with government bodies, local partners, and cross-functional teams, the Education Specialist will help drive systemic change, promote equitable access to education, and foster innovation to enhance learning outcomes—particularly for marginalized and vulnerable groups.</p>		
Areas of Responsibilities	Key Activities		
Strategy and Framework development	<ul style="list-style-type: none">• Enhance quality and inclusiveness of teaching and learning through the promotion of creative methodologies, integration of ICT, and resilient life skills education tailored to diverse learner needs.• Strengthening school governance and community engagement by building the capacity of School Management Committees (SMCs) and promoting participatory monitoring to improve school accountability and quality education outcomes.• Foster policy influences partnerships by engaging in education networks, coalitions, and government forums to advocate for inclusive education policies and resource allocation.• Lead evidence-based programme design and learning by coordinating with partners to• Document best practices, track progress through M&E, and support continuous improvement of education interventions. Ensure all expected results and activities are delivered with quality and timely.• Provide strategic coordination and oversight of all project implementation activities through project teams, partner organizations, and communities,		

<p>Project Management</p>	<p>ensuring alignment, collaboration, and maximized impact of collective efforts.</p> <ul style="list-style-type: none"> • Provide overall leadership and strategic coordination for effective planning, implementation, monitoring, and evaluation of all education programme initiatives in alignment with AAC's goals and donor requirements. • Ensure that all implementing partners have clear plans and capacities to deliver targeted outcomes within agreed timelines, resources, and quality standards. • Oversee contract and compliance management, ensuring adherence to donor guidelines, AA policies, and legal obligations, including those related to finance, procurement, visibility, and safeguarding. • Facilitate cross-functional coordination among units/departments and with external partners to ensure coherent and efficient project delivery across all levels. • Lead programme-level operational planning, risk management, and reflection processes, including regular reviews, learning sessions, and knowledge documentation to enhance programme effectiveness. • Ensure timely and accurate preparation of narrative and financial reports, coordination of donor communications, and smooth facilitation of audits and field visits. • Work closely with the finance team and partners to conduct regular financial monitoring, ensuring alignment with approved budgets and timely fund disbursement. • Ensure systematic information management and documentation, including updates in relevant systems (e.g., CMS), and uphold standards of transparency and accountability. • Ensure full compliance with ActionAid's Code of Conduct, SHEA and Safeguarding policies, and health and safety measures in all project processes and engagements.
<p>Education Programme & AAC Interventions</p>	<ul style="list-style-type: none"> • Strengthen school leadership and empower School Management Committees (SMCs), ensuring active community and parental involvement in school governance and accountability. • Improve the quality of teaching and school environments through capacity building, inclusive infrastructure (classrooms, WASH facilities), and creative, age-appropriate teaching methodologies. • Promote equitable access to education, with a strong focus on girls' education and retention, through targeted interventions in underserved and vulnerable communities. • Collaborate with MoEYS and key partners to support children's enrollment, attendance, and continued learning aligned with national education priorities. • Support the implementation and scaling of the Resilient Local Life Skills Model School Programme, enhancing children's education through relevant curricula, teacher training, and necessary school facilities. • Contribute to national education policy dialogue by conducting studies (e.g., education financing), and facilitating advocacy on gender and social inclusion at national and sub-national levels. • Work closely with education authorities to align with RGC's goals for

