



### Job Description

<b>Job Title:</b>	Cluster Coordinator
<b>Department:</b>	Institutional Partnerships Development/ PEF-NSP/PSRP/PSSP
<b>Reports to:</b>	Area Project Coordinator
<b>Location:</b>	Gujrat
<b>Contract Type:</b>	Contractual/Annual
<b>Budgeted Salary:</b>	PKR 45,000/-
<b>Scope of Work</b>	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, supervising and leading the 15-20 schools.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>Cluster Coordinator will be responsible for managing, supervising, and providing leadership for 15-20 public schools under Muslim Hands.</li> <li>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.</li> <li>Responsible for social/ community mobilization through dialogue, awareness raising for the importance of primary school education.</li> <li>Cluster Coordinator will ensure active community participation in the project activities and involve local influential in school improvement activities.</li> <li>Responsible for completing the targets of enrolling out-of-school children and completing the assigned target of out-of-school children enrollment.</li> <li>Ensure 90% above daily attendance of students in all assigned schools and keep daily updates to line supervisors about cluster schools' attendance.</li> <li>Ensure 100% results of QAT/SBA/Annual Assessments of students in the cluster schools and ensure a quality learning environment in the schools.</li> <li>Supervise and manage administration, procurement and financial procedures at all schools in the assigned cluster.</li> <li>Responsible for capacity building of staff and implementation of project activities in the field for the quality of teaching in cluster schools.</li> <li>Regular field supervision of schools and identify gaps for improvement, and provide support to head teachers and school staff.</li> <li>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.</li> <li>Cluster Coordinator shall conduct regular monitoring visits to allocated schools as per the plan and ensure smooth school management in the cluster.</li> <li>Cluster Coordinator will be responsible for the distribution of all supplies to schools and ensure provide support is provided to the school for missing facilities provision in the cluster school.</li> <li>Any other assignments assigned by the line manager</li> </ul>
<b>Required Qualifications and Skills:</b>	<ul style="list-style-type: none"> <li>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.</li> <li>At least 2 years' experience in the respective field, excellent interpersonal, communication, and negotiation skills, experience in community mobilization, community-driven projects, educational and training activities.</li> <li>Efficient in managing the community as well as a team player.</li> <li>Local candidates will be preferred</li> </ul>