



Job Description

Job Title:	Cluster Coordinator
Department:	Institutional Partnerships Development/ PEF-NSP/PSRP/PSSP
Reports to:	Area Project Coordinator
Location:	Wazirabad
Contract Type:	Contractual/Annual
Budgeted Salary:	PKR 45,000 to 50,000/-
Scope of Work	Cluster Coordinator will be responsible for managing 15-20 PEF-PSSP/NSP/PSRP public primary schools at the Tehsil/Area level and will be responsible for leading 15-20 school staff. Will be responsible for management, supervision, and leading the 15-20 schools.
Main Responsibilities	<ul style="list-style-type: none"> • Cluster Coordinator will be responsible for managing, supervising, and providing leadership for 15-20 public schools under Muslim Hands. • Ensure 02 school support and monitoring visits per school per month of all assigned schools in the cluster for supervisor, monitoring, and support to school staff. • Responsible for social/ community mobilization through dialogue, awareness raising for the importance of primary school education. • The Cluster Coordinator will ensure active community participation in the project activities and involve local influencers in school improvement activities. • Responsible for completing the targets of enrolling out-of-school children and completing the assigned target of out-of-school children enrollment. • Ensure 90% or above daily attendance of students in all assigned schools and keep daily updates to line supervisors about cluster schools' attendance. • Ensure 100% results of QAT/SBA/Annual Assessments of students in the cluster schools and ensure a quality learning environment in the schools. • Supervise and manage administration, procurement and financial procedures at all schools in the assigned cluster. • Responsible for capacity building of staff and implementation of project activities in the field for the quality of teaching in cluster schools. • Regular field supervision of schools, identify gaps for improvement, and provide support to head teachers and school staff. • Preparation and submission of consolidated daily/weekly/monthly/quarterly work plans and progress report with his / her own result-oriented analysis and recommendations to the line supervisor. • Cluster Coordinator shall conduct regular monitoring visits to allocated schools as per the plan and ensure smooth school management in the cluster. • The Cluster Coordinator will be responsible for the distribution of all supplies to schools and ensure that support is provided to the school for missing facilities provision in the cluster school. • Any other assignments assigned by the line manager
Required Qualifications and Skills:	<ul style="list-style-type: none"> ▪ The incumbent should have a Master's degree, preferably in Education, Management, or Social Sciences, or equivalent in the related subject from a HEC-recognized institution. ▪ At least 2 years' experience in the respective field, excellent interpersonal, communication, and negotiation skills, experience in community mobilization, community-driven projects, and educational and training activities. ▪ Efficient in managing the community as well as a team player. ▪ Local candidates will be preferred