



Job Description

Job Title:	Cluster Coordinator
Department:	Institutional Partnerships Development/ PEF-NSP/PSRP/PSSP
Reports to:	Area Project Coordinator
Location:	Jhelum
Contract Type:	Contractual/Annual
Budgeted Salary:	PKR 45,000/-
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, supervising 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. • Cluster Coordinator will ensure active community participation in the project activities and involve local influential 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% 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 and 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. • 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. • 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, educational and training activities. ▪ Efficient in managing the community as well as a team player. ▪ Local candidates will be preferred