Accountability and Reporting	<p>nationwide expansion of quality education initiatives.</p> <ul style="list-style-type: none"> • Lead and coordinate overall reporting processes to ensure timely, accurate, and high-quality narrative and financial reports in alignment with donor requirements, ActionAid policies, and consortium commitments. • Ensure accountability to all stakeholders—including donors, consortium partners, and AAI—by upholding reporting standards, financial transparency, and compliance with contractual obligations. • Collaborate closely with the finance team to facilitate effective budget monitoring, conduct regular financial reviews with partners, and ensure spending aligns with approved plans. • Oversee the timely processing and tracking of fund disbursements to AAC and implementing partners, ensuring consistency with financial reporting and donor agreements. • Coordinate and support internal and external financial audits, ensuring full compliance with audit requirements and follow-up actions.
	<ul style="list-style-type: none"> • Proactively identify funding gaps related to the implementation of the education programme, including quality education, ICT integration, and resilient life skills, in alignment with ActionAid Cambodia's Country Strategy Paper, and lead efforts to mobilize necessary resources. • Collaborate with the Business Development Unit to develop compelling concept notes and funding proposals focused on advancing inclusive and quality education, school leadership, and innovative learning approaches. • Maintain strategic communication with donors, supporters, and ActionAid International teams, providing updates on programme progress, showcasing impact, and facilitating field visits to enhance engagement and sustained support.
Business Development	
Capacity Development and Technical Support	<ul style="list-style-type: none"> • Lead capacity development initiatives for ActionAid Cambodia and partner organization staff on education-related themes, including the Right to Education, youth engagement, and resilient life skills. • Identify training needs and facilitate the design and implementation of tailored capacity-building plans in collaboration with Project team and partner organizations. • Coordinate with ActionAid's international networks to access relevant tools, resources, and technical expertise to deliver in-country training and knowledge-sharing sessions. • Develop and disseminate practical learning materials and conduct on-site mentoring and coaching to strengthen the technical and programmatic capacity of staff and partners.
Monitoring and evaluation of thematic work	<ul style="list-style-type: none"> • Collaborate with the Programme Quality and Learning (PQL) team to ensure robust monitoring, evaluation, and learning (MEAL) processes are embedded within all education initiatives, aligned with organizational impact and innovation goals. • Lead the documentation and dissemination of key learnings, best practices, and innovations from education programmes to strengthen evidence-based planning and adaptive learning across teams. • Coordinate the development of periodic thematic reports and contribute to the organization's knowledge products and strategic reporting.

Other tasks	<ul style="list-style-type: none"> • Provide technical guidance to campaign and communications teams to align education-focused campaigns and public engagement activities with strategic priorities. • Facilitate cross-functional collaboration to design and deliver impactful campaign and communication events that promote quality, inclusive, and resilient education across ActionAid Cambodia. 	
	<ul style="list-style-type: none"> • Consistently uphold and comply with ActionAid's Code of Conduct, including policies on Sexual Harassment, Exploitation, and Abuse (SHEA), Safeguarding, and Child Safeguarding, both during and outside of working hours, along with all other approved organizational policies and procedures. • Perform other tasks as requested by the line manager and/or SMT/CD. 	
	Key Relationships to reach solutions	
Internal (to ActionAid or team)		External
SMT		Donor
Communication Unit		Relevant Government Ministry Officials; NGO stakeholders
Business Development Unit		Networks, alliances, local partners, Donor Organizations, Research and Academic Institutions
Admin/Finance Units		
Programme and Programme Quality Unit		
Person Specification		
Education & Essential Experience	<ul style="list-style-type: none"> • Master's Degree in Education/Social Science or its equivalent from a recognized University with at least 7 years of relevant experience in the related field • Experience of working with INGO/NGO on programme development trajectories 	
	<ul style="list-style-type: none"> • Deeper understanding of and expertise in project management and contract compliance • Thorough understanding of development and human right issues in the country • Proven understanding and experience of advocacy and campaign work at the national/regional level • Demonstrable experience in project and proposal development; writing proposals, M&E and report writing • Experience of coordinating/facilitating networks or coalitions • Excellent understanding and analysis of social media and its use in communication and campaigns • Sound knowledge of national and international policies, frameworks and laws related to women's rights, especially in gender-based violence. • Excellent written and spoken English • Research, policy analysis and critical thinking • Computer (Office, in particular Excel) 	
Knowledge and Skills		
Desirable Knowledge,	<ul style="list-style-type: none"> • Human Rights Based Approach and Community Organizing • Team building and coordination • Be able to network effectively inside and outside of ActionAid Cambodia • Be creative and innovative 	

Experience and Skills	<ul style="list-style-type: none"> • Risk management and conflict resolution • Result oriented - ability to manage multiple tasks, work under pressure and meet deadlines • Able to work independently
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates a strong understanding of and commitment to ActionAid's core values: Mutual respect; Equity and justice; Honesty and transparency; Solidarity with the poor and marginalized; Courage of conviction; Independence and humility • Gender-sensitive and committed to promoting equality and inclusion in all aspects of work. • Effective team player with the ability to foster collaboration and build strong team dynamics. • Self-motivated and decisive, with a proactive attitude, high level of integrity, and strong ethical standards.

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International mission and comply to ActionAid International values, including *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility*.

Prepared by:

Line manager

Signature

Date:

Reviewed by:

People Finance & Operation Lead

Signature

Date:

Approved by:

Country Director

Signature

Date:

Accepted by:

Name of staff

Signature

Date: