



Job Description

Job Title:	Cluster Coordinator
Department:	Institutional Partnerships Development/ PEF-NSP/PSRP/PSSP
Reports to:	Area Project Coordinator
Location:	Dina/Jhelum
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	- 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 supervision, 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 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 to 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 reports 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 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:	- 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